



Mullaloo Surf Life Saving Club

MEETING/WORKSHOP BOOKING FORM

FUNCTION AND VENUE HIRE

Your Details

Hirer Name:

Contact telephone:

Email address:

Are you a current (financial) Mullaloo SLSC Member?

Yes

No

Function Details

Preferred Date:

Times required:

Rooms Required:

Function Room 1

Function Room 2

Lounge & Sun Deck

Full venue

Name of your function

Expected Number of guests

Do you require the Club Bar to be open?*

Yes

No

Will all guests be aged 18+?*

Yes

No

*I understand that functions involving the bar will attract a \$25 per hour charge per staff member required. An additional security member may also be required, depending on your function.

Yes

No

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

Microphone & 2 speakers

Wall mounted TV screen

Whiteboard

Additional Requirements

Will any additional equipment be delivered to the Club?

No

Yes. Please specify:

Will you be engaging an external caterer for your event?

No

Yes. Please give details:

Confirmation

I have read and understood the Terms & Conditions associated with hiring the Mullaloo SLSC venue for a private function. I further understand that a \$100 (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 received (date):

Deposit Received (amount & date):

Booking confirmed to Customer:

Signature:

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



Mullaloo Surf Life Saving Club

MEETING/WORKSHOP TERMS & CONDITIONS

ELIGIBILITY TO HIRE

Non-members, Community groups, Businesses and Government bodies, are eligible to hire the venue for events NOT serving alcohol, such as Breakfast, Meetings, Conferences, Workshops and Training sessions.

Mullaloo SLSC is a functioning club all year round and events for our Club members will always take priority.

If you book one area of the Club, it is likely that surf club activities may be taking place in other areas of the premises. Whilst we seek to minimise interruptions for all venue users, hiring one area of the Club does not grant you exclusive use of the remainder. When hiring only one part of the Club, Mullaloo SLSC is unable to guarantee that noise from other activities will not occur.

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.

FEES AND CHARGES

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

AVAILABILITY AND RATES

Subject to availability the Members Lounge and balcony, Function Rooms 1 and 2 are available for hire during the week from 7.30am until 3.30pm, for functions such as breakfast, workshops and training sessions, which do not involve the service of alcohol, as we are only licenced for private member functions serving alcohol on Thursday evenings and Saturdays.

For these types of events we recommend organising your catering with our partner restaurant, Swell Mullaloo Beach, or making a group booking at the restaurant for your guests if you require lunch.

\$100 an hour is charged per area. A minimum hire time of 3 hours applies. Maximum capacity for a private function is 200 people.

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:

The security of the building and its fittings, furniture and equipment before, during and following the function/activity.

1. Returning the facility to a clean and tidy state. This includes vacuuming/sweeping the floors, wet mopping tiled/vinyl floors.

2. Removing all rubbish from the building, including the toilets, and placing it in the large skip bin outside.
3. Checking the paved areas outside for broken glass and other waste/rubbish; sweeping up and disposing of all waste into the designated bins.
4. Removing all foodstuffs from the bar area.
5. Ensuring all tables, benches and sinks are wiped down, left clean and returned to their original position.
6. Reporting any faults or damage to the facility, its furniture or fittings as soon as possible to a Club Officer/ Representative. Email facilities@mullaloosurf.com.au
7. Returning the key/s as, when and how agreed, following the hire/use period.
8. Ensuring the booking is specific to the date booked. No entry for set up is permitted prior to the booking date and times.
9. 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
- (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 number 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. This includes water, tea and coffee facilities. Preferred catering services are from



our partner restaurant, Swell Mullaloo Beach.

- All linen
- Event set up and packdown
- Please note the internal folding doors/dividing walls are only to be moved by the BarManager as they can be easily damaged if not done correctly.
- Club property stored in storage cupboards is not for general use.

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).

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.

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.

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.

CAR PARKING

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