



South Narrabeen Surf Lifesaving Club

1200 Pittwater Road, Narrabeen NSW 2101

Thank you for considering the Ocean View Room at South Narrabeen Surf Life Saving Club for your function. The Ocean View Room at South Narrabeen Surf Club is a great venue for various types of functions including:

- Birthdays*
- Weddings
- Engagement parties
- Music and jazz nights
- Christmas parties
- Local community events
- Corporate functions, AGM"s
- Product launches

(*We do not hire the venue for 18th birthdays, please do not book this type of event, as they will be cancelled immediately, and no refund will be given).

South Narrabeen Surf Club members take pride in their club's history. Photographs, trophies, and plaques feature around the clubhouse walls. We appreciate that your function is a very special occasion for you and ask when decorating the premises please be respectful of the club's history and memorabilia.

In the venue hire agreement, you will find important information on booking South Narrabeen SLSC for your function.

The Ocean View Room is a popular venue for functions, we advise to make bookings well in advance. South Narrabeen SLSC reserves the right to accept or reject any bookings. In order to secure a booking for a function date, the applicable deposit together with a signed copy of the "Venue Hire Terms and Conditions" is received. If we have not received the deposit or a signed copy of the Terms and Conditions, the date is still available for others to book.

The club is available for inspection by appointment, please email bookings@snslsc.org.au for further information. We look forward to hearing from you regarding your function.

Yours faithfully,

The Venue Manager



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South Narrabeen SLSC.

For and on Behalf of the Committee

VENUE HIRE-Terms and Conditions

SUITABLE FUNCTIONS

This venue is NOT available for hire for 18th birthdays. Any function found to be for this purpose will be cancelled immediately (including during the function) if necessary and no refund will be paid. Please do not embarrass yourselves, your guests, or us by trying to hold one of these functions.

21 Birthday Parties – Extra Charges and Conditions are applicable if booking a 21st birthday party including but not limited to –

- Parental supervision for the duration of the party
- Licensed security guards on the club's front and back doors

AVAILABLE DATES

It must be understood that South Narrabeen SLSC is a functioning surf club. The club is available for hire during weekdays and weekends. From time to time the Ocean View Room will not be available due to club/patrol functions especially during the patrol season.

WHAT IS AVAILABLE

The Venue Hire allows access to and use of the Ocean View Room at South Narrabeen SLSC – more specifically:

- o The bar (South Narrabeen SLSC staff only behind the bar)
- o The kitchen (including 90cm domestic oven, 5 burner gas top stove, Microwave, Dishwasher and Refrigerator)
- o An outside BBQ (additional fee) and Grass area at front of club (please keep in mind grassed area is public space)
- o The balcony directly off the Ocean View Room
- o Other equipment includes:
 - 70 function chairs
 - 10 trestles tables (180cm x 75cm)
 - 4 square table (90cm x 90cm)
 - 6 bar tables (70cm diameter)
 - 16 bar stools

(the above may vary slightly from time to time depending upon malfunction or breakages beyond our control; however, we will generally endeavour to supply them in a suitable functioning condition).



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ACCESS AND DEPARTURE

Access to the club on the day of the function for catering or decorating can be arranged with the Venue Manager, your guests are NOT PERMITTED on the premises before the official booked starting time. The bar will open at the official booked starting time and close 30 minutes prior to the end of the function. Music/live bands must cease at 11.30pm and **all guests must be off the premises no later than midnight**. For all other booking times, guests must vacate the premises at least 20 minutes after the function ends.

BOOKINGS AND PAYMENTS

The hall is available for hire for a period of **five** hours. Longer periods may be available upon negotiation.

Payment of the deposit and a signed "Terms and Conditions" form must be received by the Venue Manager before the date of the function is secured.

Balance of hire fee (including bar staff and cleaning) and security bond is payable 7 days prior to your function.

The bar tab is payable at the conclusion of the function by cash for via EFTPOS.

All guests must vacate the premises no more than 20 minutes after the function ends. Failure to do so will incur a penalty fee of \$100 per 20 minutes or part thereof.

South Narrabeen SLSC reserves the right to reject any application and bookings are not deemed confirmed until the Venue Manager has confirmed it by email to the hirer.

CANCELLATIONS

South Narrabeen SLSC reserves the right to cancel a confirmed hire due to any unforeseen circumstances that may render the premises unsuitable (eg fire or power outage etc). In the event of a cancellation made for this reason the hirer will receive 100% deposit refund, however the Club will not be liable for any compensation in these circumstances.

For cancellations made 90 days before the event – 100% refund of deposit. South Narrabeen SLSC will not be held responsible for any compensation in respect of any cancellation.

