



VENUE HIRE

MULLALOO SURF LIFE SAVING CLUB,
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Welcome

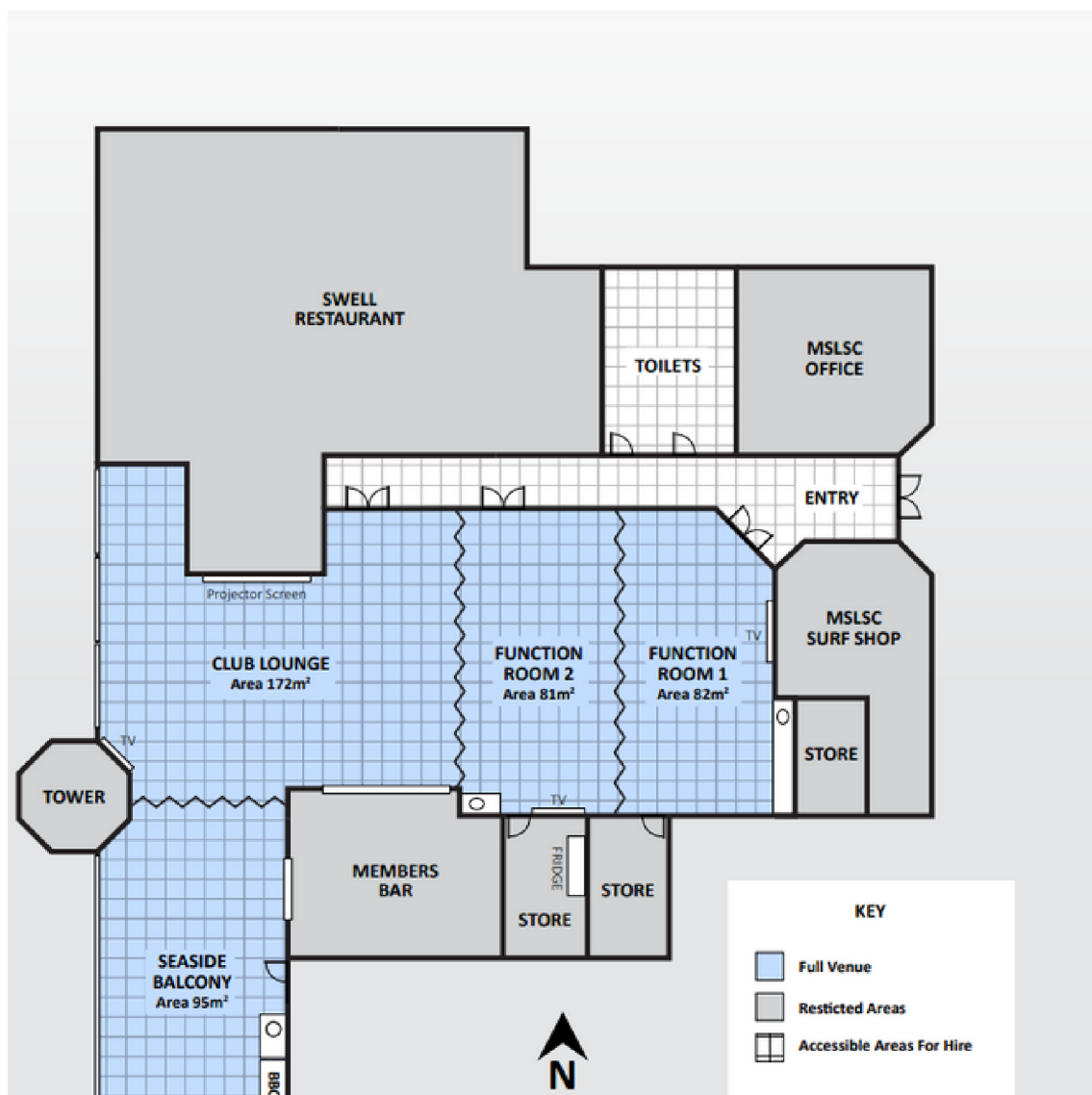
Just 15 minutes west of Joondalup, located right on the edge of the Indian Ocean and overlooking the beautiful Mullaloo Beach lies Mullaloo Surf Life Saving Club.

