



VENUE HIRE – TERM & CONDITIONS BROULEE SURFERS SURF LIFESAVERS CLUB

1. FACILITIES (INCLUDING ADJOINING AREAS, AS APPLICABLE)

1. The Broulee Surfers Surf Life Saving Club clubhouse is a community facility and function venue available for hire to support the Club's lifesaving activities. Two areas are available: the Function Room on the first floor (accessible by stairs or lift) and the Meeting Room on the ground floor.
2. This document and its attachments form the terms and conditions of a legally binding contract between the Hirer and Broulee Surfers Surf Life Saving Club. By signing the "Agreement to Hire" (this document), the Hirer agrees to be bound by these terms and conditions. Hirers should read the agreement carefully before signing the acceptance section.
3. The Club reserves the right to reject any hire application without providing a reason.

2. BOOKING FEES

1. FUNCTION ROOM – PRIVATE FUNCTIONS

1. Function Room hire (including standard kitchen use and a standard cleaning fee): \$950 per day (plus GST). If you wish to do your own cleaning, please advise the House Captain.
2. Security bond: \$500 per booking, payable 14 days before the hire date. The bond will be refunded within 14 days after the function, subject to inspection. If damage or additional cleaning costs exceed the bond, the Hirer must pay the balance within one month.
3. Deposit: \$300, payable within seven days of receiving this document. If the deposit is not received, the requested date may be released.
4. The remaining hire balance must be paid at least 21 days before the function date.

2. FUNCTION ROOM – COMMERCIAL FUNCTIONS

1. Local businesses (e.g., yoga, dance, or fitness classes): \$50 per hour (plus GST).
2. The function area must be returned in the same condition as at the start of the hire. Leave all chairs and tables as you found them.
3. If additional cleaning is required, the Hirer must pay the associated costs.

3. MEETING ROOM – COMMUNITY GROUPS AND/OR TRAINING

1. \$30 per hour (plus GST), or \$150 per day (plus GST) at the Club's discretion. The function area must be returned in the same condition as at the start of the hire.
2. Commercial and community group hirers must cover any cleaning costs.

3. CATERING SERVICES

1. You may choose to use Under the Deck as the caterer for events, meetings, and private functions.
2. All catering arrangements must be made directly with Under the Deck.
3. For enquiries, contact Darren Quinn on 0405 004 538 or Under the Deck on Facebook.

4. CANCELLATION OF FUNCTION

1. If the Hirer cancels the booking, the following terms apply.
2. All cancellations must be provided in writing to the Club House Captain at bsslsbookings@gmail.com.
3. More than 21 days before the function: the deposit will be refunded, less a \$20 administration fee.
4. Between 4 and 21 days before the function: \$100 of the deposit will be forfeited.
5. Less than 4 days before the function: the full deposit will be forfeited.
6. If the function date is restricted due to a change in government policy (e.g., a pandemic), the function may be moved to a mutually agreed future date. All deposits and

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correspondence will be transferred to the new booking. The new date must be selected within 12 months of the original booking date.

5. FIRE RESTRICTIONS AND SMOKING

1. The Club is a non-smoking venue in all internal areas and adjoining areas (including the balcony).
2. The Hirer is responsible for ensuring all attendees comply with the no-smoking rule.
3. If the no-smoking rule is breached, the Hirer will forfeit the full security bond.
4. The clubhouse has an automatic fire alarm. If the fire brigade attends due to any activity at the function, the Hirer must pay any call-out fee charged.
5. Smoke machines are not permitted.
6. Open-flame candles are not permitted, except on birthday cakes.
7. Sparklers are not permitted inside the Club or on the decks.

6. RESTRICTED FUNCTIONS

1. The Club must not be hired for any illegal purpose. The Hirer must ensure no illegal activity occurs during the hire. If the Club incurs any costs due to illegal activity, the Hirer must reimburse the Club within one month of those costs being incurred.
2. The Club must not be hired for any private function advertised online (including on social media). If the Club incurs any costs as a result of a function being advertised online, the Hirer must reimburse the Club within one month of those costs being incurred.
3. The Club must not be hired for fundraising by external organisations without prior approval from the Club Executive Committee.
4. The Club is not available for hire for 18th or 21st birthday parties.

