



SPENCER PARK SURF LIFE SAVING CLUB

HIRE OF THE FACILITIES – WEDDINGS
BOOKING CONTRACT

1. For weddings, the club facilities are limited to 100 people seated and 120 standing.
2. We are required by law to have the bar closed by 11.30pm, event concluded by 12.00am (midnight) and the premises secured and vacated by 12.30am. A Spencer Park SLSC member will secure the building on departure.
3. We do not allow any fixings fastened to the walls (nails and tape) as these damage the paintwork.
4. Spencer Park SLSC takes no responsibility for any actions or consequences resulting from the hiring of the facilities.
5. Spencer Park SLSC will not take any liability for any action resulting from laws or regulations that are broken.
6. We require all rubbish, belongings and decorations to be removed from the premises on your departure. Club bins are not to be used for rubbish dumping.
7. 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 charge for repairs. Cost and extent of any damage will be confirmed with the Spencer Park SLSC official.
8. Your caterer will be required to clean the kitchen after use, wash and put away dishes and wipe benches. A commercial cleaning fee is already included in your booking fee which covers the rest of the cleaning.
9. Fee categories are at the discretion of the Spencer Park SLSC committee:
10. Club Hire rate for Weddings is a fixed price of \$1,500 (incl GST). This cost covers commercial cleaning fee, alcohol licencing fees, our Bar Manager and extra bar staff as dictated by the guest numbers, tables & chairs, BBQ, use of PA equipment and early entry for set up. There is a limited supply of cutlery, crockery & glasses available, however it is expected that guests or caterers would provide linen and settings.
11. On Confirmation of availability, a non-refundable deposit of \$500 will be required to secure your booking.
12. A Bond of \$200 is required on all bookings. Upon inspection of the venue after the event and presuming everything is in order, this Bond amount will be refunded to you.
13. An Invoice will be provided and must be paid in full 14 days prior to the venue hire date.

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As hirer of the Spencer Park SLSC clubrooms on the date indicated below, I confirm I have read the Terms and fully agree to the conditions above:

Signed _____ Dated: _____

Booking details: Contact Name: _____

Bride and Groom Names: _____

Date of hire: _____ Hours of hire: _____

Nature of Event: **Wedding** Number of attendees: _____

Email: _____

Contact phone(s): _____

Confirmed cost of hire: \$ 1,500.00 plus refundable Bond \$200 = Total: \$1,700.00

A non-refundable deposit of \$500 is to be paid within 10 days to confirm this booking. This can be paid directly to: Spencer Park Surf Life Saving Club – Westpac 03-0854-0585313-00
Reference: Booking Name

Please refer any queries regarding this booking to Jo McGregor – treasurer@spencerparkslsc.org.nz