Floor to ceiling windows allow an almost panoramic view of the beach and ocean, creating an incredible backdrop for your next conference, training session, celebration dinner or party.

Our venue can cater for functions up to 250 people.

Please note The Club is a functioning Club year-round and use for club events take priority. The Club is not available for hire on Friday evenings and Sundays due to Club operations.

Thank you for considering Mullaloo Surf Life Saving Club for your next function. We look forward to hosting you.



AREAS AVAILABLE FOR HIRE

FULL VENUE

The use of the full venue comprises the Club Lounge, Function Room 1, Function Room 2 and the Seaside Balcony. Ideal for all events whether it is for a wake, sundowners, birthday party, celebration, engagement or wedding. For these functions you be required to hire the full venue. There are bifold doors which we can open or close to suit the size of your function. Please view the plan on the next page.

We do not cater for 18th and 21st birthday parties or hens and bucks nights.



MULTI FUNCTION ROOMS

(Lounge Bar, Function Room 1 and Function Room 2)
Our full venue can be divided into multi-function rooms by dividing the rooms by bi-fold doors. Please view the plan on previous page. These rooms are perfect for your corporate event, training session, meeting or workshop. (Unlicensed only – 4 hours minimum - \$240 minimum charge)

250 - Seated

180 - Cocktail



SEASIDE BALCONY

The balcony has panoramic views to the iconic Mullaloo Beach and Indian Ocean with shade sails during the months October to April. The Seaside Balcony has a built-in barbecue and sink, as well as access to a serviced bar.

Capacity: 96



INCLUDED IN VENUE HIRE:

- Use of premises
- 5 x tables – seats 10 (2400 x 900)
- 16 x tables – seats 8 (1800 x 800)
- 92 chairs
- 10 x high cocktail tables (600mm diameter)
- 36 x high cocktail chairs
- 5 lounges (3 seaters) and 3 x wooden coffee tables



EXCLUDED FROM VENUE HIRE:

- Set-up – this is the responsibility of the hirer
- Food and beverage provisions (bar staff and the serving of beverages are an additional cost, see Bar Staff section on page 5. You are free to engage your own caterer, but our preferred catering services are from our partner restaurant, Swell Mullaloo Beach.
- All linen, crockery, cutlery, serving utensils
- Club property stored in storage cupboards is not for use by hirers.

VENUE RATES & ADDITIONAL FEES

Full Venue (Members)	\$120 per hour – minimum of 6 hours *negotiable
Full Venue (Non-members)	\$150 per hour – minimum of 6 hours *negotiable
Members Bar (Licensed Events)	\$250
Concierge (Unlicensed Events)	\$250
Bar Staff - licensed events	\$40 per hour per bar staff calculated at 1 staff per 40 guests
Self-Serve Tea and Coffee station	\$50 minimum for up to 50 guests or \$1.00 per person (optional)
Cleaning	\$250
Extended Liquor Licence	\$75 (if required)
Bond	\$500 (refundable within 7 days after event)

VENUE HIRE RATES MULTI FUNCTION ROOMS WEEKDAYS MONDAY TO FRIDAY: 7AM - 5PM

VENUE	MEMBERS	NON MEMBERS
Club Lounge	\$50 per hour	\$60 per hour
Function Room 1	\$50 per hour	\$60 per hour
Function Room 2	\$50 per hour	\$60 per hour
Seaside Balcony	\$50 per hour	\$60 per hour
Cleaning	\$150	\$150
Bond	\$200	\$200

EXTRA ITEMS AVAILABLE FOR VENUE HIRE - MULTI FUNCTION ROOMS (FULL VENUE HIRE - THESE ITEMS ARE INCLUDED)

Audio Visual Equipment Includes 1 screen projector, 3 HD televisions, wireless microphone and ceiling speakers	\$50
Lecturn	\$50
Whiteboard	\$50
Stage (2400mm x 1200 mm x 330 mm)	\$50
Tea and Coffee Station \$1 per person / minimum charge \$50	

TERMS & CONDITIONS

DEPOSIT AND CANCELLATION

A non-refundable deposit of \$300 is required in order to confirm and secure your booking date.

