



Shellharbour Surf Life Saving Club

Use of Upstairs Clubroom by Sporting/Community groups - Venue Hire Terms, Conditions & Application

The Upstairs Clubroom of the Clubhouse Premises is not available for Commercial Activities. Charitable Organisations may be approved to use the premises subject to approval by the Surf Club's Executive Committee.

From time to time, on a non-regular, short lead time basis, "Qualified" SSLSC members with associations with other sporting clubs or community groups may seek to hire the upstairs venue on behalf of their associated sporting club or community group for meetings or similar activities.

"Qualified Members include:

- **Patrolling members for a minimum of twelve months.** (Must have 80% attendance in the current season)
- **Committee Members and Water Safety who have contributed for at least one season**
- **General members with minimum of 2 years consecutive seasons.**
- **Past patrolling members with a minimum 3 years prior patrolling history.**
- **All Life Members.**
- **All members must be financial at the time of hiring the venue.**

Any such hire for a sporting or community group must abide by the following conditions:

- **No physical/fitness/exercise training is to take part on Shellharbour SLSC premises (this includes the surrounding lawn area under lease to Shellharbour SLSC)**
- **The Qualified Member must be present during the hire period and is deemed the responsible person and hirer of the facility on the club/group's behalf**

- **No regular or block bookings will be accepted for a club or community group, to ensure Shellharbour SLSC has primary accessibility to the club rooms to meet club and member needs**
- **Presentations and major social gatherings are to be directed to our adjacent function centre commercial operator – The Sands Receptions**
- **The hire should not be for any commercial activity**
- **Shellharbour SLSC reserves the right to request a copy of the club/group's Public Liability Insurance Certificate of Currency prior to confirming any booking**

All applications are to be approved by the Club's Board of Management or their appointed representative (the Booking Officer). The Board of Management retains the right to reject any application to hire the venue without providing a reason.

Hirers are required to enter into an agreement with Shellharbour SLSC Inc and are bound by the following conditions.

1. HALL HIRE FEES, DEPOSIT & SECURITY BOND

All hirers are required to sign a Booking Form when booking the hall.

Given the use by associated sporting clubs and community groups is specifically for meetings and similar activities, **a fee of \$50 per hour for any weekday/weeknight** (excluding Friday night) is payable to a maximum of \$300.

Weekend hire (Friday night through to Sunday night, including daytime) will be at the standard operational rate of **\$300**.

The club reserves the right to request or waive a Bond of \$500, (The bond is refundable less any cost of loss or damages to building, furniture and/or fittings).

It should be noted that an additional **Removal of Rubbish fee of \$100.00** will be deducted from the bond should rubbish be left anywhere in the Shellharbour Surf Club's premises or surrounding grounds

2. SMOKING

Shellharbour SLSC is a "non-smoking" venue. Smoking is not permitted in any part of the club premises including the balconies

3. NUMBER OF GUESTS

As a general rule, the function room accommodates up to a maximum of 150 persons.

4. DURATION OF MEETINGS/HIRE

All hires must be concluded by 12.00am (midnight) from Monday to Saturday and 9:00pm on Sundays.

All persons are to have left the premises and area by 1am. (Extra fee to be deducted from Bond if the club is liable to pay security guard after 1.00am)

ALL HIRERS AND GUESTS ARE ASKED TO RESPECT OUR NEIGHBOURS AND ENSURE THAT THE PERSONS LEAVING THE PREMISES DO SO IN A QUIET AND ORDERLY MANNER.

5. CLEANING , EQUIPMENT & PERSONAL BELONGINGS

The Hirer is required to observe the following:

- Property belonging to the hirer must be removed at the conclusion of the hire, unless otherwise organised with the Bookings Officer.
- Shellharbour SLSC is not responsible for private property left on the premises before, during or after the hire.
- The use of drawing pins, adhesive tape, nails, confetti, glitter, smoke machines, etc, are prohibited.
- The venue must be left in a clean and tidy condition at the end of the hire.

6. RESPONSIBILITY

The hirer is responsible for the behaviour of those present.

7. MEETING CATERING

Any catering for the meeting is to be organised by the hirer at their expense.

Club facilities are available only to caterers approved by the Bookings Officer.

8. ACCESS

To arrange access to the venue, the Hirer should provide the club's Booking Officer with contact details so that an access dongle can be provided (as needed) prior to the hire.

A pin number will also be provided, which will enable the hirer to deactivate and activate the alarm system, should this be necessary.

It is the hirer's responsibility to return the access dongle to the club following the function. Failure of the hirer to return the dongle to the club within 7 days entitles the club to deduct from the security bond an amount of \$50.

11. CLUB ACTIVITIES TAKE PRIORITY

Whilst rare, and all efforts will be made to avoid it, it must be noted that Club activities will take precedence over external bookings. Should a late notice club function (eg. carnival, presentation, branch activity, etc) be required to utilise the club rooms, then a full refund of all fees will be provided to the hirer.

The club will endeavour to ensure all known club activities are pre booked into the system to avoid such clashes, however it is sometimes unavoidable, particularly when one off bookings may have been made well in advance.

I have been provided with a copy of Shellharbour SLSC's *Use of Upstairs Clubroom by Sporting/Community groups -Venue Hire Terms, Conditions & Application* and agree to the terms of hire.

Hirer's Name

Hirer's Signature

Date



Shellharbour Surf Life Saving Club Upstairs Sporting club/Community group Member Booking Sheet

Date booking made: ___/___/___ Membership Category: _____

Name: _____ Financial member: Yes/No

Address: _____

Preferred contact person: _____

Phone (h) _____ (m) _____

Phone (w) _____ Email: _____

Name of sporting club/community group you are hiring on behalf of:

Requested Meeting/hire date: ___/___/___

Nature of hire event: _____

Start time: _____ Finish time: _____

Estimated numbers: _____

BOOKING FEES

Hire fee - \$50 per hour (to a maximum of \$300) – weekdays (excluding Friday night). \$300 per booking for weekends.

Total hire fee: \$ _____

Security Bond \$500.00 – Yes/No

Refundable after hire completed, any damages and breakages will be deducted

Balance outstanding \$ _____

DIRECT DEPOSIT

Deposits can be made electronically or over the counter at the Bendigo Bank.

Account name: Shellharbour Surf Life Saving Club

BSB: 633-000 Account Number: 121 860 324

Please note the deposit with reference 'Room Hire and your last name'.

Please return completed booking form to
bookings@shellharboursurfclub.com