



# Broome Surf Life Saving Club

## Function Hire

### Application and Agreement Form 2024

## Function Application Form

Name of Person / Organisation: \_\_\_\_\_

Nominated Contact Person/s: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Function Type: \_\_\_\_\_ Expected no. of guests: \_\_\_\_\_  
(E.g. conference, wedding, training, birthday, Christmas party etc.) (Refer capacity limits next page)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ OR 24-HR Function Space: \_\_\_\_\_  
Must include set-up and pack-up time (Refer options next page)

Will bar be required? (No BYO alcohol allowed) YES  NO

Is this an Active Member's or Sponsor's function? YES  NO

Will any other service providers be accessing the premises? YES  NO   
(E.g. caterers, equipment hire, musicians etc.)

Provide details of service providers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete the section below and return to [admin@broomeslsc.org.au](mailto:admin@broomeslsc.org.au). To secure your booking, full payment is required within 30 days (refer Clause 2.4 below).

**Bond Return:** Please supply your bank details to enable prompt bond return.

Account Name: \_\_\_\_\_ BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

**Acknowledgement:** I / We hereby acknowledge I / we have read and fully understand the terms, conditions and pricing as set out below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Function Space

Our function space is customisable to suit your needs.  
All hire has a three-hour minimum booking requirement.

### Full Function Area:

- 110m<sup>2</sup> function room
- 140m<sup>2</sup> veranda with private bar service area
- 215m<sup>2</sup> lawn area, which will be cordoned off (but visible) from the main bar area
- *Capacity limit 150 people (whole area)*

*Note: The function room can comfortably seat 80 people and possibly up to 100 people depending on table configuration. We recommend you view the space if you intend to host a seated indoor event.*

### Front Function Area:

- Western half of the function room. Includes front veranda (inc. private bar service) and lawn area.
- 55m<sup>2</sup> function room, 140m<sup>2</sup> veranda and 215m<sup>2</sup> lawn area
- *Capacity limit 100 people (whole area) or ~30-40 people inside. We recommend you view the space if you intend to host a seated indoor event.*

Whole Clubhouse: Private hire of the full clubhouse is available at the discretion of the BSLSC Board, with pricing on application.

Custom Area: We can further customise the space/s available if your function does not suit the standard configurations. Please contact us to find out more.

## 2024 Hire Fees

### 2024 Discounted Hire Rates

Applicable for the duration of the Cable Beach Foreshore Redevelopment

| Hire Option   | Regular Price<br>(inc. GST)           | Discount Price*<br>(inc. GST)      |
|---|---------------------------------------|------------------------------------|
| <b>Security Bond</b><br><i>Payable for all bookings. Refundable less cleaning costs (refer clause 8)</i>  | \$500                                 | \$500                              |
| <b>Day Hire</b><br>Full function area<br>Front function area  | \$1,000 (\$125/hr)<br>\$500 (\$63/hr) | \$600 (\$75/hr)<br>\$350 (\$44/hr) |
| <b>Night Hire (after 4pm)</b><br>Full function area   | \$1,400 (\$175/hr)                    | \$700 (\$88/hr)                    |
| <b>24 Hour Hire</b> (9am - 9am the following day)<br><i>Access to full function area. Ideal for weddings or larger functions that may need more time to set up or leave items in clubhouse overnight.</i> | \$2,600                               | \$1,300                            |

### 2025 Hire Rates

| Hire Option   | Regular Price<br>(inc. GST)            | Discount Price*<br>(inc. GST)      |
|---|--|------------------------------------|
| <b>Security Bond</b><br><i>Payable for all bookings. Refundable less cleaning costs (refer clause 8)</i>  | \$500                                  | \$500                              |
| <b>Day Hire (to 5pm)</b><br>Full function area<br>Front function area   | \$1,200 (\$150/hr)<br>\$800 (\$100/hr) | \$600 (\$75/hr)<br>\$400 (\$50/hr) |
| <b>Night Hire (from 5pm)</b><br>Full function area  | \$1,600 (\$200/hr)                     | \$800 (\$100/hr)                   |
| <b>24 Hour Hire</b> (9am - 9am the following day)<br><i>Access to full function area. Ideal for weddings or larger functions that may need more time to set up or leave items in clubhouse overnight.</i> | \$3,000                                | \$1,500                            |

### Notations

- Hire fees include bar staff (if required), tea and coffee making facilities and use of clubhouse furniture (round, conference style tables for indoor use and rectangular trestles for outdoor use).
- Any purchases from the bar are in addition to the hire prices listed above.
- Access to the function area to decorate or set up must be included in your booking time.

*\*Discount Price is available for Active (patrolling) Members and their immediate families hosting personal functions (i.e., not for their workplace), and for registered charities at the discretion of the BSLSC Board.*

# Hire Terms and Conditions

Throughout this document, "BSLSC", "the Club", "we" and "us" refers to the Broome Surf Life Saving Club and its representatives or officials. "You" and "your" refers to the Hirer (the person who signs the Hire Application and Agreement Form).

**Please read the following terms and conditions carefully. Upon signing this Form, you agree to abide by these conditions.**

## **1. Membership Requirement**

1.1 The BSLSC Member's Bar operates under a Club Restricted Licence. It is a condition of this type of licence that anyone holding a function where alcohol will be served must be a Club member.

