



SWANSEA BELMONT  
— S L S C —

## Booking Form

### Contact Information

Name:  Mobile:

Company:  Phone:

Address:

Email:

### Booking Information

Date:  Approximate No's: A:  C:

Type of Function:

Function Room: ☐ SB Auditorium ☐ Bottom Bar with Lawn

Function Time: Start  Finish

### Booking Fees

\$500.00 deposit is required to secure your booking. Payment options are outlined on Page 2 below.

### Terms & Conditions

The terms & conditions as set out in the accompanying documents have been read & accepted by me as the appointed person of the booked event.

Print Name:



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## Payment Options

We accept Visa and MasterCard or Direct Deposit / \$500 bond .  
PLEASE NOTE WE ARE UNABLE TO ACCEPT CASH, AMEX or DINERS

### Credit Card

Cardholder name:

Card number:

Expiry date:  /  CVV  Amount \$

Signature X

### Direct Deposit

Deposits can be made by direct transfer or over the counter at any Newcastle Permanent Building Society Branch.

**Account Name:** Swansea Belmont Surf Lifesaving Club

**BSB:** 650 000

**Account Number:** 961664201

Please use "Function" followed by your surname for payment reference. For example, "Function Jones".



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## Terms & Conditions

**1. Deposit** Confirmation of booking is required by return of the above Booking Form, payment of a \$500 deposit and credit card details as security. Management reserves the right to cancel the booking and allocate the space to another client if no deposit has been received.

**1A. BOND.** All hirers are required to lodge a bond \$500 with the Club, to be paid when submitting the "Agreement of Hire" form. You can put your credit card in the agreement form in the case of any excessive damage to the premises during the course of the function, which exceeds the initial bond paid, the hirer will be issued with notice of excess fees.

**2. Final Confirmations** Confirmation of final details is required no later than fourteen (14) days prior to the event. The final guest numbers given on this date will be considered as the minimum number required for bar staff. At this time, all outstanding balances are due to be paid and all service times and wedding information must be provided.

**3. Packages and Pricing** Is based on 100 guests. Every endeavour is made to maintain package price and menu items however price and menus are subject to change without notice and are valid for three (3) months only from date of printing.

**3A NUMBER OF GUESTS.** As a general rule, the number of guests should not exceed 200 people at social functions. The function room accommodates up to 140 seated at tables (the club have 14 round tables 1660mm diameter. 10x Rectangular 1800mm x 900mm). For meetings there are chairs for approximately 200 people.

**4. Membership** Membership benefits are subject to approval and are restricted to members who have maintained a financial status for over 24 months from the date of enquiry.

**5. Entertainment** All entertainment MUST be approved by the Function Manager. Due to licensing and noise restrictions, all entertainment is to cease by 11.30pm. All entertainment acts are to maintain a responsible noise level as not to disturb Club neighbours.

**6. Deliveries** All deliveries including cakes and entertainment supplies (jukeboxes, lights etc.) remain the responsibility of the hirer. Swansea Belmont Surf Life Saving Club will take no responsibility for damaged, stolen or misused items hired by our clients.



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## Terms & Conditions

**7. Responsible Alcohol Service** Swansea Belmont SLSC practices the Responsible Service of Alcohol. By law any person under the age of eighteen (18) years may not consume or purchase an alcoholic beverage.

All responsible service of alcohol legislation applies to all guests at all functions. Alcohol may only be consumed within the hired function centre or on the 1st floor balcony. Alcohol and glass is NOT permitted outside of the building. Staff have the right to refuse service to any guest if deemed necessary. Any person refused service, under liquor licensing laws MUST leave the premises immediately. Where required, staff are available to contact a taxi.

"Last drinks" are at 11.30pm with the bar ceasing trading at 11.40pm. All persons are required to have left the premises by no later than 12.00 midnight.

Failure to leave can incur further charges to have Bar staff onsite to finish cleaning and lock up venue per 7A.

Under NO circumstances is alcohol to be brought onto or taken off the premises. All alcohol is to be purchased from the Swansea Belmont SLSC Bar.

**7A. DURATION OF FUNCTIONS.** All functions must have a set start and finish times, as stated in the "Agreement of Hire". For all social functions, the rates of hire allow for six hours e.g. 5.30pm to 11.30pm. No function shall run past 12 midnight. It is the responsibility of the hirer to ensure all guests, musicians, caterers, decorators etc vacate the premises within the allocated 6 hours. An additional charge to cover barmen's wages will be levied at the rate of \$30 per half hour and to be paid directly to the bar staff on the function night. Property of the hirer must be removed at conclusion of the function unless otherwise organized by the function manager

**8. Damage** All damage sustained to any part of the venue or equipment prior to, during or after the function is the responsibility of the hirer. Confetti, rice, polystyrene and the like are not permitted on the premises, a cleaning fee of \$150 will apply if this request is ignored. Rose petals and candles are permitted in function areas as long as the flame is enclosed.

**9. SMOKING.** Swansea Belmont Surf Lifesaving Club is a "non-smoking" venue. The Smoke-free Environment Act 2000 makes a number of outdoor public places smoke-free. Smoking is banned within 4 metres of a pedestrian entrance to or exit from a public building in NSW. This law is called the '4 metre law'. On the spot fines of \$300 may apply to individuals who do not comply with the '4 metre law', including at hospitality venues from 6 July 2015. It is the hirer's responsibility to ensure that all personnel attending the function, including staff, musicians etc observe this rule. The hirer will forfeit the whole of the bond if this rule is not observed.



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**9A SMOKING ON CLUB VERANDAH** Under no circumstances is any guests allowed to smoke on club house verandah area. If caught Club Staff & Security have the right to ask guests to leave the function immediately. Club has 2 Sun sails off the deck area & if smoke butts are flicked/thrown onto the sails they burn holes, therefore all cost associated with repairing sails will be paid in full by the hirer of the function.

**10. Permissions** I hereby give permission for photographs or recordings of any portion of my event to be taken and used by Swansea Belmont SLSC for club promotional purposes.

**11. Restricted Functions** Function rooms are not available for any of the following :

- Any illegal purpose
- 18th birthday parties or 'combined' 18th birthday parties
- Any functions advertised over the internet
- 21st birthday parties unless all conditions under section 13 below are met

**13. Members 21st Birthday Parties – Special Rules** The club reserves the right to reject any application for hire and cease immediately an ongoing function if the hirer does not meet any of the following requirements:

- The hirer must be a current financial member (for more than 2 years) of the club and demonstrate a strong family involvement of parents and other family members in attendance for the full duration of the function
- A maximum of 100 guests, by formal invitation only

### **13A. Members 21st Birthday Parties– Special Rules Cont'd**

- The hirer is responsible for the payment of security guards with a minimum 1 guard for every 50 guests. Security personnel will be organized by the club and payment for this service can be made directly to the club.

**14. Cancellation & Surcharges** Surcharges may apply to all Public Holiday bookings. Please contact the Functions Manager for more information.

In the event of cancellations the following terms will apply:

- All cancellations must be in writing.
- If an event is cancelled prior to three (3) months before the function date a \$200 administration fee will be charged.
- If an event is cancelled within three (3) months from the function date the deposit/bond will not be refunded.
- Cancellation within seven (7) days of the event date will incur full cost.

**15. Security Guard Fee:** a Security fee will apply for all Functions & Events on club house premises where 80 or more guests are attending. The fee is \$250 (cost to be confirmed) per guard. Security requirements will be explained to you by the Function Manager.