

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 direct deposit ONLY 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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Bond Deposit

We ONLY accept Visa and MasterCard \$500 bond.
PLEASE NOTE WE ARE UNABLE TO ACCEPT CASH, AMEX

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".

The surf club is a licenced venue, all drinks to be purchased at the bar, under any circumstances no drinks, alcohol and soft drinks included are to be bought onto or leave the licenced premises.

Smoking and vaping is strickley prohibited within the club bounderies, no exception. The only smoking area is in the carpark 4 meters from club.

For a successful function please advise your guests of these requirements.

Thankyou.

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Tick this box you have read the below

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. NUMBER OF GUESTS AND MAXIMUM OCCUPANCY. 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 has 14 round tables 1660mm diameter and 10 rectangular tables 1800mm x 900mm). For meetings, there are chairs for approximately 200 people.

The maximum occupancy of 200 persons includes all persons present within the space, including:

- Patrons and guests
- Club members
- Staff (including bar staff and service personnel)
- Entertainers (including bands and DJs)
- Contractors and event personnel

The Hirer must ensure that the maximum occupancy is not exceeded at any time during the function.

The Club reserves the right to monitor and control patron numbers to ensure compliance with occupancy limits and applicable safety requirements.

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.

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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.

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 \$45 per 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.

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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.

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.

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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: All Hirers are responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to the function.

16. Incident/Accident

In the event of an Incident/Accident, it is the responsibility of the hirer to advise Staff at the time of the Incident/Accident and the Function Manager within 48 hours of the incident.

17. Compliance with NSW Food Authority Guidelines:

17a. All food handling must adhere to these guidelines if prepared or sold at our facility.

17b. Any caterers providing food at our club, particularly commercial or for-profit groups, must provide a Certificate of Currency for \$20M in public liability insurance, indemnifying Swansea Belmont SLSC prior to the hirer date. This is non-negotiable.

17c. Food provided by non-commercial catering:

Hirers who choose to prepare food themselves, either in the kitchen facilities provided by Swansea Belmont Surf Life Saving Club (SLSC) or by bringing pre-prepared food to the premises, do so at their own risk. Swansea Belmont SLSC accepts no liability for any food prepared or served by the hirer, including any potential health issues or incidents arising from its preparation, handling, or consumption. It is the responsibility of the hirer to ensure that all food safety standards and regulations are adhered to.

17d. Caterers preparing food within our club must be registered as a food business at our premises, even if they have already have done this in their own premises.

This is the link:

<https://www.lakemac.com.au/For-business/Permits-and-approvals/Food-businesses/Register-a-food-business>

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18. Liability and Indemnity: The hirer accepts full responsibility for any damage or injuries to third parties caused by wilful misconduct. The hirer indemnifies Swansea Belmont SLSC against all claims, costs, losses, and damages, including personal injury or property damage, resulting from their activities at our facility. This indemnity is reduced proportionally if any negligence on the part of SBSLSC or its volunteers contributes to the incident.

Note: This document represents a Legally Binding Contract Between the Hirer and Swansea Belmont Saving Club Inc, effective from 10th August 2024.

19. SAFETY, CAPACITY AND COMPLIANCE

- a) The Hirer must comply with all reasonable directions issued by the nominated Club Representative at all times, including directions relating to safety, capacity, and the management of the function.
- b) The Hirer must ensure that all guests and persons attending the function comply with all applicable safety requirements and any emergency procedures advised by the Club.
- c) The Hirer is responsible for ensuring that the function does not compromise safe egress from the premises, including:
 - keeping all exits clear and unobstructed at all times;
 - maintaining clear paths of travel; and
 - ensuring emergency access is not impeded.
- d) The Hirer acknowledges that compliance with occupancy limits and safety requirements is a condition of hire.
- e) The Club reserves the right to take any action it considers necessary to ensure compliance with this Agreement and applicable safety obligations, including:
 - refusing entry to, or removing, any person;
 - restricting access to any part of the premises; and
 - terminating the function where, in the Club's reasonable opinion, safety, capacity, or compliance requirements are not being met.