

AUSTINMER SLSC INC
PO BOX 3018 AUSTINMER NSW 2515
functions@austinmersurfclub.com.au
ABN 57 984 732 704



Terms and Conditions of Hire

Bookings

When an initial enquiry is made to Austinmer SLSC Function Centre, your preferred date will be tentatively held for 14 days, after which time the date will become available for other reservations.

The cost to hire the function centre varies with the intended use and time frame. Hire for weddings will incur the maximum fee of \$1600. The cost for weddings includes pre and post cleaning, glassware, tables and chairs, and where possible access to the club for a maximum period of two and a half days to allow for the function to be set-up. A refundable bond of \$400 is also required as part of the initial deposit.

In order to secure the hire of the Function Centre you will need to complete the booking details form located on the Information page and forward the initial deposit of 50% of the total hire with a direct deposit to be made payable to (Austinmer Surf Life Saving Club). The details are on the booking form.

Please note that cancellation of a booking is non-refundable.

Payment

Final payment is required a minimum of 3 days prior to your function date.

The Function Manager will contact you the week prior to your event to total up the final amount owing and to make arrangements for a meeting to handover the money and access keys.

Damage and Conduct

The Function Centre does not take responsibility for any damage or loss of hired items, before, during or after your function.

When decorating the Function Centre, there is to be no use of pins, nails or paint removing tape. No flower petals, rice, confetti or table sprinkles are allowed inside or out. The use of candles is permitted. However, please ensure that wax does not drip onto any surface. Should wax drip or be spilt on the carpet a portion of your bond will be withheld to allow for the cost of removal of such. The cost of any damage to walls or fixtures will also be taken from the bond money. Loss of bond will also occur should there be excessive red wine spilt on the carpet.

Responsible Service of Alcohol (We are a Good Sports Club)

Proof of age is to be provided on request and refusal of service if not supplied.

Intoxicated persons will be refused admission and service and, if abusive, will be asked to leave the function.

Your caterer will need to supply adequate staff until all food services are completed (i.e. table clearing, clean-up and pack-up).

General

Austinmer SLSC Function Centre does not supply any alcohol or any other beverages. The hirer must provide all beverages.

No keg facilities are available. Bottled or can beer only.

Glassware is available, and included in the hire fee (wine glasses, champagne flutes and highballs).

The furniture available and included in the hire fee; 11x 1800 round tables (seats 10), 3x1500 (seats 8), 5 rectangular trestle tables 1800x750 (750 high) and white folding chairs.

ASLSC does not provide crockery, cutlery or linen.

The latest time your function can run is 12 am. It is expected that last drinks will be called at 11:30 pm or at least half an hour prior to the conclusion of the function. Music should be turned off and lights turned back on. All guests must vacate the premises during the last half hour or additional costs will be incurred. All personal belongings must be removed immediately after the function is finished. No responsibility will be taken by the venue should items be left behind.

Please respect our neighbours and leave quietly.

The bond is returned upon inspection of the function centre at the conclusion of the event. Austinmer SLSC Function Centre reserves the right to withhold all or part of the bond money should there be any damage or additional cleaning.

In the event that you wish to have helium balloons at your function, these must be weighted and not released inside the function centre under any circumstances. Balloons entangled in fans will cause damage to the mechanism and require repairs to be made. Your bond will be used as payment for any costs incurred.