Cancellations must be made in writing a minimum of 14 days prior to the function date. Please note your \$300 deposit is non-refundable. Mullaloo SLSC reserves the right to cancel a confirmed booking due to unforeseen circumstances which may render the premises unsuitable (for example: fire, power outage, damage). Under these circumstances, the hirer will be refunded 100% of all monies paid in relation to venue hire for that event. The Club will not be liable for any further compensation.

BALANCE

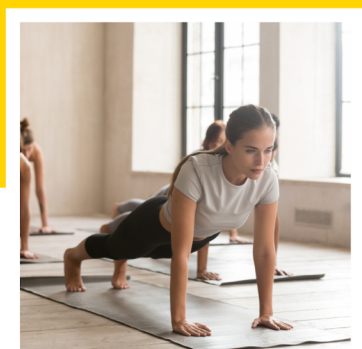
The final balance is due 7 days prior to the event.

BAR TABS

Bar Tabs are to be paid to the manager at the end of the function by EFT POS.

BOND

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, and on the condition that our Terms and Conditions, as set out in this document in its entirety, are NOT breached.



1. The security of the building and its fittings, furniture and equipment before, during and following the function/ activity.
2. Removing all leftover foodstuffs.
3. Reporting to Club staff of any faults or damage to the facility, its furniture or fittings, as soon as possible.
4. Returning the key/s as, when and how agreed at time of booking (if keys have been provided).
5. Exiting of all guests no later than 12.30 am. This is as stipulated by liquor licensing regulations – heavy penalties will be imposed on the Club for any breaches.
6. The booking is specific to the exact date booked. No entry for set up is permitted prior to the booking date and times agreed.
7. 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. 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.

INTERNAL FOLDING DOORS

Please note the internal folding doors/dividing walls are complicated to operate and are only to be moved by the Bar Manager as they can be easily damaged if not done correctly. Incorrect use may result in a charge for repair.



LICENSED EVENTS (Members Bar) Provision of liquor and non-alcoholic beverages

Mullaloo SLSC holds a Club Restricted Liquor License. The licensee is “Mullaloo Surf Life Saving Club, Inc.” Please note that Licensed Events require an approved Bar Manager on site: See Bar Staffing requirements for more information. Under our Licence purchase of liquor for venue hire events is restricted to the following times:

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

If your function is outside of the above times the club can apply for an Extended Liquor Licence to cover your function. The application cost is \$75 and will be charged to the hirer.

Only liquor and soft drinks purchased through the Mullaloo Surf Club Bar may be served during your event. BYO liquor or soft drinks is not permitted. The hirer has a choice of running a bar tab for their function, (with full payment to be made by EFTPOS to the Bar Manager at the conclusion of the event), or for guests to pay individually. To comply with Liquor Licensing regulations, if the hirer opts for a cash bar with guests buying their own drinks, the hirer must then provide food to their guests and provide details of the caterer and type of food being served to us in advance, Members Venue Hire - Page 6 (see Catering section below). 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.

There are signs in the venue indicating the licensed area.



UNLICENSED EVENTS (Concierge) Provision of non-alcoholic beverages

For unlicensed events the hirer can purchase soft drinks, fruit juice or water from the bar. No outside drinks are permitted in the venue.



