

The Lakes SLSC Hall Hire Terms & Conditions

Room Capacity

Total room capacity is 120 maximum

Function Duration & Fees

- Hall Hire \$1200 for 5 hours, plus a Security Bond, as agreed, is payable minimum fourteen (14) days prior to function
- Bond Fee is a minimum of \$1500 and may be set at a higher value dependant on type of function to be held and risk factors.

Security

- A security fee of \$80 per hour with a minimum of 4hours will be deducted from your bond.

Cleaning Fee

- A cleaning fee of \$250 will be deducted from your bond. (IF Hall & equipment is damaged further money will be deducted).
- Guests are to vacate the premises by 11pm
- All tables & Chairs MUST BE put back in store room.
- Doors and gates will be locked by 11.30pm
- \$100 per hour or part thereof will be deducted from your Bond after 11pm curfew
- Any Bond to be refunded will be posted as a cheque fourteen (14) days after function date.

Booking confirmation / Deposit

Function dates are not confirmed until the booking sheet has been returned and the deposit of \$110 has been paid.

Deposit is forfeited if cancellation occurs within three (3) months of function date.

Wet weather

If you require the function room for your ceremony if there is wet weather The Lakes surf Club will charge you \$100 per hour out of the bond

The Lakes SLSC is a No Smoking Building

The entire club premises are a non-smoking area.

Parking

Vehicles are not to be parked in front of roller doors except whilst unloading.

Parking is possible immediately outside the club, however, no reserved parking is available.

General conditions of bookings

- The use of confetti, rose petals and other small sparkling items is not permitted
- Fixing decoration to walls, windows or ceiling beams with adhesive tape or pins is not permitted
- No glass or alcohol of any kind is to be taken outside the hall at any time
- No tables or chairs are to be taken out of the building
- All rubbish is to be removed and placed in bins downstairs
- No furniture or heavy items to be dragged across the dance floor or carpet.
- Tables and chairs are to be wiped down and stacked away after the function.
- Set up time of 4hrs the day before event 1pm -5pm, if extra time is required you will be charged \$50 per hr.

Access

- To ensure access please book all arrival and departure times including setting up, function times.
- Hire includes auditorium, kitchen, bathrooms and verandahs. Please note that during beach patrol times the view from the Patrol Room must not be obscured by people or marquees.
- Then the downstairs areas of the Club House and Patrol Rooms are not included in any hire.

Responsibilities

- The club reserves the right to have a minimum of one (1) Board Member in attendance for security purposes.
- The Certificate of Currency must be supplied to The Lakes Surf Life Saving Club for insurance purposes where applicable.
- The Hirer is responsible for any damage to the Club during the period of hire.
- The Hirer is responsible for an fine incurred in any case of under-age consumption of alcohol, \$5,500.

Function Date:

I, _____
, understand and accept responsibility for the above Conditions of Hire.

Signed: _____

Date: _____

The Lakes Surf Life Saving Club

ABN 50 056 615 377

Auditorium and Facilities Booking Form

Function Co-Ordinator: Sharon Falzon
Contact Number: 43964047 / 0403303378

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Function Date: _____ Type of Function: _____

Estimated Number of Guests (maximum 120):

Time of Function: _____ to _____

Times when access to the club will be required:

Setting Up Date: _____ Time: _____

Function: Date: _____ Time: _____

Deposit Attached: \$ _____ Cash/ Cheque / Direct Deposit

Bank: The Lakes Surf Life Saving Club

ANZ Toukley please contact Sharon for Details

Description: Please put in the appropriate space for "payment or Deposit your last name, function & date (if not enough space, eg smith wedding 10/03/2011 or smith wedding)"