## **2. Booking / Payment**

2.1 The hire charge will be agreed at the time of booking as per the current price list. Three hour minimum applies to all bookings. The hire charge will include a Bond of \$500, refundable net of any cleaning costs incurred.

2.2 BSLSC will issue a tax invoice upon receiving a signed Hire Application and Agreement Form.

2.3 The person who signs the Hire Application and Agreement Form will be personally responsible for the payment of all charges incurred. You must be over 18 years of age to sign this Form.

2.4 We will confirm your booking when you return:

- Your signed copy of this Application Form; and,
- Full payment of your invoice issued by BSLSC.

2.5 Full Payment is required with your application. Your booking will be held for 30 days only from time of request. If after 30 days the signed Hire Application and Agreement Form and invoice payment have not been received by BSLSC, your requested date will be released and open for hire again.

## **3. Cancellation fees**

3.1 If you cancel your function within one month of your booking date, you will be liable for the full hire charge.

3.2 If you cancel your function more than one month in advance, you will lose 10% of your hire charge.

3.3 No compensation shall be payable to you should the booking have to be cancelled for any reason outside BSLSC's control. We advise you to take out function insurance to cover this eventuality.

## **4. Alcohol**

4.1 There are strict rules regarding the sale and consumption of alcohol on licenced premises. BSLSC bar staff and patrons must adhere to the Code of Conduct to ensure the responsible service of alcohol. Any breach of the Code of Conduct by function attendees may result in persons being refused service or being asked to leave the premises.

4.2 BYO alcohol is strictly forbidden and will be confiscated if discovered, and the offending person/s may be asked to leave the premises.

## **5. Smoking**

- 5.1 All forms of smoking including cigarettes and vaping are banned in all areas of the BSLSC premises, which includes inside the clubhouse, all verandas, the lawn area, and the rear of the club.

## **6. Parking**

- 6.1 There is ample public parking provided in the Shire car park to the rear of the Club. All vehicles must park in designated Shire car parking bays.

*NB: During the Cable Beach Foreshore Redevelopment works, alternative parking is available at the Zanders car park to the north of the Club.*

- 6.2 No parking in the BSLSC grounds under any circumstances. A loading area is available. Any deliveries or service providers requiring access to this area must co-ordinate their arrival with BSLSC. Any damage caused by failure to comply with this paragraph shall be deemed your personal responsibility.

## **7. Set Up and Decoration of Rooms**

- 7.1 BSLSC will set up all furniture, equipment and other items provided by the Club per your requested configuration. You or your contractors are not permitted to move Club furniture without the express permission of BSLSC Management.

- 7.2 The hire price does not include assistance from BSLSC to decorate or set up any additional furniture or other items you bring to the clubhouse. You or your contractors will provide, install and remove your own decorations.

- 7.3 All time required to decorate or set up additional furniture or other items shall be included in your function booking time. BSLSC will not grant early access to the clubhouse for you to decorate prior to your booked start time.

- 7.4 We reserve the right to withhold funds from your bond for any damage to fixtures, fittings and facilities arising from the use or removal of decorations.

## **8. Liability**

- 8.1 You agree to hire and occupy the premises at your own risk. BSLSC will not be held responsible, and no claim shall be made against the Club or its members and officers by you or any of your guests for any loss or damage whatsoever suffered on any part of the Club premises whether at the function, preparing for it or after the function, through any reason whatsoever.

- 8.2 You will advise all relevant people of this condition of hire. If any extra insurance is required, this will be at your own cost.

## **9. Health and Safety**

- 9.1 An induction to the BSLSC premises will be given prior to your event. Signage indicating the evacuation routes are displayed inside the function room. Exit signs are also visible throughout the clubhouse building.

- 9.2 A first aid kit and defibrillator are available inside the function room. These items are to be used only if needed. Any use is to be reported to BSLSC Management, and a fee will be charged for any unnecessary use or damage.

## **10. Cleaning**

- 10.1 BSLSC engages a cleaning contractor to maintain the clubhouse to the highest standard. The day after your event the cleaning contractor will perform a special clean of your hired function area/s, and the cost of this will be deducted from your bond.
- 10.2 The current price for a standard function cleaning service is between \$150 to \$200 plus GST. This pricing is subject to change.
- 10.3 Additional cleaning required over and above the standard service will be at an extra cost to you and will be further deducted from your bond. To reduce your costs, please leave the function room and outside area in a clean and tidy condition.
- 10.4 If you are holding a multi-day function and require the ablutions or function area to be cleaned during your event, please discuss this with BSLSC Management prior to your event. Additional cleaning fees will apply.

## **11. Candles**

- 11.1 The use of candles, sparklers, incense, smoke machines or any other flammable or smoke producing item is prohibited inside the BSLSC clubhouse.
- 11.2 The use of these items may trigger the clubhouse fire alarm, and automatically contact the local fire brigade. Any charge resulting from this will be passed on to you in full.

## **12. Failure to Comply**

- 12.1 Upon signing this agreement, you agree to be bound by these terms and conditions. Failure to comply may result in your function being cancelled.