



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

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.

**Fee:-** \$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 for around 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.

There is a lift providing access to the upper level for patrons unable to use the stairs. The DDA toilet facilities are only available at the lower level public toilets connected to the club house.

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

**Fee:** \$100 for up to 4 hours, \$25ph after that. (Max use 6hrs). The hirer is responsible for all cleaning of facility reflective of 'leaving as was' and that all rubbish is removed to the skip bin. Use of our small kitchen and its facilities, microphone, and tables/chairs, access to both indoor and outdoor areas. Our licence conditions stipulate **no BYO alcohol under any circumstances.** Basic IT is available.

**PLEASE NOTE-** Full payment is required immediately on booking for these smaller functions. Please send a screen shot of payment made to [jojocoates11@gmail.com](mailto:jojocoates11@gmail.com)

If you require BAR FACILITIES please complete this document under the conditions of Social/Adult Functions or Major Functions.

**Social and Adult Functions** – including but not limited to: Birthday Parties (18<sup>th</sup>, 21<sup>st</sup>, 40<sup>th</sup>, 70<sup>th</sup>) Hens and Buck's Parties, Family Get-Together's, etc. (6 hours).

**Fee:** \$400 - Bar facilities available (Staffed by Club volunteers with RSA), microphone, tables and chairs. Our small Kitchen and its' facilities is available for hirer use. Basic IT is available. 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. Cleaning after your event is organised by the club however you are required to leave the kitchen as found, and we request that you remove all your belongings that night or the following day at a time agreed to by the club representative.

\*\$200 Bond required

**Major Functions** – including but not limited to: Weddings, or any full day functions requiring exclusive use all day and into the evening, (extended set up time if available TBC 1 month prior). Pre-event meetings encouraged. **Fee:** \$650 Bar facilities available (staffed by Club volunteers with RSA), microphone, tables and chairs, tablecloths, crockery etc. Our small Kitchen is available for hirer use. Basic IT is available. Cleaning after your event is organised by the club however we request that you remove all your belongings the following day at a time agreed to by the club representative. \*\$200 Bond



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**Please note additional charges:**

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

**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: **067-402**  
Account: **1069 7604**

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’):**

Name .....

Address: .....

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: .....



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**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. Any special alcohol requests

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**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 any Public Health directions.

**Decorations:** We ask that balloons or table decorations **do not** contain confetti etc. An additional cleaning fee will be charged should our cleaner be required to remove confetti/glitter etc. All balloons are to be removed at the end of your event. They create movement overnight and set off security alarms.

**Club Bar:** As a volunteer organisation please note that for evening events “Last Drinks” will be called at around 11.30 (or earlier if warranted) with no service after 11.45pm. The bar staff will not sell “Travellers” .

**Smoking: PSSLSC is a No Smoking or Vaping Venue.** A designated smoking area is available near the carpark.

### **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, and adjoining balcony/deck areas. It is illegal to take alcohol and glasses outside, other than on the balcony. Should one of our volunteers note alcohol consumption down stairs outside or on the beach front, the hirer will be requested to take action as directed by our volunteers.
- 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.
- h) Should one of our volunteers note alcohol consumption by underage guests, the hirer will be requested to take action as directed by our volunteers.



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## 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.....

### **Please provide your bank details for return of your Bond:**

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**