7. NUMBER OF GUESTS

1. The maximum venue capacity, including staff, is 180 people.
2. The Function Room accommodates up to 90 people seated at tables. If additional seating is required, the Hirer must hire extra tables and chairs.

8. DURATION OF FUNCTIONS

1. All functions must have a start and finish time, as stated in the booking application form. The Hirer must ensure all guests, musicians, caterers, etc. vacate the premises by 12:00 am (midnight).
2. Last drinks will be served and the bar will close at 11:30 pm, or 30 minutes before the agreed finish time (whichever is earlier).
3. **All music must cease by 11:30 pm.**
4. Hirers and guests must respect neighbouring properties and ensure people leave the premises quietly and in an orderly manner.

9. CLEANING AND DECORATION

1. The Club must be left in the same condition as at the start of the hire. This includes leaving tables and chairs clean and returned to their original positions. Any costs incurred to restore the venue will be deducted from the security bond.
2. The Hirer is responsible for the cost of setting up the Function Room.
3. Standard post-function cleaning is included in the hire fee. If additional cleaning is required, the cost will be deducted from the security bond. If additional cleaning costs exceed the bond, the Hirer must pay the balance.
4. All items brought onto the premises must be removed by the end of the booked hire period, or by 10:30 am the following morning (unless otherwise agreed with the House Captain).
5. The Club is not responsible for any personal property left on the premises before, during, or after a function.
6. Do not use drawing pins, sticky tape, nails, or other adhesive materials to display signs or attach decorations to walls. Decorations may be hung from the rafters or as otherwise advised by the House Captain.
7. Confetti, rice, polystyrene balls, decorative stones, and similar items are not permitted on the premises.

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8. Bands and DJs must not use tape (including gaffer or duct tape) on the wooden floor. Mats (or similar carpet) are provided in the alcove near the kitchen to secure leads.
9. The kitchen may be used for food preparation only and must be left clean and tidy at the end of the function.
10. During the function, the Hirer must ensure any spilled food or drink is cleaned up promptly.
11. All rubbish, including beer and wine bottles, food waste, and general waste, must be placed in the appropriate commercial bins (red- and yellow-lidded) using the access keys provided to the Hirer.
12. Any damage to the Club may be paid for by withholding part or all of the security bond. If costs exceed the bond, the Hirer must reimburse the Club within one month.

10. SECURITY

1. The Hirer is responsible for the behaviour of guests and must ensure only invited guests are admitted to the function.
2. The Hirer is responsible for arranging any event security services. Security providers must be approved by the Club Executive Committee, and the provider's contact details must be supplied to the Club House Captain.
3. At the end of the hire, the Hirer must secure the building, set the alarm to ON, switch off all lights, and vacate by the agreed finish time. Keys must be returned to the key safe. Any key lost will be charged against the security bond.

