



Broome Surf Life Saving Club

Function Hire

Application and Agreement Form 2023

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: _____
(Includes 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?
(E.g. caterers, equipment hire, musicians etc.) YES ☐ NO ☐

Provide details of service providers: _____

Please complete the below and return to house@broomeslsc.org.au. To secure your booking, full payment is required within 7 days (refer Clause 1.4 below).

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

Name: _____ Signature: _____ Date: _____

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

Account Name: _____ BSB: _____ Account No: _____

Hire Fees

Our function space is customisable to suit your needs. The internal function room can be divided into two separate rooms for individual hire, allowing for the following options:

Full Function Area:

- 110m² function room
- 140m² veranda with private bar service area
- 215m² 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.
- 55m² function room, 140m² veranda and 215m² lawn area
- *Capacity limit – 100 people (whole area), ~40 people inside. We recommend you view the space if you intend to host a seated indoor event.*

Back Function Area:

- Eastern half of the function room. No access to front veranda and lawn area. No bar service available.
- 55m² function room only
- *Capacity limit – ~40 people total*

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

Hire Option	Regular Price (inc. GST)	Discount Price* (inc. GST)
Security Bond <i>Payable for all bookings. Refundable less cleaning costs (refer clause 8), pending final inspection and key return.</i>	\$500	\$500
Day Time Hire (between 8am – 5pm)		
Full function area	\$300 / hour	\$150 / hour
Front function area	\$200 / hour	\$100 / hour
Back function room only	\$100 / hour	\$50 / hour
Night Time Hire (between 5pm – midnight)		
Full function area	\$350 / hour	\$175 / hour
Front function area	\$250 / hour	\$125 / hour
Back function room only – Not available	N/A	N/A
24 Hour Hire (9am - 9am the following day) <i>Access to full function area. Ideal for weddings or larger functions that may need to set up or leave items in clubhouse overnight</i>	\$3,500	\$1,750

Notations:

- 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. Booking / Payment

- 1.1 The hire charge will be agreed at the time of booking as per the current price list. The hire charge will include a Bond of \$500.00, refundable net of any cleaning costs incurred.
- 1.2 BSLSC will issue a tax invoice upon receiving a signed Hire Application and Agreement Form.
- 1.3 The person who signs the Hire Application and Agreement Form will be personally responsible for the payments of all charges incurred. You must be over 18 years of age to sign this Form.
- 1.4 We will confirm your booking when you return:
 - Your signed copy of this Application Form; and,
 - Full payment of your invoice issued by BSLSC (per Clause 1.4 below)
- 1.5 Full Payment is required with your application. Your booking will be held for seven (7) days only from time of request. If after seven (7) 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.

2. Cancellation fees

- 2.1 If you cancel your function within one month of your booking date, you will be liable for the full hire charge.
- 2.2 If you cancel your function more than one month in advance, you will lose 10% of your hire charge.
- 2.3 No compensation shall be payable to you should the booking have to be cancelled for any reason outside the Surf Club's control. We advise you to take out your own Function insurance to cover this eventuality.

3. Alcohol

- 3.1 There are strict rules regarding the sale and consumption of alcohol on licenced premises. BSLSC Member's Bar staff will ensure responsible service of alcohol at all times. Any indiscretions will be reported to the nominated contact person.
- 3.2 BYO alcohol is strictly forbidden and will be confiscated if discovered, and the offending person/s may be asked to leave the premises.
- 3.3 Any special requests for non-stocked beverages must discussed in advanced with the BSLSC Operations Manager, and will be accommodated where possible (within our exclusive supplier agreements).

4. Smoking

- 4.1 All forms of smoking including cigarettes and vaping are banned in all areas of the BSLSC premises.

5. Parking

- 5.1 There is ample public parking provided in the Shire carpark to the rear of the Club. **NB: During the Cable Beach Foreshore Redevelopment works, alternative parking is available at the Zanders car park to the north of the Club.** All vehicles must park in designated Shire car parking bays.
- 5.2 **NO PARKING in the BSLSC grounds under any circumstances.** A pick-up and drop-off only area is available, and any deliveries or service providers requiring access to this area are to be co-ordinated with BSLSC. Any damage caused by failure to comply with this paragraph shall be deemed your personal responsibility.

6. Set Up and Decoration of Rooms

- 6.1 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.
- 6.2 The hire price does not include assistance from BSLSC to decorate your hired area, 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.
- 6.3 All time required to decorate or set up additional furniture or other items shall be included in your function booking. BSLSC will not grant early access to the clubhouse in order to decorate prior to your booked function start time.
- 6.4 We reserve the right to remove costs from your bond for any damage to fixtures, fittings and facilities arising from the use or removal of decorations.

7. Liability

- 7.1 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 or invitees for any loss or damage whatsoever suffered by anyone on any part of the Club premises whether at the function, preparing for it or after the function, through any reason whatsoever.
- 7.2 You will advise all relevant people of this condition of hire. If any extra insurance is required, this will be at your own cost.

8. Clean Up

- 8.1 BSLSC contracts a cleaner to maintain the clubhouse to the highest standard. The day after your event the cleaning contractor will perform a special clean of the function area and the cost of this will be deducted from your bond. The price for a standard function cleaning service is between \$150 to \$200 plus GST and is subject to change.
- 8.2 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.