

MEETING ROOM HIRE
TERMS AND CONDITIONS

<i>Please tick BOX when completed (Clubroom Manager use only)</i>			
Clubroom Facilities	<ul style="list-style-type: none"> • Clubroom floor area is 12m x 15m • Tables and Chairs • Projector • Toilets (including disabled facilities and access) 		
Conditions of Hire	<ul style="list-style-type: none"> • Access to the Clubroom prior to event is available upon prior request • All hirers are required to complete and sign an Event Booking form when booking the Clubroom 		
Clubroom Hire – group classification	<ul style="list-style-type: none"> • Any surf club event (must be designated a ‘whole of club event’ by the Club Committee) takes priority over any other booking • Patrolling members. • Charities (ACNC registered with tax emptions) 		
All fees are inclusive of GST			
Cleaning Fees	<ul style="list-style-type: none"> • Included in Hire Fees, however if deemed necessary an extra cleaning fee of \$50 per hour will be charged after consultation with the client. • All items are to be removed after meeting room hire and the Club’s facilities should be left in good condition this will be verified by the Clubroom Manager after the function, to ensure full repayment of deposit. 		
Hire Fees	<ul style="list-style-type: none"> • Full day hire (not exceeding 8 hours) - \$350 • Half day rate (4 hours or less) - \$250 • Patrolling members - 20% discount on hire fee only, no discount on bond payment • Any surf club event - free • Registered Charities - free (however a minimum cleaning fee of \$100 will be charged) 		
Booking Deposit	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">\$150 – payable on booking, event not confirmed until Booking Deposit is paid</td> <td style="width: 30%; text-align: right;">(date paid:)</td> </tr> </table>	\$150 – payable on booking, event not confirmed until Booking Deposit is paid	(date paid:)
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Cancellation Fees	<ul style="list-style-type: none"> • \$50 within 90 days of the function • \$100 within 30 days of the function 		
Duration of Hire	The ‘Patrolling Season’ is: from the first Saturday in the spring public school holidays to the last Sunday in the autumn public school holidays or, in special circumstances, as directed by the State Council. This may impact on the availability and duration of the Clubroom hire based on individual requirements.		
Confirmation	<ul style="list-style-type: none"> • Confirmation of bookings will not be issued until appropriate deposits have been paid • A receipt will then be issued, at which time the booking is confirmed 		
Payment	<ul style="list-style-type: none"> • All hire prices are fixed once a deposit has been paid. • Payment to be made by direct deposit or cheque (details on booking form) 		
Exemptions	<ul style="list-style-type: none"> • The Clubroom is available for meetings only • The Clubroom cannot be hired for illegal purposes, 18th or 21st birthday 		

		<p>parties or private functions broadly advertised on social media of any type</p> <ul style="list-style-type: none"> • The Clubroom is not a suitable venue for weddings and most types of evening events as there are no kitchen facilities and limited access during the Patrolling Season.
Safety and Security		<ul style="list-style-type: none"> • Any patrons acting or seen to be acting in a violent or threatening manner will escorted from the premises immediately • Any patrons see to be damaging surf club property will be escorted from the premises immediately AND the function hirer will be liable for full damages
RSA (Responsible Service of Alcohol)		Birubi Pt SLSC has an on-premises liquor licence therefore alcohol may not be brought anywhere into the Clubroom or WH&S compound.
Smoking Policy		Birubi Pt SLSC is a smoke-free Club. This smoke-free area covers all internal areas of the Club building and the outdoor WH&S concrete area within the fencing
Animals		No animals of any kind are permitted either within the internal areas of the Club building or the outdoor WH&S concrete area within the fencing
Decorations		<ul style="list-style-type: none"> • Balloons are only permitted inside the Club room and are not to be released outside due to environmental impact. • Blue tac, sticky tape, drawing pins and the like are all prohibited in the building and the surrounding areas. • Consult the Clubroom Manager for further guidance

Under the terms of hire, please note the following points regarding the Clubroom facilities:

1. There are **NO** kitchen facilities
2. There is **NO** 3-phase power in the building
3. There are **NO** additional rooms for use of the hirer

I have read and agree to comply with the Terms and Conditions relating to the hire of the Club Room at Birubi Point Surf Life Saving Club. I understand my obligations as a hirer. I accept that I am solely responsible for any damage caused, the good order and conduct of the function and agree to comply with the conditions and abide by any decision made by Birubi Point Surf Life Saving Club and/or its nominated representative.

Full Name of Applicant (block capitals): _____

Signed: _____ Date: _____

CLUBROOM HIRE RESERVATION FORM

CONTACT DETAILS OF HIRER

Name	
Address	
Phone	
Email address	

FUNCTION DETAILS

Requested Function date	
Type of Function	
Start Time (earliest 6.30pm)	
Finish Time (latest 11.30pm)	
Access Requirement Before the Function	
Estimated Number of Guests	
Catering required / not required	
Tea/coffee required / not required	

BOOKING FEES

Booking Deposit		(date paid: _____)
TOTAL PAYMENT REQUIRED		

PAYMENT OPTIONS

Direct electronic transfer payment can be made to the Birubi Pt SLSC account:	Birubi Pt SLSC Pty BSB: 637 000 Account Number: 781 738 638 Reference: Surname and “Function”
Payments can also be made by cheque, payable to:	Birubi Pt SLSC Pty
Please return this completed form and cheque/receipt for direct payment to: Birubi Point SLSC, PO Box 200, Anna Bay NSW 2316	For further information please contact Graeme Chamberlain capdelta@bigpond.com or 0431 489279