11. CLUB BAR AND THE SERVING OF ALCOHOL AT PRIVATE FUNCTIONS

1. The Club's Licensee Manager is responsible for ensuring compliance with all laws relating to the responsible service of alcohol.
2. Only Club personnel who are trained and RSA-qualified may operate the bar and serve alcohol.
3. Significant penalties may apply for serving or consuming alcohol before bar staff arrive, or for bringing spirits into the venue. The Hirer must reimburse the Club for any penalties incurred as a result of alcohol being served by non-Club-approved staff.
4. Bar staff remuneration: minimum \$200 for up to 6 hours, then \$30 per hour (cash) per staff member for the expected duration of the function. Payment must be made directly to bar staff before service commences.
5. Bar staff may be engaged for a maximum of 8 hours, including 30 minutes set-up and 30 minutes clean-up. If bar staff agree to work longer, they will be paid \$40 per hour. If bar staff are required for more than 5 hours, they must be provided with a meal and a short break from service.
6. Any bar staff costs not paid on the night will be deducted from the security bond.
7. Bar service times must be specified in the agreement and may be varied within licensed trading hours by agreement with bar staff on the night.
8. A minimum of two bar staff must be engaged for all functions to meet demand and for security reasons:
9. 1–60 guests: 2 bar staff;
10. 61–100 guests: 3 bar staff;
11. 101–180 guests: 4 bar staff.
12. The Club will sell beer, wine, soft drinks, and spirits at functions. Hirers must advise the House Captain of any special requests before the function.
13. Shots and doubles are not permitted.
14. Alcohol may only be consumed in the Function Room or on the adjoining decks. Alcohol and glassware must not be taken upstairs, downstairs, or into the beach or car park areas.
15. Functions without alcohol may still request bar service, as non-alcoholic drinks can be served by Club-approved bar staff. Please discuss requirements with the House Captain.
16. Hirers may be charged for broken or missing glassware.
17. Under Responsible Service of Alcohol laws, the Club's bar staff may refuse service to any guest where necessary.
18. Alcohol must not be supplied to anyone under 18 years of age. Any guest found supplying alcohol to minors will be asked to leave the premises. The Hirer is reminded that guests may be required to show proof of age.

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19. BYO alcohol and soft drinks are not permitted. If you have specific product requests, please discuss them with the Club House Captain.
20. Bar staff serve behind the bar only and do not provide table service. If table service is required, the Hirer must arrange wait staff (please check with your caterer).

12. HIRING OF EQUIPMENT

1. Delivery and removal of all hired equipment is the Hirer's responsibility. Any storage of equipment after the function must be approved by the Club House Captain and may not be available due to other bookings.
2. Any hired equipment awaiting pick-up must be left neatly in the pre-arranged location by 9:30 am following the function.
3. If Club members are required to provide access for equipment delivery or pick-up, a fee of \$30 per hour may be charged.

13. MEMBER DISCOUNTS

1. Member discounts require approval by the Club Executive Committee and are only available to financial members who have maintained financial status for more than 24 months before the enquiry date and who have been actively involved in the Club during that period.
2. Members must comply with these Terms and Conditions of Hire.

14. OTHER AREAS OF THE CLUBHOUSE

1. The third-floor patrol tower is an operational lifesaving area and is not available for use by the Hirer at any time.
2. The downstairs Meeting Room and the upstairs hall area may be booked for community group meetings or training sessions.
3. Groups must clean the room(s) and return all furniture to its original position.
4. If the downstairs Meeting Room and/or upstairs hall area is booked by a commercial organisation, a room charge will apply.

15. IMPORTANT NOTES

1. The Function Room and bar services are not available on Friday nights (year-round), Saturday afternoons/evenings in January, or Sunday afternoons/evenings in summer, as the Club is open for public trading at these times.
2. Once the Club confirms an event, it is locked into the calendar. It may only be displaced by an urgent Club or lifesaving event, in which case all parties must agree on an alternative date.
3. Club activities take precedence over private function bookings. If a late-notice Club function occurs, the Hirer will receive a full refund of all fees paid.
4. The Club maintains a 12-month rolling events calendar and endeavours to schedule all known Club activities in advance to avoid clashes. However, clashes may occasionally occur, particularly where bookings were made well in advance.
5. The gate at the bottom of the rear deck stairs is a designated fire exit. When the building is in use, the gate must be locked in the open position. At the end of the night, it must be locked in the closed position.
6. Business and community groups using the venue must hold their own public liability insurance.

AGREEMENT OF HIRE ACCEPTANCE SECTION

This document forms a legally binding contract between the Hirer and Broulee Surfers Surf Life Saving Club and is effective from September 2021. By signing, the Hirer agrees to be bound by the terms of this Agreement of Hire.

Hirer Name: _____

Address: _____

Email: _____

Mobile: _____

Financial Member of Broulee Surfers Surf Life Saving Club: Yes No

Preferred contact person (if different from above): _____

Mobile: _____

Email: _____

Nature of Function: _____

Function Date: ____ / ____ / _____ Estimated Numbers: _____

Start time: _____ Finish time: _____

Hirer Signature: _____

Date: ____ / ____ / _____