

## VENUE HIRE REQUEST FORM | Terms and Conditions

By completing and sending this form you are acknowledging our rates and the terms of hire below:

### Rates

\$30 ex GST per hour for Members & Regular Group Activity Bookings

\$60 ex GST per hour for Non-Members

\$1,950 ex GST total for hire Wedding Use

(Wedding Price price includes hire for one full day and two four hour bump in and out periods)

\$100 ex GST Venue Clean

### Minimum Hire Periods

Hire attracts a minimum 4 hour booking fee plus the cost of a venue clean

Regular bookings are eligible for per hour rate

### Bond & Damage Costs

Wedding \$400 bond minimum (larger weddings will attract a larger bond)

Party \$200 bond minimum (larger parties will attract a larger bond)

All damage caused to venue by a booking will be the liability of the hirer

### Payment Terms

50% deposit plus bond required to hold your booking

50% balance to be paid 4 weeks prior to booking

\*Any bookings made within this 4 week period will require 100% payment in advance

### Contacts

Austinmer Surf Life Saving Club Inc.

PO Box 3018 Thirroul NSW 2515

Functions Manager: *functions@austinmersurfclub.com.au*

**Billing:** *Treasurer@austinmersurfclub.com.au*

### Terms & Conditions

This Event Booking Form initiates your request to hire the club facilities and records your commitment to be bound by these Terms and Conditions.

To book and confirm your event please complete these steps:

1. The Function Manager will advise you if this date is available via email.
2. Your booking will be entered into the system and an email ONLY will confirm the availability of the venue.
3. If the date is available and your booking request accepted, you will receive an invoice for the hire amount.
4. A deposit of 50% plus applicable bond (Found above) is due to accept your booking.
5. An email from the club will be provided once your deposit has been paid and your booking accepted.
6. A 50% balance payment of your booking hire fees are required to be paid 4 weeks prior to the booking date of the event to complete the booking.
7. If you do not make a payment on time your booking may be released and no refund provided.
8. All payments should be made electronically into the club's Function Account. The details of the deposit can be found on the invoice. Please reference your surname and booking date when making the deposit.
9. Please note, cancellations of bookings are non-refundable.

Vacating the premises: At the conclusion of your function there is a half hour period prior to your nominated end time when last drinks are served, music is turned off and lights on. It is during this half an hour where all your guests must vacate the premises or additional costs will be incurred. All personal belongings (including any remaining beverages) must be removed at this time. No responsibility will be taken by the venue should items be left behind.

Austinmer SLSC Function Centre does NOT supply any alcohol or any other beverages. These must all be provided by the hirer. (Please note, there are no keg facilities at the Surf Club – all beer must be bottles or cans.)

The Function Centre has approximately 11 round tables (1800 dia – 10 seater) and 3 round tables (1500dia – 8 seater). Also available are 4 rectangle trestle tables (750 x 1800; 750drop). There are also 4 x 900sq cafe tables together with 120 white chairs. Linen is not provided by the Function Centre and must be hired in.

Glassware available includes wine glasses; champagne flutes and highball glasses. The Function Centre does not provide crockery; coffee/tea cups & saucers or cutlery.

Austinmer S.L.S.C. does not allow 18th or 21st Birthday parties.

\*prices subject to change and includes professional clean prior to the wedding

\*\*Bond returned following inspection of the premises at the completion of your event. ASLSC reserves the right to withhold all or part of the bond should there be any damage or additional cleaning required, eg. wine/food stains on the carpet.

I have read and agree to the above Hire Conditions of Austinmer SLSC Function Centre hire and I will abide by these conditions. I acknowledge I will remain liable for any and all damage to Austinmer Surf Club that is caused by my function and will ensure attendees use the Austinmer Surf Club for the purposes of the function only.