

**CAPE HAWKE SLSC
FUNCTION ROOM
Terms & Conditions of Hire**



Hirers are required to enter into an Agreement with Cape Hawke SLSC Inc. ("the Club"), to be bound by the following rules. Hirers should read them thoroughly before signing the Agreement for Hire form to secure the booking of a Function.

1. BOND.

All hirers are required to lodge a Security Bond with the Club. The full amount of the Bond will be refunded to the Hirer within fourteen (14) days of the Function, provided that all conditions contained in the Terms & Conditions of Hire are complied with. This includes complying with noise restrictions and respecting the neighbourhood amenity. In the case of any excessive damage to the premises during the Function which exceeds the Security Bond paid, the Hirer will be issued with a notice of excess fees.

2. SMOKING.

The Club is strictly a "non-smoking" venue. Smoking is not permitted on any part of the Club premises, including external balconies and courtyard. It is the Hirer's responsibility to ensure that all patrons attending the Function, including staff, musicians etc. adhere to this rule. The Hirer will forfeit the total amount of the Security Bond if this rule is not observed. 'Butt Bins' will be provided outside the building and must be used.

3. RESTRICTED FUNCTIONS

The Function Room shall not be hired for any illegal purpose.

The Function Room shall not be hired for 18th or 21st Birthday parties, or for combined teenage and older birthday parties, or for any private function advertised on the internet.

The Function Room shall not be hired for the raising of money by outside organisations unless the Club gives approval.

4. NUMBER OF GUESTS.

The Function Room accommodates a maximum of 110 people seated at tables. i.e. for weddings.

A maximum of 140 people can be accommodated at standup cocktail style functions.

For meetings or conferences, the Function Room accommodates a maximum of 140 people seated.

5. DURATION OF FUNCTIONS.

All Functions must have a Hire start and Hire finish time, as stated in the Agreement for Hire. For all Wedding and similar functions, the minimum rates of hire allow up to six (6) hours e.g. 5.30 pm to 11.30 pm. Any Function must finish by 11.30 pm. At which time staff will close and secure the premises. Last drinks will be at 10.45 pm, Bar service will cease at 11.00 pm and music by 11.00 pm. It is the responsibility of the Hirer to ensure all guests, musicians, etc. vacate the premises and outside areas by 11.30 pm. An additional charge will be levied at double the normal hourly rate, from the bond, if premises are not vacated within the allocated time. Club Bar Staff will secure the building no later than 11.30 pm.

6. SECURITY AND NEIGHBOURHOOD AMENITY

All hirers are responsible for the behaviour of their guests. When leaving the premises, guests must respect the Club's neighbours, and all noise is to be kept to a minimum. It is recommended that guests pre-book taxis for the Function end time. Due to Council noise restrictions, any music or PA systems must be contained inside the Club building, and must not be excessively loud. More than 3 piece bands are not recommended. Justified noise or unruly behaviour complaints received by the Club, will result in a loss of the Security Bond.

At Functions where no alcohol is served, and the bar facilities are not hired, the Hirer shall secure the building, turn off the lights and vacate the premises within 20 minutes of the agreed finish time.

7. CLEANING AND DECORATION.

The cost of preparing the Function Room, as well as cleaning of the premises following the Function is included in the Hire Fees. Notwithstanding, the Hirer is required to observe the following:

- (a) Whilst not expected to clean, the Hirer is required to remove all rubbish, decorations, personal effects, spilt food and liquid, and leave the premises in an acceptable manner;
- (b) Whatever the Hirer brings on to the premises must be removed at the end of the Function, or by 9.30am the following morning;
- (c) The Club is not responsible for private property left on the premises before, during, or after a Function;
- (d) The use of candles, except where they are contained and cannot drip onto the carpet is not allowed. An additional cleaning charge will apply for wax on carpet;
- (e) Use of the following is not permitted: drawing pins, sticky tape, nails or adhesive material to display signs or attach decorations. Eyebolts are provided for this purpose;
- (f) The kitchen is only to be used for the preparation of food. It must be left in a clean and tidy condition at the end of a function. This should be discussed with the caterer, if one is employed.
- (g) Food is to be stored in the kitchen fridge, not the Bar fridges - these are for drinks only;
- (h) During the Function, the Hirer must ensure that spilt drink or food is mopped or cleaned up. All garbage must be placed in the garbage and recycling bins provided.

8. CLUB BAR AND THE SERVING OF ALCOHOL AT PRIVATE FUNCTIONS.

The Club as Licensee is directly responsible for ensuring that all laws relating to the responsible service of alcohol are adhered to. The Club's RSA qualified staff will operate the bar facilities and serve all alcohol in the Function Room. Guests are not to BYO or self-serve from eskys etc.

A suitable drinks package from the Functions Beverage List will be arranged on consultation with the Bar Manager. Please note that glassware for drinks are not provided, and need to be hired for any function.

Alcohol and glassware must not be taken onto the beach, adjoining park, or car park as Council penalties apply. Under the Responsible Service of Alcohol laws, the Club's Bar Staff have the right to refuse service to any guest if deemed necessary. Under no circumstances, is alcohol to be supplied to persons on the premises who are under 18 years of age. Any guests found supplying alcohol to minors will be asked to leave. Bar Staff are employed to serve from behind the bar only, and do not provide table service. If table service is required it is best to hire waitstaff – please check with your caterer.

9. EQUIPMENT PROVISION AND HIRE.

Crockery, cutlery, glassware, table coverings and decorations are not supplied and must be provided by the Hirer.

The following are available and included for use: Function room, lower deck (alcohol free zone), external covered courtyard, upstairs terrace, 10 x round tables (seat 10 pp each), 6 x 1.8 m trestle tables, chairs, 6 x cocktail tables, 4 x bench tables (on upstairs terrace), a PA system, TV display with inputs and an urn.

There is a commercial kitchen, and a bar provided with RSA qualified staff.

All hired and self-provided equipment's delivery and removal is the sole responsibility of the Hirer. Storage of equipment after a Function may not be possible due to other functions following.

10. REJECTION OF APPLICATION TO HIRE.

The Club retains the right to reject any Application to Hire without providing a reason.

11. PAYMENT OF DEPOSIT AND BOND.

All Function bookings must be made directly with the Functions Co-ordinator. A tentative booking will be held for a period of fourteen (14) days. The booking will only be confirmed on submission of an Agreement for Hire form, and the holding deposit of \$400.00 being paid. The Club reserves the right to cancel any reservations without an Agreement for Hire form and holding deposit by the required date. The balance of hire fees, and Security Bond must be paid twenty-eight (28) days prior to the Function date.

12. REFUND ON CANCELLATION.

If circumstances require the need for cancellation of a Function, the holding Deposit will be forfeited, and is non-refundable. However, at the discretion of the Club, part or whole of the holding Deposit may be refunded, if the Function Room is booked by another Hirer.