

**CAPE HAWKE SLSC
FUNCTION ROOM
AGREEMENT FOR HIRE**



Agreement for Hire:

I/We the undersigned do hereby make application for the hire of the above facility, and agree to abide by the Terms and Conditions of Hire, and to the Fees of Hire.

Name of Applicant:

Contact Person:

Address:

Email address:

Function Type:
(ie. Wedding,
Conference,
Birthday, Party
etc.)

Contact Phone:

H:

M:

**Day/Date of
Function:**

No. of Guests:

Hire start Time:

Hire finishTime:

Notes regarding application:

1. This form must be completed by all Applicants (apart from regular users) for Facility hire. A Deposit, as determined by the Functions Committee, must be lodged for all applications where fees total more than the minimum deposit. For all applications where fees are less than the minimum deposit, the fee must be paid on application.
2. Payment of a Refundable Security Bond is required 28 DAYS prior to the Hire date. The Security Bond is to cover any damage to the Function Room and facility, ie. lost keys, excessive cleaning requirements, unruly behaviour or justified noise complaints etc. The Security Bond will be refunded within 14 days after the Hire date, less any claims made against the Security Bond. Any such claim against the Security Bond will be detailed in writing to the Hirer.
3. Please ensure that you read the Terms and Conditions of Hire, and Hire Fees, prior to and before signing this Agreement for Hire document.
4. Booking date of the Function will be secured on receipt of this form, and payment of the Deposit.

Payment

To make a deposit by Direct Transfer:

Bank: CBA Forster
Name: Cape Hawke Surf Life Saving Club Inc.
BSB: 062 540
Account No. 10123274

To make a deposit by cheque:

The Functions Coordinator, Cape Hawke Surf Life Saving Club
PO Box 198 Forster NSW 2428

**Please sign as acceptance of the Terms and Conditions of Hire, Hire Fees quoted
and Security Structure explained.**

**Name and
Signature:**

Date:

