



HIRE OF THE FACILITIES – WEDDINGS & EVENTS

1. All facilities must be returned to their original condition by 1000 the following morning.
2. Should the facilities not be cleaned and returned to their original condition by 1000, Spencer Park SLSC reserves the right to claim any costs incurred for cleaning.
3. Any damage to building, fittings, club member’s property etc is the hirer’s responsibility to immediately repair to the original condition and pay for this. If this is not done, Spencer Park SLSC reserves the right to use the bond to pay for repairs. Cost and extent of any damage will be confirmed with the Spencer Park SLSC official.
4. The club facilities are limited to 150 people.
5. We are required by law to have the bar closed and outside deck cleared by 2330 and events concluded by 0000 (midnight).
6. We are required by law to have the premises vacated and secured by 0030.
7. To ensure that the 0030 deadline is met, Spencer Park SLSC will provide a member to lock up. This member will arrive at the club by 12 midnight and will be locking the doors at 0030.
8. We do not allow any fixings fastened to the walls (nails and tape) as these can damage the paintwork.
9. The Spencer Park SLSC takes no responsibility for any actions or consequences resulting from the hiring of the facilities.
10. Please don’t park any vehicles in the club car park (in front of the gear sheds) overnight. Ensure these are moved before leaving at 0030.
11. We require the following cleanup to occur:
 - Hard floors swept and mopped with hot soapy water, carpets vacuumed.
 - Tables and surfaces wiped down with hot soapy water (this includes window ledges).
 - BBQ cleaned and put away downstairs, if used.
 - Toilets cleaned and changing rooms swept/hosed out if necessary.
12. Spencer Park SLSC will not take any liability for any action resulting from laws or regulations that are broken.
13. A bond of \$400.00 is required for all facility hire, which may be refunded after the post event inspection.
14. Fee categories are at the discretion of the Spencer Park SLSC committee:
15. Club Hire rate, \$1,500 Incl of GST, this includes a bar manager, the use of venue, tables and chairs, BBQ. Some limited cutlery, crockery & glasses are available but it is expected that caterers & guests would provide linen & settings.
16. Additional bar staff will be provided at a cost of \$25/person/hour. Numbers determined depending on guest numbers.
17. On Confirmation a 50% Incl of GST deposit will be required to be paid into the below account.

As hirer of the Spencer Park SLSC clubrooms on the date indicated below, I fully agree to the rules above:

Signed _____

Date of hire_____

Contact details of hirer:

Name:

Address:

E-mail

Cell:



SPENCER PARK SURF LIFE SAVING CLUB

For direct bank payment:

Account Name: Spencer Park Surf Life Saving Club

Account Number: 03 0854 0585313 00

Reference: Club Hire/Name

BAR SERVICE REQUIRED

Y / N

SOFT DRINKS/SNACKS REQUIRED

Y / N

Estimated Number of Attendees
