

Evans Head-Casino Surf Life Saving Club "Sand Bar" Function Room

Hire Information Pack.



Including Fees, Terms and Conditions, and Booking Request.

We thank you for your recent enquiry regarding hiring the "Sand Bar" function room. We trust that the following information will help you in the planning of your special event.

All funds raised through the "Sand Bar" function room are utilised by the club for the benefit of the Richmond Valley community and visitors.

Hirers are required to enter into an agreement with Evans Head Casino SLSC Inc and are bound by the following Fees, Terms and Conditions.

FUNCTION ROOM DEPOSIT, SECURITY BOND & HIRE FEES

Deposit \$100, Security Bond \$300, Hire Fee \$260 for 5 hour booking.

All hirers are required to sign a "Function Booking Request Form" when booking the Function Room.

A deposit of \$100 and a bond of \$300 is payable to confirm the booking. The balance of the hire fee (\$160) is to be paid 21 days prior to the function.

Deposits and fees can be paid by

- Visa or MasterCard via the secure Surf Life Saving Australia Gateway Payment facility on our website www.evanssurf.org (follow the membership links)
- Cheque made out to Evans Head Casino Surf Life Saving club
- Direct deposit

Summerland Credit Union

Account name: Evans Head Casino Surf Life Saving Club

BSB: 802-222 Account Number: 22211518

Please note the deposit with reference: Function & function date and your last name.

You can either forward your booking request form and your payment/proof of payment to PO BOX 182, EVANS HEAD NSW 2473; deliver them to the Function Room Co-ordinator or Club Caretaker.

The full amount of the bond will be returned to the hirer within 14 days of the function, provided that all the conditions contained in the "Terms and conditions" are complied with. In the case of any damage to the premises, excess cleaning or breakages during the course of the function, which exceeds the initial bond paid, the hirer will be issued with notice of the excess fees for damage.

Tentative bookings are kept for a maximum of 2 weeks from the date of the tentative booking. Dates will once again become available after the 2 weeks.

SMOKING

Evans Head Casino SLSC is a "non-smoking" venue. However, smoking is permitted on the upstairs front balcony, using smokers' trays as provided. PLEASE DO NOT THROW BUTTS OFF BALCONY.

RESTRICTED FUNCTIONS

The Function Room may not be hired for any illegal purposes.

The Function Room shall not be hired for 18th birthday parties OR "combined" 18th birthday parties.

The Function Room shall not be hired for any functions advertised over the internet.

Evans Head Casino SLSC retains the right to reject any application to hire without providing a reason.

MEMBERS 21st BIRTHDAY PARTIES –ADDITIONAL SPECIAL RULES

The Club reserves the right to reject an application for the hire, and also cease immediately an ongoing function, if the Hirer is unprepared to meet any of the following requirements:

- The hirer must be able to demonstrate that there is a strong family involvement with parents and other family members in attendance for the duration of the function.
- A maximum of 100 guests, by formal invitation only, and no "open", "word of mouth" or "word of web" invitations.
- The Hirer is to employ a minimum of two licensed Professional Security guards for the duration of the function.

NUMBER OF GUESTS

As a general rule, the function room accommodates up to 50 people seated at tables, or up to 100 people standing comfortably for such functions as cocktail style etc. Room hire includes the use of 40 chairs and 10 tables 94x94cm, 4 round bar tables and 16 bar stools, 4 trestle tables.

The Function Room is available 1 day prior to the day of the function PROVIDED no other function is being held the previous day. NB. During the summer period the Sand Bar opens Fridays 6pm to 10pm. Hire equipment and decorations etc. may be able to be stored downstairs (at the Caretakers discretion) on Friday for Saturday morning set up.

DURATION OF FUNCTION

For all social functions, the rates of hire allow for 5 hours plus 30 minutes for guests to leave the premises. An additional charge may be applied if guests have NOT VACATED the premises within the allocated time (this will be deducted from the bond).

Meetings, conferences, seminars are subject to negotiation with the Function Room Co-ordinator (here in after called the "MANAGER").

CLEANING, EQUIPMENT & PERSONAL BELONGINGS

The cost of preparing the Function Room & cleaning following the function is included in the hiring fee provided that the Hirer observes the following:

- the function room is left in a tidy state as found upon arrival
- property belonging to the hirer, (including caterers, entertainers photographers etc) must be removed at the conclusion of the function, unless otherwise organised with the Function Co-ordinator; Evans Head Casino SLSC is not responsible for private property left on the premises before, during or after the function;
- all excess garbage must be removed at the end of the function;
- an extra charge will be incurred if the function room cleaner has to clean glasses, remove table decorations/cloths, remove chair covers, clean up broken glass etc. This will be charged at an hourly rate and may be deducted from the Bond;
- the use of drawing pins, adhesive tape, nails, adhesive material, or blue tack is prohibited;
- the kitchen is only to be used for the assembling of food and must be left in a clean and tidy condition at the end of the function;
- All breakages must be paid for and will be deducted from the bond.

