



**SPENCER PARK SURF LIFE SAVING CLUB**

**GENERAL HIRE OF THE FACILITIES – with Kitchen/Bar facilities**  
**BOOKING CONTRACT**

1. 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.
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. If you are using the kitchen you must clean/put away crockery and wipe the 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 may be charged at an hourly rate of \$175 per hour (5 hours minimum hire age) (incl GST) **OR** at a fixed price as mutually agreed by both parties' dependant on the facilities/number of bar staff required. The confirmed cost will cover commercial cleaning fee, alcohol licencing fees, our Bar Manager and extra bar staff as dictated by the guest numbers. Staff numbers will be determined as part of the booking confirmation and will be charged at \$40 per hour + GST
11. The above rates are not available for weddings – please refer to the "Hire of Facilities – Wedding"
12. On Confirmation of availability, a non-refundable deposit will be required to secure your booking.
13. A Bond of \$300 is required on all bookings. Upon inspection of the venue after the event and presuming everything is in order, this Bond will be refunded to you.
14. An Invoice will be provided and must be paid in full 14 days prior to the venue hire date

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: \_\_\_\_\_

Business/Club Name: \_\_\_\_\_

Date of hire: \_\_\_\_\_                      Hours of hire: \_\_\_\_\_

Nature of Event: \_\_\_\_\_                      Number of attendees: \_\_\_\_\_

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

Contact phone: \_\_\_\_\_

Confirmed cost of hire: \$                      plus refundable Bond \$300                      = Total: \$

Any Additional information: Bar to close at 11pm for final drinks

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 [treasurer@spencerparkslsc.org.nz](mailto:treasurer@spencerparkslsc.org.nz)