



Mullaloo Surf Life Saving Club

LICENSED VENUE BOOKING FORM

THURSDAY AND SATURDAY EVENINGS ONLY

YOUR DETAILS

Hirer Name:

Contact telephone:

Email address:

Are you a current (financial) Mullaloo SLSC Member?

Yes

No*

**If no, Membership fee at time of booking applies.*

FUNCTION DETAILS

Date required:

Time of function, start and finish:

Time you would like to start set up (dependent on availability):

Saturday: Full Venue only **Thursday:** Lounge, Balcony and Function Room 2

Type of function e.g. wedding, 40th, Engagement

NOTE: Strictly NO 18th or 21st Birthdays, Hens or Bucks Nights

Expected Number of guests

**I understand that bar and door staff will attract a \$25 per hour charge per staff member required. (Refer to Terms and Conditions for full details.)*

What (if any) audio-visual equipment do you require?

Microphone & speakers

Wall mounted TV screen

ADDITIONAL REQUIREMENTS

Will any additional equipment be delivered to the Club?

No

Yes. Please specify, what and when:

Equipment can ONLY be delivered during your booked hire time.

Will you be engaging an external caterer/providing your own catering for your event?

No (using Swell Mullaloo Beach)

Yes. Please provide details

Name of Caterers being used:

Type of food being served:

If having a cash bar, I will provide "substantial food" (details in T&C's)

(initial)

I will advise my guests that parking is only available in the Top/North car park

(Initial)

CONFIRMATION

I have read and understood the Terms and Conditions associated with the hiring of the Mullaloo SLSC venue for a private function. I understand that the Terms and Conditions are constantly being reviewed due to COVID compliance and therefore are subject to change.

I further understand that a \$100 non-refundable deposit is required to secure my booking and the hiring balance of \$550 and a \$500 refundable bond (as per our Terms and Conditions) applies to my booking.(or total hire fee, whichever is less) deposit is required to secure my booking and a \$250 refundable bond applies to my booking.

Signature:

Print Name:

OFFICE USE ONLY:

Form and deposit received (date):

\$100 Deposit Received (EFT #):

Please return this form to functions@mullaloosurf.com.au



Mullaloo Surf Life Saving Club

LICENSED VENUE HIRE TERMS & CONDITIONS

ELIGIBILITY TO HIRE

Only Members of Mullaloo SLSC are eligible to hire the Club's venue for events where alcohol is to be served. Non-members are therefore required to join as a Social Member and must join no less than 21 days prior to their function. Applications are approved at the discretion of Mullaloo SLSC Management. The function organiser **MUST** be a financial member at the date of the function and be present at the function at all times.

Mullaloo SLSC is a functioning club all year round and events for our Club members will always take priority. The Club is only available for hire for licensed functions on Thursday and Saturday evenings and is **not** available for hire on Friday evenings or Sundays.

Functions held at Mullaloo SLSC must uphold the values held by the Club and may not include inappropriate or discriminatory entertainment/behaviour or any activities that may cause damage to Club property.

Please note: Hen's/Bucks nights, 18th or 21st birthday parties are not permitted.

FEES AND CHARGES

Deposit: A deposit of \$100 for your event is required in order to confirm your booking date.

AVAILABILITY AND RATES

Members Lounge, Function Rooms 1 and 2 and balcony
(access to the balcony is controlled by the Bar Manager and as such is only available during the function. If you require access during set up, access is available through the side gates on the southern wall of the club. Instructions will be provided for side gate.)

Thursday and Saturdays

12 noon to 12 midnight – flat rate \$650 (Subject to availability access for set up from 9 am is possible, please check on booking.)

Maximum capacity for a private function is 200 people. A guest list is to be provided to the club with payment of Bond. This guest list will be used by the door staff to check guests off as they arrive.

BOND

A bond of \$500 is applicable to all bookings and will be taken prior to your event. The Bond and hire fees are subject to change as directed by the Board of Directors as deemed in the interests of the Surf Club.

Return of the bond is conditional upon confirmation of the acceptable state of the facility when the keys are returned, following an inspection by a General Manager, Manager or Staff of the club, or their designated representative and on the condition that our Terms and Conditions, as set out in this document in its entirety, are **NOT** breached. For the bond to be returned in full, the hirer is 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, wet mopping tiled/vinyl floors.
3. Removing all rubbish from the building, including the 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 the designated bins.
5. Removing all foodstuffs from the bar area.
6. Ensuring all tables, benches and sinks are wiped down, left clean and returned to their original position.
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. Exiting of all guests not later than 1am—including cleanup. This is as stipulated by liquor licensing regulations – heavy penalties will be imposed on the club for any breaches.
10. Respecting the booking is specific to the date booked. No entry for set up is permitted prior to the booking date and times.
11. Ensuring none of our Terms and Conditions as stated in this entire document are breached.

