



## Port Sorell Surf Life Saving Club Venue Hire – Terms and Conditions

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*For functions  
booked July 1, 2022  
through to June 30  
2024*

The Port Sorell Surf Life Saving Club is available to hire for different function categories:

**Hire of Deck area only** (exclusive use for 2 hours - during daylight only) Strictly no alcohol, and all rubbish must be removed. Maximum of 60 guests using the deck for this type of hire. No access to indoors.

**Costing:-** \$25 for 2 hours. If more than 2 hours is required the cost is \$50 (maximum of 4 daylight hours).

### CAPACITY LIMITS FOR FUNCTIONS

The number of visitors/guests permitted depends on several factors. Please consider the following:

**Inside** we have a capacity limit of 65 seated (no dance space unless tables are moved after meals are finished) or 120 standing

The **outdoor** deck areas have seating capacity of 100 (20+80) or 200 for standing.

We have a maximum overall capacity of 250 people as dictated by our bathroom facilities and entry/exit points.

**Youth and Community Functions** – included but not limited to: Birthday Parties (1-17yr old), Baby Showers, Naming Celebrations, Community Meetings, Small Community Events, etc.

Maximum hire time 4 hours. **Costing:** \$100 with the hirer responsible for all cleaning of facility reflective of 'leaving as was'. If required, an additional \$50 can be paid (\$120 total) and the Club will organise cleaning after the event – Use of kitchen, and tables/chairs, access to both indoor and outdoor areas but **no alcohol/no bar facilities** available.

**Social and Adult Functions** – included but not limited to: Birthday Parties (18<sup>th</sup>, 21<sup>st</sup>, 30<sup>th</sup>, 40<sup>th</sup>), Hens and Buck's Parties, Family Get-Together's, etc. (6 hours).

**Costing:** \$350 - a component of which covers cleaning after the function (organised by Club).

Bar facilities available (Staffed by Club volunteers), Tables and chairs, Kitchen facilities available for hirer use. Access to the club for earlier set up of decorations etc is subject to availability and will only be confirmed within 1 month of your event. **\*\$200 Bond required**

**Major Functions** – included but not limited to: Weddings, or any full day functions requiring extended set up time (evening prior), and pre event meetings.

**Costing:** \$600 a component of which covers cleaning after the function (organised by Club).

Bar facilities available (staffed by Club volunteers), Tables and chairs, Kitchen facilities available for hirer use. **\*\$200 Bond required**

### Please note additional charges:

Any event that requires the bar facilities outside of a Friday or Saturday evening where the standard Club permit is in effect (4:30pm til 12pm) will require the club to apply for a special liquor licence at an additional cost of \$100 to the hirer.

**Deposit - 50%** of applicable hire fee is payable at time of booking acceptance – balance is due 2 weeks prior to event (Note: full payment can be made at time of booking if easier). The deposit amount (50% of total booking) is non-refundable if cancellation occurs within 4 weeks of event.

**Bond** – For Social/Adult and Major Functions a \$200 security bond is payable (due in addition to the final hire instalment, a minimum of 2 weeks prior to the event). This bond is held by the Club in case there is damage to the facility, or significant additional cleaning charges incurred, as a result of the function. Provided it is not required to be used by the Club, this bond is refunded within two weeks of the event concluding.



**Payment can be made to the club by direct deposit to:**

Account: **Port Sorell Surf Life Saving Club**

BSB: **633 000**

Account: **153 117 205**

EFTPOS facilities for payment by card are also available at the Clubhouse for hire fee payment prior to the event.

## **Name of person, or organisation hiring (referred to as the 'Hirer'):**

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Address: .....

.....Post Code: .....

Ph: .....Mobile:.....

Email: .....

Driver's License number: .....

Additional person for contact if required: ..... Ph: .....

Type of Function: .....

Date of Function: .....

Number of Attendees (approximate) : .....

Function Commencing at: .....

Function Finishing at: .....

This function will require a special permit: Yes/No

\*See note re additional charges

**Special Requirements eg:** request for use of the Club equipment, number of club chairs/tables if known, number of visitors requiring access to lift, access for setting up/packing down, BBQ, Gas Heaters etc

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## **Terms and Conditions**

**CoVid safety requirements:** The Hirer is responsible for appropriate placement of hand sanitiser (provided) and to be aware of and assist in the compliance of social distancing.

**Club licensing requirements:** As a 'club' and being licensed under that category, we are required to provide a register for visitors to sign – in. As the hirer, we require you to request that your guests sign in, or for you to provide us with a list of guest names with post code and contact number. For evening events "Last Drinks" will be called at around 11.30 with no service after 11.45pm.

### **The Bar Operations**

- a) The Hirer and their guests are responsible for adhering to all laws relating to the Club's licensing requirements regarding its Responsible Service of Alcohol (RSA). No alcohol can be bought onto the premise at any time- indoor or outdoor.
- b) Only alcohol supplied by the Club can be consumed on the premises. This means that the Hirer must purchase their alcohol from the Club and are not entitled to bring alcohol into the premises.
- c) Alcohol may only be consumed within the Function Room, adjoining balcony and small designated apron at the rear of the Clubhouse. It is illegal to take alcohol and glasses outside, other than on the balcony or the small designated outdoor area at the rear of the Clubhouse.
- d) Standard club pricing for alcohol (which is very competitive) applies to all functions.
- e) EFTPOS facilities are available at the bar.
- f) The Hirer may request to run a 'tab' for alcohol purchased at a major function or adult event. This needs to be discussed with the event coordinator prior to the event. An agreed 'pre-payment amount' will be deposited prior to the event which may be topped up via eftpos during the course of the function.
- g) The hirer will provide and appropriately distribute wrist bands or similar to assist with RSA for events including but not limited to 18<sup>th</sup> and 21<sup>st</sup> birthdays.

### **Hirer Acknowledgement**

I have read the conditions applying to the hire of the Port Sorell Surf Life Saving Club for a function and hereby agree to such terms and conditions. I am aware of my responsibility of ensuring the rules are strictly adhered to including those related to Public Health orders, the service of alcohol (including attempting to bring alcohol onto or take alcohol from the premises), behaviour of my guests and non-smoking rules. I further agree that should any damage occur to the area hired during the course of my function, or additional cleaning is required, that I am responsible for the cost of repairs for that damage or cleaning. I also understand that 100% of the holding deposit will be forfeited should I cancel the Function within four (4) weeks of the Function date.

Signed:..... Print Name:.....Date

Witness signature..... Print Name.....

**Should you require your Bond refund to be by EFT please provide your:**

BSB..... and Account Number.....

If signing on behalf of a club or organisation, insert name of organisation and your position:

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**Club Use and Signing; Total Hire Charge (not including bond) - .....**

Bond amount payable- .....

Print Name.....

Signature..... Club Position / Role.....

*OTHER CLUB NOTES*