



BOOKING CONTRACT FOR HIRE OF THE FACILITIES - WEDDINGS

1. For weddings, the club facilities are limited to 100 guests.
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. You are welcome to fasten to the steel and framework.
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 or on the following Sunday morning. Club bins are not to be used for rubbish dumping. Bar staff will remove bar rubbish/empty bottles.
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. If kitchen is not cleaned, we reserve the right to charge for 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 \$1850 (+ GST). This cost covers commercial cleaning fee, alcohol licencing fees, our Bar Manager (up to 10 hours), one extra bar staff for up to 8 hours (additional hours charged at \$40 per hour), tables & chairs, use of PA equipment and early entry for set up. There is a supply of cutlery, crockery & glasses available to cater for 100 guests, however it is expected that guests or caterers would provide linen and settings. There may be an additional charge as dictated by the guest numbers and duties required, if we need to employ extra staff for the event OR if you require multiple access the day before the event.
11. On Confirmation of availability, a non-refundable deposit of \$750 will be required to secure your booking.
12. A refundable Bond of \$200 is required on all bookings. Upon inspection of the venue after the event and presuming everything is in order and there are no additional charges for labour or cleaning, this Bond amount will be refunded to you.
13. There is a minimum bar charge of \$1000
14. An Invoice will be provided and must be paid in full 14 days prior to the venue hire date. A further invoice maybe issued after the event for any additional charges

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 & Groom Names	
Date of Hire:	
Nature of Event	
Number of attendees:	
Contact Email:	
Contact Phone/s:	
Expected start and finish times	

Confirmed cost of hire: \$ 1,850 plus refundable Bond \$200 = Total: \$1,900.00 + gst.

If your guest numbers exceed 70, we will require one additional bar person at \$40 per hour, minimum 4 hours. This additional amount will be added to the final invoice.

A non-refundable deposit of \$750 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