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### JACK 'PUD' CANNOT OCEAN ROOM HIRE AGREEMENT Nov 2010

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (B/Mbl) \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_ EMAIL \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

ESTIMATED NO.OF GUESTS \_\_\_\_\_ TIME OF COMMENCEMENT \_\_\_\_\_

SEATED/STANDING \_\_\_\_\_

ENTERTAINMENT \_\_\_\_\_

CATERING ARRANGEMENT \_\_\_\_\_

SPECIAL DRINK REQUIREMENTS \_\_\_\_\_

OTHER REQUIREMENTS \_\_\_\_\_

SIGNED (by the Hirer) \_\_\_\_\_ DATE \_\_\_\_\_

1. The Hire form must be filled out for all functions to be held in this room. No verbal bookings will be accepted.
2. A payment of \$950 (evening functions) and \$350 (daytime functions) is required with all bookings, payable on submission of this form.
3. The remaining \$1000 (evening functions) and \$400 (daytime functions) plus any additional staff or cleaning costs, is payable 14 days prior to the function.
4. A booking is not deemed to be accepted until the form is complete and monies paid.
5. Any damage caused during the function is payable by the hirer of this room.
6. COOGEE SLSC will supply liquor and Bar staff for the function. Drinks will be charged at current prices and the account payable on completion of the function. Liquor supplied includes Reschs, Blonde, VB, New & Old on tap, Light beer, house spirits and soft drinks/juices. The hirer is advised to provide a full list of liquor requirements when completing this form. A corkage fee of \$10 will apply for wine and champagne supplied.
7. No permanent hanging of material is permitted (thumb tacs, staples,nails,)No open flamed candles
8. All music must be turned down by 12.00am. All guests must vacate the premises and be away from the environs of the club house before 12.30am.We require complete respect shown to our neighbours at all times.
9. All guests must follow the directions of the appointed Coogee SLSC Officer during the function.
10. All hire gear must be removed from the premises the following day before 11am.
11. Security is required for all functions with over 100 people. This will be organised by Coogee SLSC and costs of \$45 per hour are to be paid by the hirer of the room.
12. There is a surcharge for usage of the BBQ, which will cover the cost of cleaning.

#### Payment Facility

I enclose my (please circle) **CASH**      **CREDIT CARD**      **CHEQUE**      **MONEY ORDER**

For Payment of **HIRE OF THE JACK 'PUD' CANNOT OCEAN ROOM**

Payable to: **COOGEE SURF LIFE SAVING CLUB INC.** for the total amount of \$ \_\_\_\_\_  
 Or please charge my credit card (Please circle)

**VISA**      **MASTERCARD**      **AMEX (will attract a 3% Surcharge)**

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_

Cardholders Name : \_\_\_\_\_ Signature : \_\_\_\_\_