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*All funds raised through hire of the hall are utilised to provide a safe beach for the community and visitors*

### **Conditions of Hire of**

### **MacMasters Beach Surf Lifesaving Club Facilities**

Thank you for your interest in hiring the hall's facilities at MacMasters Beach Surf Lifesaving Club. Below is a list of terms and conditions regarding the terms of the hire. We ask you retain these for reference and return the Agreement Form to MacMasters Beach SLSC with the required payment in order to finalise your booking. We can accommodate up to 140 seated or 170 buffet/cocktail styles.

MacMasters Beach SLSC retains the right to reject any application to hire without providing a reason.

- 1) Standard Hire Fees \* see rates or contact our Function Manager for rates. Cleaning fees depend on nature of event, catering involvement etc

<i>Function Type</i>	<i>Cost</i>
Catered Function  E.g. Wedding, Engagement, Birthday, Christmas Party includes fully equipped bar facilities including use of glasses, use of seating up to 140 plus limited outside furniture, hot water urn. (Kitchen facilities only for use by Club appointed caterers).	Hire Fee (GST inclusive)  Includes Cleaning Fee  Plus a Security Bond
Conferences/Seminars/Staff Training/Schools  Including BBQ, fridge, and hot water urn. (Kitchen facilities only for use by Club appointed caterers).	Hire Fee per day  Plus a Cleaning Fee  plus a Security Bond
Sport/Health  E.g. Yoga, Meditation, Pilates etc.	Rate per hour  (based on regular use)

### **2) Booking Requirements**

- The First Payment consists of 50% of the total hire fee and is payable within 14 days of the booking.

- The Second Payment is the balance 50% of the total hire cost and is payable 120 days prior to function's date. In the event a function date is less than 120 days from the date of the booking the Second Payment is due with the First Payment at the date of the booking.
- The Security Bond is payable 21 days prior to the function and will be refunded within 14 days after the function provided there is no damage to Club property.
- Payments can be made by direct deposit, online with credit card (Visa or Mastercard only) See Item **13**.
- Cancellations. See Item **14**.

### **3) Catering**

Our preferred caterers are H&H Catering 4382 4890, Eden Catering 0412 682 756 or Barefoot Café 0499 059 041 and arrangements for most aspects other than the hire of the Club hall and the provision of bar services for your event can be managed through them. Alternative arrangements are subject to the Club's sole discretion. There is neither kitchen nor cooking facilities available.

### **4) Additional Cleaning**

Any need for extraordinary cleaning including sanitisation will be charged additionally and deducted from the security bond, this cost is charged at \$100 per hour.

### **5) Decoration of Club**

Included in your hire are to be arranged and returned to their initial locations by the decorator:

- Tables round large 6 x 1650mm (seats 8-9)
- Tables small round small 6 x 1200mm (seats 5-6)
- Tables oval 4 x 2500mm x 1200mm (seats 10)
- Tables rectangular 8 x 1800mm x 750mm (seats 6-8)
- Chairs 140

Access is normally available to the Club from 9.00 am on the day of the function. Prior access is subject to the Club's sole discretion.

Adhesives, pins on walls, floors or ceilings to affix decorations are not permitted.

The use of confetti, flower petals or sparkling objects is not permitted. Candles are to be contained in holders that allow no wax drips on tables or floors nor leave heat marks on furniture.

The furniture is to be returned to the configuration at the outset of the hire. All excess tables and chairs must be returned to storage. Should this not be done by the hirer or caterer, the cost to have this done will be charged or be deducted from your security bond.

## **6) Service of Alcohol**

Macmasters Beach SLSC is required to adhere to the legal guidelines for the Responsible Service of Alcohol (RSA). These laws must be observed by Macmasters Beach SLSC and any hirer of the Club facilities. (a copy is attached)

The Club does not permit patrons to bring in and serve their own alcoholic products nor remove any of the Club supplied alcoholic products from the premises.

It is necessary to have MacMasters Beach SLSC RSA accredited bar staff at a cost per hour per person paid. Bar staff hours include commencement of ½ hour before the function and 1 hour after the function.

Beverage products are supplied and served by the Club as a package rate per head for up to 4 hours consumption ceasing no later than 11:30pm (except Sundays at 9:30pm). Prices for casual and daily hire for products not included in the beverage packages are at prevailing function consumption prices and are subject to arrangement and availability.

## **7) Staffing**

Bar staff will be provided on the basis of the number of guests.

- Up to 100 guests will require two staff
- For each additional 50 guests one further bar staff will be required
- Table service will require additional staff
- Cocktail functions require additional staff

## **8) Conduct within the Club and its Environs**

The Hirer is to take all reasonable steps to ensure that no antisocial behaviour occurs.

