



"Over 60 years of vigilance and service to the local community"

VENUE HIRE

Thank you for considering Bilgola Surf Life Saving Club for your function.

Bilgola Surf Club is a great venue for various types of functions including:

Weddings	Product launches
Engagement parties	A location for TV commercials
Birthdays*	Music and jazz nights
Christmas parties	Local community events
Corporate functions	AGM"s

(*We do not hire the venue for 18th or 21st birthdays, please do not book this type of event, as they will be cancelled immediately and no refund will be given).

Bilgola 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 clubs history and memorabilia.

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

Bilgola Surf Club is a popular venue for functions, we advise to make bookings well in advance.

Bilgola 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.



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The club is available for inspection by appointment, please call 9918 2337 for further information, or email club.functions@bilgolaslsc.org.au

We look forward to hearing from you regarding your function.

Yours faithfully,

Bilgola SLSC Inc.

For and on Behalf of the Committee



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VENUE HIRE

Terms and Conditions

SUITABLE FUNCTIONS

This venue is NOT available for hire for 18th or 21st 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.

AVAILABLE DATES

Bilgola SLSC is NOT available for hire on Sundays or the last Friday evening of the month. It must be understood that Bilgola SLSC is a functioning surf club. The club is "generally" available for hire on Saturdays from 6pm (there are some exemptions granted to this – outside of the patrol season – Upon individual negotiation with the Club).

WHAT IS AVAILABLE

The Venue Hire allows access to and use of Bilgola SLSC – more specifically

- The Bar (Bilgola staff only behind the bar)
- The Main Hall
- The Kitchen (including 2 Stoves, Microwave, Dishwasher and Refrigerator)
- The Outside BBQ"s and Grass area (within the fenced area)
- The Balcony"s
- The Toilets

Other equipment includes: (these may vary slightly from time to time depending upon malfunction or breakages beyond our control; however we will generally endeavor to supply them in a suitable functioning condition).



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Equipment	Number	Needed for function
Trestle Tables (183 x 75mm)	20	
Dining Chairs	100	
Alfresco aluminum Chairs	20	
Bar Tables	4	
Bar Stools	12	
Rattan Lounge Chairs	6	
Wooden tables (75 x 75mm)	4	
Wooden tables (120 x 75mm)	4	
Market Umbrellas	3	
Wooden outdoor "bench" tables	3	
Lectern	1	
Fire place (wood not supplied)	1	

AV System including:	Number	Needed for function
Wireless microphone	2	
DVD/CD player	1	
Digital TV (Foxtel)	1	
Large Screen Plasma TV	1	
Speakers in main hall, bar area and outdoor areas.	10	
iPod and notebook connectivity	1	
Projector screen in main hall	1	

ACCESS AND DEPARTURE

Access to the club on the day of the function for catering or decorating can be arranged with the functions coordinator (after 10am), 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. For functions booked from 6pm till midnight, 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.



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BOOKINGS AND PAYMENTS

The Venue hire is \$1,100 (up to 6 hours – Longer hire may be available upon negotiation, however it will be subject to an additional fee of \$150 per hour plus \$25 per hour, per bar staff required).

The Deposit - \$500

The Bond - \$1,000

To apply for a booking you need to do the following:

1. Negotiate a "potential available date" with the Club Coordinator – *Kylie Ockwell on club.functions@bilgolaslsc.org.au*
2. Once a suitable "potential available date" has been arrived at, pay the **\$500** deposit and sign the "Terms and Conditions" form and Contact Details form and send it back to *Bilgola Surf Lifesaving Club, Attn: Kylie Ockwell, PO Box 43, Avalon NSW 2107 or email Kylie at club.coordinator@bilgolaslsc.org.au*
3. Pay the balance of **\$600** which is due 14 days before the function date.
4. Pay a **\$1,000** security bond which is due 14 days before the function date.
5. Pay the bar staff/cleaning fee **in cash** which is due 14 days before the function date (dependent on the number of guests). These fees will be held by the club on your behalf, and passed on to the bar staff and cleaners at the conclusion of the function.
6. Pay the bar tab on the night at the end of the function.
7. 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.

Bilgola SLSC reserves the right to reject any application and bookings are not deemed confirmed until the Club Coordinator has confirmed it by email to the hirer.

CANCELLATIONS

Bilgola 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.



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For cancellations made 90 days before the event – 100% refund of deposit. Bilgola SLSC will not be held responsible for any compensation in respect of any cancellation due any unforeseen circumstances that may render the premises unsuitable. 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 with 14 days of the event - NIL refund will be granted.

BAR STAFF & CLEANING

Bar staff is dependent on the number of guests:

- Up to 80 people (2x bar staff): \$600
- From 81 to 100 people (3 x bar staff): \$750
- From 101 to 120 people (3 x bar staff): \$810
- From 121 to 150 people (4 x bar staff): \$900
- From 151 to 200 people (4 x bar staff): \$980

(Costs include cleaning of the club and have to be paid in cash. Costs will vary for functions of less than 6 hours duration. See the Club Coordinator for more information).

CATERERS

The kitchen and BBQ areas must be returned to their original state by the end of the function, if not an additional cleaning fee will be charged (\$50 per hour or part thereof).

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 splash-backs, oven, stove tops and fridge doors. 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.



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MUSIC

Although live bands, juke boxes, DJ"s etc. are permitted, music must not be excessively loud and must cease by 12 midnight 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 Bilgola 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 behavior by a group will result in the function being stopped, with no refund payable.

DECORATING

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.

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 inside (ashtrays are provided outside on the balcony).

When decorating, be sure not to restrict access to any doorway or thoroughfare, in accordance with any basic safety practices. (This includes the Caretaker's door). The training room and adjoining toilet are off limits to all, other than those people with reduced mobility who are unable to access the washroom downstairs. Please note that this toilet will not accommodate a wheelchair. Access to the disabled toilet is from outside, ground level, car park side of the building. If you require a key please ask in the bar staff.



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REFUND OF BOND

The bond will be retained for 7 days after the function and/or until any cheques have been cleared.

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.

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.** Candle wax on floor/walls/carpet or gum.
- 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.** Functions starting sooner than the booked time.
- 6.** Excessive glass breakage
- 7.** Failure to vacate the premises at the end of the function.

PAYMENTS

Make cheques payable to "Bilgola S.L.S.C."

Internet payments can be made directly into our **Westpac account:**

BSB 032095

Acc 182404

If using this option please quote your reference number that you can obtain by contacting Belle Poelmann on club.functions@bilgolaslsc.org.au

Credit card payments can be made in person or by phone on 9918 2237.

Please contact Kylie Ockwell our Club Coordinator for more information.

Please address all venue hire mail to:

Bilgola Surf Lifesaving Club Inc.

Attn: Kylie Ockwell

PO Box 43

Avalon NSW 2107

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:
number:

After hours contact

Signature: