



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

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 150 for standing. Our overall capacity of 200 people is dictated by our bathroom facilities and entry/exit points.

Youth and Community Group Functions (no alcohol) – 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: \$125 with the hirer responsible for all cleaning of facility reflective of 'leaving as was'. You have use of kitchen, and tables/chairs, access to both indoor and outdoor areas but no alcohol/no bar facilities will be available. STRICTLY No BYO.

Social and Adult Functions – included but not limited to: Birthday Parties (18th, 21st, 30th, 40th, 90th etc), Hens and Buck's Parties, Family Get-Together's, etc. (6 hours).

Costing: \$450 - a component of which covers cleaning after the function (organised by Club). Bar facilities available (Staffed by club volunteers), Basic IT, tables and chairs, and kitchen facilities are available for hirer use. Access to the club for earlier in the day for set up of decorations etc is subject to availability and will only be confirmed within 1 month of your event. STRICTLY No BYO.

* Depending on the nature of your function, you may be required to complete Appendix 1

Major Functions – included but not limited to: Weddings, or any full day functions requiring extended set up time (the afternoon/evening prior), and pre event meetings. Costing: \$750 a component of which covers cleaning after the function (organised by Club). Bar facilities available (staffed by Club volunteers), tables and chairs, and kitchen facilities are available for hirer use. Basic IT and a portable microphone are available. STRICTLY No BYO. * Depending on the nature of your function, you may be required to complete Appendix 1

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 \$60 (with a maximum of 4 daylight hours).

Business Training/Meeting Use– including but not limited to: Professional Development and Training days Fee: \$200 for up to 5 hours, \$25ph after that. (Max use 8 hrs). 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. Basic IT is available. No BYO alcohol and no bar facilities available.

'Social' Business Functions – Where a business requires the venue for events including but not limited to: presentations or events that include sale of alcohol/Bar Service Fee: \$450 - 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 is subject to availability and will only be confirmed within 1 month of your event. STRICTLY No BYO.



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

*For functions
booked April 1, 2025
through to March 30
2026*

Please note: We have a well stocked bar and any special requests can be discussed with our team for consideration. As a community organisation, our bar is staffed by volunteers and last drinks will be called around 11.30pm (or as negotiated with hirer), the fridges locked, and with the expectation that all patrons have vacated the building 30 minutes after that.

Deposit - 50% of applicable hire fee is payable at time of booking confirmation – 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.

*Appendix 1 - For Social/Adult and Major Functions you are required to agree to and complete our "Get Home Safe" document and submit it at least 1 week prior to the event.

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.

Please provide the following details:

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

Address:Post Code:

Mobile:.....Email:

Driver's License number:

Additional person for contact: Ph:

Type of Function: Date of Function:

Number of Attendees (approximate) :

Function Commencing at:Function Finishing at:

Special Requirements you would like us to know about 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, who/what catering

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Terms and Conditions

Please consider our club house rules and bar operations as part of your decision to hire our venue:

- a) For evening events "Last Drinks" will be called at around 11.30 with no service after 11.45pm. The fridges will be locked at this time. No 'travellers' can be purchased.
- b) 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.
- c) 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.
- d) During your function alcohol may only be consumed within the Function Room, and adjoining balcony. It is illegal to take alcohol and glasses downstairs or outside, other than on the balcony.
- e) Standard club pricing for alcohol (which is very competitive) applies to all functions.
- f) EFTPOS facilities are available at the bar.
- g) 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 club's 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.
- h) The hirer will provide and appropriately distribute wrist bands or similar to assist with RSA for events including but not limited to 18th and 21st birthdays.
- i) Should one of our volunteers note alcohol consumption by underage guests, the hirer will be requested to take action as directed by our volunteers.
- j) PSSLSC is a smoking and vaping free venue. A small 'smoking area' is situated to the rear of the timber rescue shed. As per item (d) alcohol can not be taken there to consume.
- k) For adult parties and special events the hirer must nominate a person to remain behind until all guests have left the venue safely. See Appendix 1
- l) For adult parties and special events the hirer may be required to provide security. See Appendix 2



Appendix 1

Safe Travel Home

PORT SORELL SURF LIFESAVING CLUB OFFERS A SAFE AND RESPONSIBLE COMMUNITY SPACE, AND AS PART OF HOSTING THIS FUNCTION AT OUR VENUE, THE FOLLOWING MEASURES AND INFORMATION ARE REQUIRED:

- (a) TRAVEL HOME SAFE PLAN: As the function host please be aware that there is no taxi or uber service in this area, the closest being Devonport and end of night bookings are very unreliable. We suggest that you strongly recommend that your guests have their 'travel home' transport booked in advance.
- (b) What measures do you have in place to reduce the risk of your guests driving home if affected by alcohol? Have you pre booked a taxi/uber and confident that the booking will be honoured?
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- (c) What measures do you have in place to reduce any risk that your guests may place themselves in by waiting alone for transport or by walking home alone?
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- (d) Who will be responsible for staying until the last of your guests has left for home?
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Name

signed _____ Date _____



Appendix 2

Security

On understanding the type of event you are hosting, and reading your returned document Port Sorell SLSC may require you to organise security/crowd control.

If required by the club, Security must be present until close as part of this agreement.

CLUB USE:

Security Required ☐

Security Not Require ☐

Please Provide:

Name of the Security Company and contact information

Name/s of security personnel who will be on site

Licence details

Mobile Phone Contact details for personnel

Hirer Acknowledgement

I have read the conditions applying to the hire of the Port Sorell Surf Life Saving Club for a function (including the appendix) and hereby agree to such terms and conditions. I am aware of my responsibility of ensuring the club rules are strictly adhered to in relation to the service of alcohol, attempting to bring alcohol onto or take alcohol from the premises.

I will assist in managing the behaviour and safety of my guests (including the travel home appendix) and the no-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.

I have read and understand the above terms and conditions.

Signed:.....

Print Name:.....Date

Witness signature.....

Print Name.....Date

Please return this agreement document to Jo Coates 0448819848
jojocoates11@gmail.com or 11 Shearwater Esplanade, Shearwater 7307