BAR STAFFING REQUIREMENTS - Licensed events

For the service of alcohol, an approved Bar Manager will be booked by the Club for your function. Bar staff requirements are calculated at a ratio of 1 per 40 people in attendance and are paid for in advance for the agreed hours as costed at the time of booking. We recommend the booking of a door person for licensed functions with over 80 people attending. A guest list with numbers of guests is to be provided to the Club with payment of the Bond. This guest list will be used by the Bar Manager/door staff to check guests as they arrive. As a matter of course our Bar Manager will register the number of people in attendance. The cost of both bar staff and door staff is \$40 per hour, per member of staff. If the Club is unable to source door staff for your event, then we will outsource this to a security company at their commercial rates, which will be advised to you in advance. Please note that our bar and door staff need to work for 30 minutes before the start time of the event for set up of service and 30 minutes after the conclusion of the event, for pack up time. Mullaloo SLSC maintains a strict responsible service of alcohol approach, adhering to all laws relating to the Liquor Act. The approved Bar 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.



SMOKING

Mullaloo SLSC is a non-smoking venue. Smoking and vaping is not permitted inside the Club, on the seaside balcony, or within 5 metres of any doorways. This includes vaping.



CATERING

Swell Mullaloo Beach is available as an option for your catering (Telephone 9307 1188). If having a cash bar (as explained in Licensed Events - Provision of liquor section above) then food, at the least finger food, will need to be provided to your guests by a commercial or retail catering company. There is a commercial sized fridge in our storage room which is available to you on the day of hire for storage of any food requiring chilling. Please note that the Club does not have any kitchen facilities behind the bar for the use of hirers, but the 2 sink areas in the Lounge and Training/Workshop area can be used. Cooking is not permitted inside the venue. Caterers may cook on the seaside balcony or outside the venue.



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 12 am (midnight) at the latest. We reserve the right to shut off power at any time.
- Noise levels must comply with The Environmental Protection (Noise) Regulations 1997. Members Venue Hire - In addition, no person in attendance shall:
 - 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.

Unfortunately, we cannot provide storage in advance of the hire date for any items required for your event because our Club rooms are used on a daily basis for club activities such as meetings and education courses.

Any large items, for example staging or dance floors, which you bring in for your event, 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 by members 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 memorabilia or Club displays must not be interfered with.
- No adhesive tapes



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 a requirement of the City of Joondalup that vehicles of guests 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.



ELIGIBILITY TO HIRE

Non-members are eligible to hire the Club's venue for licensed events of a celebratory nature and unlicensed business or community events, such as corporate events, training sessions, board meetings or workshops. Applications for hire are approved at the discretion of the General Manager - Club Support Services. The person responsible for the hire of the venue must be present at the event at all times. Mullaloo SLSC is a functioning club all year round and use for Club events take priority.

- The Club is available for hire for licensed functions on Thursdays from 5pm and on Saturday from 11am.
- It is not available for hire on Friday or Sunday evenings due to Club activities.
- All hires, licensed and unlicensed, are subject to availability, dependent on Club internal bookings.

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



AVAILABILITY

Mullaloo SLSC is a functioning surf club and events for Club Members will take priority. If you book only one area of the Club then it must be assumed that other activities may be taking place in other areas of the premises. Whilst we seek to minimise interruption to all hirers, hiring only one area of the Club does not grant you exclusive use to the remainder. When hiring only one part of the Club we are unable to guarantee that noise from other activities will not occur.



HIRER RESPONSIBILITIES

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. 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. Blu tac permitted.
- The area hired is suitable for its intended use
- Damage is prevented by monitoring the activity of occupants during the period of hire, including the period of set up and clean up.
- The venue is left in good order (clean and respectable condition), locking and ensuring the premises are secure upon departure.
- 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
 - The hirer must remove all leftover foodstuff from the premises at the end of the function. Any foodstuff left behind will be disposed of.
 - The hirer must remove all decorations from the premises at the end of the function.
- The cleaning fee of \$250 includes the Club cleaning the venue by way of removing all rubbish, glassware and drinks, wiping of tables, resetting the tables and chairs and vacuuming. If the floor is deemed to have stains from the function, then an extra cleaning fee may be implied to steam clean the carpets.