Where the booking is made within 90 days of the event, AND the cancellation is made BEFORE 14 days of the event - 50% of the deposit will be refunded.

For cancellations made within 14 days of the event - NIL refund will be granted.

BAR STAFF & CLEANING

- Bar staff is dependent on the number of guests and event:
- Up to 80 people (2x bar staff)
- From 81 to 120 people (3 x bar staff)
- The club employs professional cleaners who will be responsible for the following:
 - Vacuum carpets including staircase
 - Bathrooms
 - Balcony and balcony windows
 - Foyer
 - Mops all tiled and wooden floors



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Hirers of the Ocean View Room must empty the garbage periodically and at the end of the hire from the floor and kitchen into the refuse bins outside. You must ensure that at the end of the function all tables and chairs are packed away as found all decorations have been taken down and stored in the foyer.

CATERERS

The Ocean View Room and kitchen areas must be returned to their original state by the end of the function. When using our kitchen and/or BBQ there is one simple rule we ask you to abide by: Leave it at least as clean as you found it. So, make sure that there are no food scraps in the dishwasher, the floor has been mopped and all surfaces have been cleaned including splashbacks, oven, stove tops and fridge doors. Further hirers/caters are to dispose of their garbage downstairs in the skip bins. Bar staff have the key. Dirty crockery will be removed from the premises and left outside. You may be charged a fee for any cleaning not done by your Caterers.

Any items left at the Club for collection after the function has finished must be clean. Collection must be completed prior to 10am the following morning.

MUSIC

Live bands, juke boxes, DJ's etc. are permitted, music must not be excessively loud and must cease by 11.30pm at the latest. We reserve the right to shut off the power at any time if these rules are broken.

LICENSED PREMISES

This venue is licensed, therefore: All drinks must be supplied from South Narrabeen Surf Life Saving Club. NO alcohol or non-alcohol beverages may be brought onto or taken off the premises. NO persons under the age of 18 are permitted to consume alcohol on the premises. NO persons under the age of 18 are permitted to order any drinks from the bar (this includes non-alcoholic drinks). Anyone who appears to be intoxicated will be refused service. Anyone acting in an offensive manner will be ordered off the premises. Unruly or offensive behaviour by a group will result in the function being stopped, with no refund payable.

DECORATING

Our fairy lights remain in place at all times and are available for use by the Hirer of the Ocean View Room. If the fairy lights are damaged during the course of the function an amount will be deducted from the bond for the cost of repairs.

Any items (e.g. decorations, hire equipment, crockery etc) brought to the venue must be packed up into one area at the end of the function.



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When decorating the following is NOT PERMITTED:

1. Confetti / Glitter / Rice / Petals and other similarly sized objects,
2. Nails, Hooks, Staples, and Pins,
3. Adhesives, Tape, Glue etc.

Candles must be wholly contained and unable to drip wax outside their container.

No smoking or vaping inside or on the Ocean View Room balcony.

When decorating, be sure not to restrict access to any doorway or thoroughfare, in accordance with any basic safety practices. (This includes the Fire doors leading to the balcony).

REFUND OF BOND

The bond will be retained until the Ocean View Room has been inspected by the Venue Manager. The cost of any stains on the carpet that require professional cleaning and any other damage caused to the club inside or outside areas (including all furniture) will be deducted from the bond.

Top reasons for losing bond:

1. Kitchen &/or BBQ not cleaned (eg. Dishwasher left full or dirty, floor not mopped, oven/stove left with food scraps not removed).
2. Cake/Candle wax/Gum on floor/walls/carpet.
3. Damage caused by decorating (eg. Paint damaged when tape or blue tac removed, holes left by pins and nails).
4. Damage to wooden floor caused by music equipment or by dragging heavy objects.
5. Excessive glass breakage.
6. Failure to vacate the premises at the end of the function.

PAYMENTS

Internet payments can be made directly into our bank account. Our Bank Account details can be found on the bottom of your invoice.

Make cheques payable to South Narrabeen Surf Lifesaving Club.

Please address all venue hire mail to: South Narrabeen Surf Lifesaving Club. Attn: Venue Manager
P.O. Box 12 Narrabeen 2101.

All payments must be confirmed by phone or email. If your payment has not been confirmed, then you do NOT have a booking.



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DECLARATION:

I have read and agree to these Venue Hire Terms and Conditions. As the hirer, I take full responsibility for any damage to the building and/or its contents which occurs as a result of my hire of the venue, and I agree to pay all costs involved to repair such damage.

Hirer's name:

Date:

Address:

After hours contact number:

Signature: