

# Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923  
Phone (08) 9307 7766 • Fax (08) 9307 7769  
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



*Safety, respect, excellence, integrity and unity.*

## MULLALOO SURF LIFE SAVING CLUB MEMBERS LOUNGE & HALL HIRE

### HANDOUT SHEET & APPLICATION FORM

**Only Members of Mullaloo SLSC are eligible to use the Club Lounge for private functions.**

All Lounge Hire applications and bookings are only to be made through the Club Administration Officer by Phoning 9307 7766 on Tuesday, Wednesday and Friday from 9.30am – 2pm.

Members only of Mullaloo SLSC are eligible to use the **Club Lounge** for their own private functions. Such members must have been financial in the club for a minimum of TWO consecutive seasons with applications approved at the discretion of the Board of Management. The function must be for the direct benefit of the member or for the direct benefit of one of his or her immediate family (restricted to parents, siblings and children of the member). Functions that do not meet these criteria include functions for other clubs or organisations unrelated to either Mullaloo SLSC or surf lifesaving. Functions that do meet these criteria include wedding, birthday and anniversary celebrations for members or one of their immediate families. The member will need to be present at the function at all times.

Functions that are **not approved** on the club premises include:

- 18<sup>th</sup> Birthday parties
- Bucks or Hens functions
- Before and After School Ball functions

Once application approval is received, a Lounge Hire deposit is required to confirm booking with the bond payable one month prior to booking – the amount is ratified annually by the Mullaloo SLSC Board of Management. Return of the Bond is conditional upon the acceptable state of the facility when the keys are returned, and following an inspection by a member of the Board of Management or their designated representative.

Occupancy limits apply to the Club premises – the Lounge holds 170 people. Only beer, soft drink and premixed spirits purchased through the Mullaloo Surf Club Bar may be served under the terms of our Liquor Licence. There is **no BYO liquor**.

Bar staff and a door person will need to be booked by the club for the function and the hirer is responsible for the payment of these persons on the night. Bar staff is calculated at a ratio of 1 per 50 people in attendance. Cost of door and bar staff is currently \$25 per hour.

Lounge set up can only be commenced on the day of hire. Full payment of outstanding bond is due one month prior to event booking. Keys are collectable from the office on the Friday morning prior to the booking and are returned through the chute in the office door upon lock up.

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The Hirer/User/Responsible Person is required to ensure:

- the building, its furniture and fittings are used appropriately;
- NO adhesive tapes or nails are used in the walls;
- the area hired is suitable for the purpose of intended use; and
- that damage is prevented by monitoring the activity of occupants during the period of hire, including the period of set up and clean up.

The hirer and/or responsible person are accountable for:

- ensuring guests **do not** take alcohol outside of the designated licensed area;
- basic and any additional cleaning, including carpet cleaning;
- damage caused by misuse or abuse during the period of the booking;
- damage arising as a consequence of failure to control access; and
- damage or harm as a consequence of failure to assure security.

Note that the building is a **No Smoking** environment. This includes all balconies and the areas immediately near any doorway or window.

The following information on the **specific requirements** is provided for the guidance of facility hirers/users, which shall be responsible for:

1. The security of the building and its fittings, furniture and equipment before, during and following the function/activity.
2. Returning the facility to a clean and tidy state. This includes vacuuming/sweeping the floors, using the dust mop over the timber floors.
3. Removing all rubbish from the building, including kitchen and toilets, and placing it in the large skip bin outside.
4. Checking the paved areas outside for broken glass and other waste/rubbish, sweeping up and disposing of all waste into designated bins.
5. Removing all foodstuffs from the kitchen areas including the fridges (unless prior arrangement has been made).
6. Ensuring all benches and sinks are wiped down and left clean.
7. Reporting any faults or damage to the facility, its furniture or fittings as soon as possible to a Club Officer/Representative.
8. Returning the key/s as, when and how agreed, following the hire/use period.
9. Exit not later than 1am – includes clean up. This is as stipulated by liquor licensing regulations – heavy penalties will be imposed on the club for any breaches.

Failure to meet these conditions may result in retention of part, or all, of the Bond paid on hiring. Any questions should be addressed to the club officer arranging the hiring.

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## MULLALOO SURF LIFE SAVING CLUB LOUNGE HIRE APPLICATION FORM

Having read and understood the terms and conditions in relation to the hire of the lounge area, kitchen facilities, tables and chairs, toilet facilities and common areas including the passage ways and balcony, I/we accept the **Conditions of Hire** as stated.

Application to hire the above mentioned areas is hereby made for:

Day \_\_\_\_\_ Date \_\_\_\_\_

From the hour of \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

Enclosed is the sum of (please circle area required):

**\$100.00** being the hire fee for the Lounge

**\$200.00** being the hire fee for the Hall

**\$250.00** being the hire fee for both the Hall & Lounge

I understand that this amount will be returned in full should this application be unsuccessful.

Upon acceptance of this application I agree to the lounge/hall hire fee and understand that the bond of **\$400.00** must be paid a month prior to the function. The bond (less damages and extra cleaning charges, if any) will be forwarded within 10 days after the function.

### PERSON ACCEPTING HIRE RESPONSIBILITY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Contact No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

Type of Function Proposed: \_\_\_\_\_

If this function is not for the applicant, what is the relationship to the applicant of the person whose function it is: \_\_\_\_\_

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Cont...

Total No. of expected guests: \_\_\_\_\_ Average age group of guests: \_\_\_\_\_

Will you be using the club projector:  Yes  No

Type of entertainment planned: \_\_\_\_\_

A Guests list can be sighted on request:  Yes  No

Attendance will be by invitation only:  Yes  No

Type of decorations proposed: \_\_\_\_\_

## **Acknowledgment that you are aware the internal areas are designated**

'Non Smoking' -  Yes  No

'Strictly NO BYO Alcohol'  Yes  No \_\_\_\_\_ signed.

I have read, understood and agreed to the conditions described above.

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Name	Signature	Date
<b>Lounge Hirer/Responsible Person</b>		

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Name	Signature	Date
<b>Mullaloo Club Officer/Representative</b>		