



# ROOM HIRE AGREEMENT FORM

## CORPORATE EVENTS

### COMPANY DETAILS

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### EVENT DETAILS

Date of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Estimated number of guests: \_\_\_\_\_

Time of commencement: \_\_\_\_\_

Preferred Caterer selected (If applicable): \_\_\_\_\_

Day of event (Please tick):  Monday - Thursday (\$1500)  Friday (\$2550)

**The room hire period is from 8AM - 5PM.**

Additional hours outside of these timeframes incurs a \$200 fee/hour

Additional requirements: \_\_\_\_\_

### ROOM HIRE DETAILS

**Room Set-up** (Please tick)

- Theatre
- Cabaret
- Stand-up
- U-shape

**Bar Service** (Please tick)

- Yes
- No

The corporate room hire fee for the Ocean Room is \$1,500 Monday - Thursday.

The corporate room hire fee is \$2550 on Fridays.

Additional costs apply for Bar service and staff.



# ROOM HIRE AGREEMENT FORM

## CORPORATE EVENTS

### PAYMENT TYPE (Please tick)

- Deposit Payment (45%)  
 Final Payment (55%)

### PAYMENT OPTIONS (Please tick)

- Credit Card  
 Direct Deposit  
 Cash

Payment for: Hire of 'The Ocean Room'

Payable to: Coogee Surf Life Saving Club Inc.

For the amount of: \$ \_\_\_\_\_

### CREDIT CARD (Please tick)

- Mastercard     Visa  
 AMEX (0.95% merchant fee)

Card Number: \_\_\_\_\_

Expiry Date: \_\_ / \_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

### DIRECT DEPOSIT

Bank: Bendigo Bank

Account Name: Coogee Surf Life Saving Club Inc

BSB: 633 000 / Account Number: 187086459



# TERMS & CONDITIONS

## CORPORATE EVENTS

\*These Terms & Conditions and Room Hire Agreement, together, form the agreement between the Client and Coogee Surf Life Saving Club

### **FUNCTION CONFIRMATION & PAYMENT**

1. This Hire Agreement must be completed by the Client and accepted by the Club for all functions to be held in the Club Ocean Room. No verbal bookings will be accepted. No booking is deemed to be accepted until the Hire Agreement is signed, monies paid and the function is approved by the Club.
2. A 45% deposit payment (which is part-payment of the hire fee) is required with all bookings, payable to the Club.
3. Deposits can be made by Credit Card or Direct Debit.
4. Final payment of the outstanding fees, plus any additional staff or security costs must be paid 2 weeks prior to the function.

### **CANCELLATIONS**

5. Cancellation within 8 weeks to your function date will incur the loss of the room hire deposit fee.
6. Cancellation within 2 weeks of your function date will incur the loss of the full room hire fee.
7. All cancellations must be submitted in writing to [functions@coogeeslsc.com.au](mailto:functions@coogeeslsc.com.au) and will be effective from the date received by the Club.

### **GUEST NUMBERS**

8. An estimate of guests is required by the Club 2 weeks prior to the function for staffing purposes.
9. Final numbers must be approved and confirmed to the Club no later than 1 week prior.

### **BAR, BEVERAGES & CATERING**

10. For Corporate daytime events, hirers can select one of the venue's four caterers or engage an external caterer of their choice. The venue does not provide tea and coffee facilities. There is an urn onsite that may be utilised.
11. If bar staff are required, the additional costs associated with this are to be paid by the hirer, prior to the event. The Club will supply all bar staff.
12. Prices and menu items are subject to change at any time without notice.
13. The beverage account is payable on completion of the function. 5% late payment surcharges apply for overdue invoices (for one week) and 10% thereafter.
14. Licensing Laws & Club Policy do not allow beverages to be brought to the Club Premises.

### **DECORATIONS**

15. No permanent hanging of material is permitted (thumb tacks, staples, nails). No open flamed candles or confetti/glitter are permitted.
16. All hire gear, decorations, DJ/band equipment, photo booths and hired furniture must be removed from the premises on the night of the function. Failure to do so may incur extra charges.

### **PUBLIC HOLIDAYS**

17. A 25% surcharge will apply to all functions scheduled on a public holiday.



# TERMS & CONDITIONS

---

## CORPORATE EVENTS

### CLUB ACCESS AND FUNCTION TIMINGS

18. Corporate room hire fees applies to any daytime functions held between 9AM and 5PM Tuesday to Thursday (excluding public holidays).
19. Outside the 8 hour hire period there is a charge of \$200 per hour. Functions cannot be extended on the day.
20. The Ocean Room will be available from 8.00am on the morning of your function for set up.
21. U-shape, Theatre style, Cabaret or Classroom set up are all available.
22. All guests must vacate the premises and be away from the environs of the venue 15 minutes after the scheduled end of the function. We require complete respect shown to our neighbours at all times.

### SECURITY & COMPLIANCE

23. All guests must follow the directions of the appointed Club Officer during the function. The Club Officer has the right to refuse entry of a guest, immediately remove a guest or terminate the event should any guests be involved in misconduct or serious breach of conditions, including damage to the club, assault, intimidation, drug possession or use, threats towards guests, staff, or club members, or any behaviour deemed significantly inappropriate.
24. If the Club has reason to believe that a function will affect the smooth running of the Club, its security, its reputation or the safety of its members, it reserves the right to cancel a function at its sole discretion.
25. A security guard may be applied by the club at the cost of the client.

### LICENCE RESTRICTIONS

26. For the duration of the function, the Client and their guests must agree to abide by all Club policies and regulations, especially with regard to Responsible Service of Alcohol Laws.

### INSURANCE & DAMAGE

27. Any damage caused during the function is payable by the Client.
28. The Club will not be held responsible for theft or damage of the Client and/or guest's personal property, clothing, etc.

### NSW HEALTH

29. All bookings must comply with the Club and NSW Government health policies and regulations. These regulations are subject to change and may differ from the time a function is booked to the function date.

---

### ACCEPTANCE

- I have read the full Terms, Conditions, and Hire Agreement information relating to the hire of the Club Ocean Room and enter into this agreement having understood and consented to those Terms, Conditions, and Hire Agreement.

**SIGNED (by the Client):**

**DATE :**