Failure to meet any of these conditions may result in retention of part, or all, of the Bond. Any questions should be addressed to the Club when arranging your function. Should the venue be left in an unsatisfactory state (as deemed by an official Club Representative) and additional cleaning services are deemed necessary, the hirer accepts responsibility for payment of such services where the service cost is in excess of the bond amount.

CANCELLATIONS

Cancellations must be made in writing. Please note your \$100 deposit is non-refundable.

Mullaloo SLSC reserves the right to cancel a confirmed booking due to unforeseen circumstances that may render the premises unsuitable (e.g. fire, power outage, damage). Under these circumstances, the hirer will receive 100% of all monies paid in relation to venue hire for that event. The Club will not be liable for any further compensation.

INCLUSIONS – THE VENUE HIRE FEE INCLUDES:

- Use of premises
- Use of tables and chairs, subject to availability
- Bar tables and bar stools, subject to availability



Mullaloo Surf Life Saving Club – Licensed Venue Hire Terms & Conditions – *Continued*

- (6 x table of 10; 16 x table of 8 (on wheels); 92 chairs; 10 high cocktail tables; 36 high cocktail chairs)
- It is the responsibility of the hirer to ensure that there are sufficient tables and chairs to meet the numbers of anticipated guests. It may be necessary to hire additional tables and chairs if the number of guests at the function exceeds the number provided by the club.
- TV screens, microphone & speaker, subject to availability

EXCLUSIONS – THE VENUE HIRE FEE DOES NOT INCLUDE:

- Food and beverage provisions (bar staff and the serving of beverages are an additional cost see Bar Staff below; and preferred catering services are from our partner restaurant, Swell Mullaloo Beach)
- All linen
- Event set up and pack down
- Please note the internal folding doors/dividing walls are only to be moved by the Bar Manager as they can be easily damaged if not done correctly.
- Club property stored in storage cupboards is not for general use.

PURCHASE OF LIQUOR

Mullaloo SLSC holds a Club Restricted Liquor Licence. The licensee is "Mullaloo Surf Lifesaving Club, Inc.". Purchase of liquor is restricted to the following times for venue hire:

| | |
|----------|---------------------|
| Thursday | 5:00 pm to 12:00am |
| Saturday | 11:00 am to 12:00am |

Only liquor and soft drinks purchased through the Mullaloo Surf Club Bar may be served during your function/event. **BYO liquor or soft drinks IS NOT PERMITTED under any circumstances.**

It is recommended that the hiring member runs a bar tab for their function with **payment in full** to be made in cash or by EFTPOS at the conclusion of the event.

To comply with Liquor Licensing regulations, if the member hiring the venue opts for a cash bar (guests buying their own drinks) the hirer must then provide substantial food to their guests and provide details of the caterer and type of food being served to us, (see catering).

Any liquor purchased at Mullaloo Surf Club **must be** consumed on the premises. The sale of liquor for consumption off the licensed premises is prohibited under Liquor Licensing laws and will attract sizable penalties.

The hirer is accountable for ensuring guests **do not** take alcohol into the corridor outside of the designated licensed area.

BAR STAFF

For the service of alcohol and soft drinks, an RSA approved Bar Manager, and a door person (as a minimum at the Bar Manager's discretion) will be booked by the Club for your function. The hirer is responsible for the payment in cash to these persons on the night. Bar staff requirements are calculated at a ratio of 1 per 40 people in attendance.

It is also a requirement that we book a door person for licensed functions with up to 100 people attending. The cost of both door and bar staff is \$25 per member of staff per hour. Functions over 100 people will require 2 door staff. If the club is unable to source door staff from within the club, then the club will outsource door staff to a security company at their commercial rates, which will be advised to you in advance. Please note bar and door staff are given 30 mins set up and 30 mins pack up time so an extra hour will be added to your function time to cover this. The RSA approved Bar Manager is to be paid up until you leave the premises.

