



# ROOM HIRE AGREEMENT FORM

## SPECIAL EVENTS

### CLIENT DETAILS

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

Company (if applicable): \_\_\_\_\_

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

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

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

### EVENT DETAILS

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

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

Seated or Standing: \_\_\_\_\_

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

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

Pre-function set-up time 'Bump in': \_\_\_\_\_

Preferred Caterer selected: \_\_\_\_\_

Entertainment: \_\_\_\_\_

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

### ROOM HIRE DETAILS

<b>Staff Uniform</b>	(Please tick)	<input type="checkbox"/> Formal Blacks	<input type="checkbox"/> Ocean Room Casual
<b>Room Hire Period</b>	(Please tick)	<input type="checkbox"/> 4.5 hrs: \$2,550	<input type="checkbox"/> 5.5 hrs: \$2,950
<b>Beverages</b>	(Please tick)	<input type="checkbox"/> Beverage Package	<input type="checkbox"/> On Consumption (bar tab)
<b>Beverage Package</b>	(Please tick if applicable)		
Standard:		<input type="checkbox"/> 4 hrs \$50 pp	<input type="checkbox"/> 5 hrs: \$60 pp
Premium Package:		<input type="checkbox"/> 4 hrs \$60 pp	<input type="checkbox"/> 5 hrs: \$70 pp
<b>Beverage Add-ons</b>	(Please tick)	<input type="checkbox"/> House Spirits: \$10 pp	<input type="checkbox"/> Premium Spirits: \$13 pp



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**PAYMENT TYPE** (Please tick)

☐ Direct Deposit

☐ Final Payment

**PAYMENT OPTIONS** (Please tick)

☐ Credit Card

☐ Direct Deposit

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

## SPECIAL 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. Beverage package charges will be based on the advised numbers provided or the final headcount, whichever is greater.

### BAR, BEVERAGES & CATERING

10. All catering will be supplied by the Clubs preferred caterers. Should the Client wish to utilise the services of an alternative caterer, an additional fee of \$500 will apply. All external caterers must supply evidence of the necessary insurance.
11. The Club will supply all function 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

## SPECIAL EVENTS

### CLUB ACCESS AND FUNCTION TIMINGS

18. Access to the Club for function set-up is to be arranged with the Functions Manager. The set-up of the room must be confirmed by the Club prior to the function.
19. The hire fee covers a 4.5 or 5.5-hour function. All private functions have a start time and a finish time. This is timed from when your guests arrive until 30 minutes after bar service ends. Functions cannot be extended on the day.
20. 4 and 5-hour beverage packages will cease 30 minutes prior to the scheduled end of the function.
21. All music and any PA must be turned off 10 minutes before the scheduled end of the function.
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 will be applied to the club by 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.
27. Due to licensing regulatory restrictions, children's parties, 18th & 21st birthday celebrations are not permitted.

### INSURANCE & DAMAGE

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

### NSW HEALTH

30. 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 :**