The Club is to be left clean and tidy at the conclusion of the function.

We ask that guests be considerate of nearby dwellings, parking only in authorised areas, and leave in an orderly and quiet manner.

We recommend pre-arranged transport arrangements for attendees to the Club for evening functions.

## **9) Smoking**

Smoking is not permitted anywhere within the Macmasters Beach Surf Lifesaving Club buildings.

## **10) Animals**

Animals are not permitted within the Club under any circumstances.

## **11) Duration of Functions**

All functions are to conclude no later than midnight. Bar service will cease 30 minutes prior to scheduled booking duration. Music or any other entertainment arrangements need to be stopped and out of the premises by that time.

All items not belonging to the Club and all rubbish are to be removed from the Club on the day of the event.

## 12) Confirmation

Functions will not be considered confirmed unless the respective due payments have been received. A receipt will then be issued to you after the First Payment and you will be reminded 30 days prior to the due date of the Second Payment.

## 13) Payment

Payment can be made one of several methods;

- **Direct deposit** to Account Name: Macmasters Beach SLSC BSB: 032 596 A/c No: 590000. (Please quote your name & “hall hire” in the description)

*OR*

- **Online** with a **Visa** or **Mastercard** credit card following the steps below;
  1. Enter [pay.slsa.com.au](http://pay.slsa.com.au) into the URL address bar
  2. Select Club from the drop-down menu: “Macmasters Beach”,
  3. Select Transaction type from the drop-down menu: “Function”
  4. Your name and the words “hall hire”
  5. Amount: the \$ amount due for payment
  6. Enter the payer’s name, contact details and email address if a receipt is required.
  7. Then select submit to enter your credit card details

## 14) Cancellation

- The First and Second Payments made become non-refundable after the date they become due.
- The Security Bond is refundable in 14 days in the case the payment has been made and the function booking is cancelled.

## **RESPONSIBLE SERVICE OF ALCOHOL**

- 1.** Persons under the age of 18 will not be served alcohol. Proof of age may be requested. It is also against the law for any guest to supply alcohol to anyone under the age of 18.
- 2.** Service will be refused to anyone who reaches signs of intoxication.
- 3.** Entry or service will be denied to anyone who is already intoxicated. Guest/patrons who wilfully disregard this principle may be asked to leave.
- 4.** Guests who knowingly supply alcohol to another guest who has been denied service by the bar staff will no longer be served and will be asked to leave the premises.
- 5.** In accordance with Responsible Service of Alcohol and our Club rules, we do not serve double strength spirits.
- 6.** We want our guests to enjoy our Club facilities, the company of other guests and to comply with the NSW Liquor Act on Sale, Service and the Consumption of Alcohol.

**MacMasters Beach Surf Lifesaving Club Inc**

PO Box 6040

KINCUMBER NSW 2251

**tel:** (02) 4381 1234

**fax:** (02) 4381 2034

**email:** macmastersslsc@bipond.com

ABN 62 774 260 161

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**Agreement to Terms and Conditions of Hire of**

**Macmasters Beach Surf Lifesaving Club**

I, .....(*Print name*)

have read, understand and agree to comply with the Conditions of Hire, which have been supplied to me, for my function at Macmasters Beach Surf Lifesaving Club.

Date of Function .....

Function Purpose.....

Applicable Rates:

Hall Hire: \$.....

Cleaning Fee: \$.....

Security Bond: \$.....

Address .....

Phone .....

Email .....

**RSA Compliance:** "I have also read, understood and agree to abide by the Responsible Serving of Alcohol requirements, which have been supplied to me for the above function at Macmasters Beach SLSC".

Signed..... Date .....

**Payment**

Payment should be made by either (**please select the intended payment method**);

- **Direct deposit** to;  
Account Name: **Macmasters Beach SLSC**  
BSB: **032 596**  
A/c No: **590000**.  
Description: **your name & “hall hire”**

**OR**

- Online with a Visa or Mastercard credit card following the steps below;
  1. Enter [pay.slsa.com.au](http://pay.slsa.com.au) into the URL address bar
  2. Select Club from the drop-down menu: “Macmasters Beach”,
  3. Select Transaction type from the drop-down menu: “Function”
  4. Your name and the words “hall hire”
  5. Amount: the \$ amount due for payment
  6. Enter the payer’s name, contact details and optional email address if a receipt is required.
  7. Then select submit to enter your credit card details.

Please provide YOUR Bank Account Details (for the return of the Security Bond)

**Account Name:** .....

**BSB:** .....

**Account No:** .....

*Please return this signed document with payment to the address above.*

**Thank you for your booking.**