Mullaloo SLSC maintains a strict responsible service of alcohol approach, adhering to all laws relating to the Liquor Act. The Approved Manager on site during your event reserves the right to refuse service of alcohol or have guests removed from the premises should they deem this appropriate, to comply with Responsible Services of Alcohol (RSA) guidelines.

Mullaloo SLSC is a non-smoking venue. Smoking is not permitted inside the Club, or within 5 metres of any doorways.

CATERING

It is preferred that you use our partner restaurant, Swell Mullaloo Beach for your catering (Tel 9307 1188).

If the hirer chooses to provide their own catering, or to use an outside caterer, then the following Liquor Licensing regulation must apply. If having a cash bar (as explained in Purchase of Liquor) then **substantial food** will need to be provided, which includes the use of plates, knives and forks (these can be plastic).

Please note that the club does not have any kitchen facilities behind the bar for the use of hirers, but the sinks in the Lounge and Function 1 can be used.

ENTERTAINMENT & DECORATIONS

You are welcome to book live music, bands, D.J.s and other forms of entertainment for your event, as long as your entertainment provider complies with the following conditions:

- Music and loud noise must cease by **12am** (midnight) at the latest. We reserve the right to shut off power at anytime.
- Noise levels must comply with The Environmental Protection (Noise) Regulations 1997.
- No person in attendance shall:



Mullaloo Surf Life Saving Club – Licensed Venue Hire Terms & Conditions – *Continued*

- be indecently dressed on the licensed premises
- take part in, undertake or perform any activities or entertainment on the licensed premises in a lewd or indecent manner

exhibit or show, via any media, any R or X rated movies, videos or extract/s.

Exotic dancers or entertainment that promotes or condones any type of discrimination or harassment are not permitted.

Mullaloo SLSC cannot provide storage in advance for any items required for your event because our Club rooms are used on a daily basis for club activities.

Any **large** items (staging, dance floors etc) must be moved to the eastern end of the Club Lounge at the end of the function to be removed by 10 am the following day. Smaller decorations, event theming and equipment must be removed from the premises at the end of the function. This condition applies because the Club is used on Fridays and Sunday mornings to perform our core Life Saving operations.

Glitter, confetti, rice, petals and other similarly sized objects are not permitted. Candles must be fully enclosed and unable to drip wax outside their container. Club Honour boards, memorabilia or Club displays must not be interfered with.

HIRER RESPONSIBILITIES

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

- The building, its furniture and fittings are used appropriately
- **NO** adhesive tapes, nails or other fixing devices are used in/on the walls/fittings/windows
- The area hired is suitable for its intended use
- That damage is prevented by monitoring the activity of occupants during the period of hire, including the period of set up and cleanup.
- The venue is left in good order (clean and respectable condition), locking and ensuring the premises are secure upon departure.
- All tables and chairs must be returned to original positions, please see photographs in the yellow folder.

The Hirer is accountable for:

- Basic and any additional cleaning, including carpet cleaning
- Damage caused by misuse or abuse during the period of the booking
- Damage arising because of failure to control access
- Damage or harm because of failure to assure security

SAFETY & SECURITY

Access to fire doors, fire extinguishers and emergency exits must not be blocked at ANY time under any circumstances. The venue capacity specified in the booking agreement must not be exceeded.

It is now a requirement of the City of Joondalup that vehicles of guests in attendance **must** be parked in the car park to the North of the club. Cars parked are at the individual's own risk and Mullaloo SLSC will not be held liable for the theft or damage to the vehicle or its contents.

The hirer indemnifies Mullaloo SLSC against all claims, losses, actions, damages, costs and expenses whatsoever, including for personal injury, death, damage to property, to the extent arising from the use of the Club's facility and any equipment during the booking, or caused directly or indirectly by any action or omission of the Hirer or any other person or their guests/attendees' failure to comply with these Terms & Conditions.

PAYMENT AND COLLECTION OF KEYS

Apart from the deposit which is paid upon booking, the hire fees and bond will need to be paid during the week prior to your function. The key collection times are:

Saturday functions - Friday 10am – 1.30pm

Thursday Function – Wednesday 10am – 1.30pm

Keys will need to be left in the lock box (instructions will be given) after locking up at the end of the function. The hirer will then need to contact the club during club office hours to arrange for the return of the Bond.

Please note these Terms and Conditions are subject to change at the discretion of the Board of Directors of Mullaloo SLSC.

ACCEPTANCE

I accept these terms and conditions.

Signature

Print Name

Date