SECURITY

The hirer is responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to the function.

If deemed necessary by the Evans Head Casino Surf Life Saving Club, any security required will be engaged by the hirer and **MUST** be properly licensed under the Security Industry Act.

SAND BAR AND SERVING OF ALCOHOL AT PRIVATE FUNCTIONS

The Club's licensee is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol is adhered to.

At functions where alcohol is to be consumed, qualified bar staff will be supplied by Evans Head Casino SLSC at a ratio of 1 per 35 guests with the minimum number being two (2). The cost of bar staff is payable at the rate of \$25 per hour payable directly to the staff in cash at the commencement of the function.

Wine for toasting only, may be supplied by the Hirer and served by Evans Head Casino SLSC bar staff @ \$2 per bottle corkage. Any unconsumed toasting wine remains the property of the Hirer, however, at the agreed closing time of the function, it shall be secured by the bar staff in the Club's cool room for collection by 9am the following day. No alcohol is to be taken away at the end of the function due to the Responsible Service of Alcohol laws.

Alcohol may only be consumed within the Function Room and on the adjoining balcony. Alcohol must NOT be taken out of the Function Room, the main entrance stairway, onto the car park, surrounding parkland or the beach.

Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse

service to any guest if deemed necessary. If a person is refused service, under the Responsible Service of Alcohol laws, that person MUST leave the premises immediately and it will be the Hirers responsibility to ensure this is carried out.

Evans Head Casino SLSC bar staff will call a Taxi where required.

Bar service commences at 6pm Monday to Saturday, with "Last Drinks" will be called at 10.30pm.

The bar will be closed at 10.45pm and all music is to cease by 11pm at the latest.

UNDER NO CIRCUMSTANCES IS ALCOHOL TO BE SUPPLIED TO PERSONS ON THE PREMISES WHO ARE UNDER 18 YEARS OF AGE

FUNCTION CATERING

Catering for the function is to be organised by the hirer at their expense.

HIRED EQUIPMENT

The hiring of equipment, its delivery and removal is the sole responsibility of the Hirer. Storage of certain equipment after the function may not be possible due to other functions.

REJECTION OF APPLICATION TO HIRE

Evans Head Casino SLSC retains the right to reject any application to hire without providing a reason.

FUNCTION CANCELLATION FEES

A cancellation fee MAY be charged based on the following:

- Within 2 months prior to the function - \$100 cancellation fee
- Within 1 month prior to the function - loss of bond/deposit

THIS DOCUMENT REPRESENTS A LEGALLY BINDING CONTRACT BETWEEN THE HIRER AND EVANS HEAD CASINO SLSC.

FEES AND CHARGES

The Club reserves the right to review fees and charges at any time.

Evans Head Casino Surf Life Saving Club Function Room Booking Request, Acceptance of Terms and Conditions, and Payment Options.

Date: ___/___/___ Name: _____ Financial member YES NO
Address: _____
Preferred contact person: _____
Phone (h) _____ (m) _____ (w) _____ Email: _____
Function date: ___/___/___ Nature of function: _____
Start time: _____ estimated numbers: _____

BOOKING FEES

The booking deposit of \$100.00 is payable on lodgement of this request form.
If your booking is accepted, the Security Bond of \$300.00 becomes payable immediately.
The Balance of the booking fee then becomes payable no later than 21 days before the function date.
The full amount of the bond will be returned to the hirer within 14 days of the function, provided that all the conditions contained in the "Terms and conditions" are complied with. In the case of any damage to the premises, excess cleaning or breakages during the course of the function, which exceeds the initial bond paid, the hirer will be issued with notice of the excess fees for damage.

ACCEPTANCE OF TERMS AND CONDITIONS

I have been provided with a copy of Evans Head Casino SLSC Function Room Hire Terms and Conditions and agree to the terms of hire

Signed: _____ Date: _____

PAYMENT OPTIONS

We accept Cheque, Direct Deposit or payment made by Visa / MasterCard via SLSA Gateway Payment facility on the internet. Please note we are unable to accept cash.

Please make cheques payable to Evans Head Casino Surf Life Saving Club and attach to your booking request.

Direct Deposits can be made to
Summerland Credit Union
Account name: Evans Head Casino Surf Life Saving Club
BSB: 802-222 Account Number: 22211518
Please note the deposit with reference: Function type, function date and your last name.