



CONDITIONS OF HIRE of Avoca Beach Surf Lifesaving Club Facilities

Thank you for your interest in hiring the function centre facilities at Avoca Beach Surf Lifesaving Club. Below is a list of terms and conditions regarding the hire and we ask you retain these for reference.

1. Standard Hire Fees: (from January 2011)

Friday to Sunday	\$2500 per day plus \$150 Cleaning Fee
Easter (any day)	\$2500 per day plus \$150 Cleaning Fee
December-January (any day)	\$2500 per day plus \$150 Cleaning Fee

Booking includes access to 25 round white tables, 6 scatter tables, 20 trestle tables, 240 white chairs, 15 chairs for outside, use of the carpeted bar area, all surrounding balconies, and kitchen facilities.

Hire does not include crockery or tablecloths.

The Bar Facilities are available only if using the Club supplied RSA Bar Staff.

Bar Staff hire rate is \$32 per bar staff per hour, and they commence half an hour before your function and finish half an hour after your function. Bar staff are billed after your function with your bond refund.

Prices are subject to change when bookings are made more than 12 months prior to the event.

Cancellation Fee: If within 3 months of function a \$250 fee applies, however if the venue is able to be rebooked, then the full \$500 will be refunded.

Access: Access is available to the Club from 9am on the day of the Function, however access maybe available the afternoon prior to the function, dependent on hall availability, but cannot be guaranteed. Access concludes at 9am the following day, however we do encourage our Hirers to take all personal items, including alcohol at the conclusion of your function.

2. Booking Requirements:

- A Deposit of \$500 is payable within 14 days of confirmation of booking;
- Balance of total cost is payable 30 days prior to function date;
- A Bond of \$800 in addition to the booking fee, will also be required to cover damage/breakage to Club property which is payable 30 days prior to function date;
- The Bond will be refunded within 14 days after the event provided there is no damage to Club property.
- Payment can be made by Eftpos (2% fee), Direct Deposit, Cash or Cheque.

3. Catering:

The Hirer may engage their caterer of choice

The Club uses and recommends:

H & H Catering Services	4382 4890	www.handhcatering.com.au
Mr Catering	0414 257 436	www.mrcatering.com.au

4. Decorations:

Adhesives or pins on walls, floors or ceilings to affix decorations is not permitted.

The use of confetti, flower petals or sparkling objects is not permitted.

Candles are to be contained in holders that allow no wax drips on tables or floors.

5. Glass Hire

The Club has available for hire Champagne, Wine, Beer and Water glasses at the following rates

Up to 100 people	\$100
100-150 people	\$150
150-200 people	\$200
200 people +	\$250

If you wish to bring in your own glasses, a \$100 packing fee will be charged

6. Bridal Table

Avoca Beach Surf Life Saving Club has specific bridal tables that has been designed as four separate sections each 2100 long x 1050 wide with a max size of 8400 long and 1050 wide. These can be set out in a variety of ways enabling wedding parties of different sizes. The legs are set in the middle of the sections so that they do not interfere with the seating of the wedding party.

6. Function Assistance

Joe Murray, our Club Function Manager is available to assist you with all your preparations and access and to help you coordinate your function. Joe is contactable on 0412 479 066 or by email on functions@avocabeachslsc.asn.au

7. Smoking:

Smoking is not permitted anywhere within Avoca Beach SLSC, including balconies. If the balcony is used as a smoking area and left littered, the Club will charge an extra \$75 cleaning fee

8. Confirmation:

Hall Hire will not be considered confirmed until the deposit of \$500 has been received. A receipt will then be issued to you and you will be invoiced 45 days prior to your function for the full payment.

9. Conduct within the Club and Environs:

The Hirer is to take all reasonable steps to ensure that no antisocial behaviour is allowed.

The Avoca Beach SLSC reserves the right to direct the Hirer to engage (at the Hirer's expense) adequate Security Staff should there be risk of antisocial behaviour including (but not restricted to) damage to Club property.

The Club is to be left clean and tidy at the conclusion of the function.

No food is to be left in the Club environs at the conclusion of your function.

We ask that guests be considerate of nearby dwellings and leave in an orderly and quiet manner

10. Service of Alcohol & Use of the Bar:

As a condition of its Liquor Licence Avoca Beach SLSC is required to adhere to the legal guidelines for the Responsible Service of Alcohol (RSA). These laws must be observed by Avoca Beach SLSC and any Hirer of the Club facilities. (A copy is attached.)

Low alcohol beer and soft drinks must be supplied at all functions.

If spirits are supplied at the bar, the Club policy is that no double strength spirits can be served.

The Hirer may supply their own alcohol to guests provided such supply is in accordance with RSA Guidelines.

Should the Hirer require the use of the Club's Bar facilities it will be necessary to hire Avoca Beach SLSC RSA accredited Bar Staff at a cost of \$32 per hour per person.

Bar staff will commence 1/2 hour before the function and finish 1/2 hour after the function.

Bar staff are there for the duration of your function only. It is your responsibility to unpack your alcohol into the fridges prior to your function.

Ice will also need to be purchased prior to your function and can be stored in the freezer in the kitchen.

11. Staffing:

Bar staff will be provided on the basis of the number of guests:

- Up to 100 guests will require 2 staff
- 100-150 guests will require 3 staff
- Table service and / or cocktail functions will require additional staff

Hirers will be invoiced following your function for the bar staff, at the same time of the bond refund.

12. Duration of Functions:

All functions are to conclude no later than midnight.

All food is to be cleared from tables and either stored or disposed of appropriately and all dirty crockery cleared before you depart the premises.

All items, including alcohol & decorations are to be removed from premises by 9am the following morning.

RESPONSIBLE SERVICE OF ALCOHOL:

1. Persons under the age of 18 are not to be served alcohol.
2. Low alcohol beer and soft drinks must be available at your function.
3. If you are supplying spirits for your function, please note our Club rules which in conjunction with the Liquor Act and Responsible Service of Alcohol, state that we do not serve double strength spirits.
4. Prevent intoxication by recognising the signs of intoxication and refuse service to anyone who is reaching this state.
5. Deny entry or service to anyone who is already intoxicated. Guests / patrons who wilfully flaunt or disregard these principles should / will be asked to leave.

Likewise guests who knowingly supply alcohol to another guest who has been denied service by Bar staff will no longer be served and should / will be asked to leave.
6. We want our guests to enjoy our Club facilities, the company of other guests and to comply with the NSW Liquor Act on Sale Service and the Consumption of Alcohol.
7. As part of our agreement with you, you are required to state that you have read and understand these rules, this can be found on the Agreement Form sent with the first invoice.

For any further enquiries or assistance:

Joe Murray, Functions Manager

Ph: 0412 479 066

Email: functions@avocabeachslsc.asn.au

Or contact the office on

4382 1514

Office hours are Monday, Thursday afternoon, Saturday mornings

Email: office@avocabeachslsc.asn.au