



YAMBA SURF LIFE SAVING CLUB FUNCTION ROOM

BOOKING TERMS AND CONDITIONS (2022)

A/ THE FUNCTION.

1. **Bookings** for the Club's Function Room are to be made through the **Surf Club Office** (office@yambaslsc.org.au), or the **Event Co-ordinator** (events@yambaslsc.org.au).
2. **NO-ONE** is authorised to make 'special arrangements' with hirers/decorators or other parties involved for variations to normal procedures (such as late collection of gear, early setup, or decorations being left in the Clubhouse throughout the week/weekend).
3. Bar availability for ANY booking is **limited to six hours**, generally from 5.30pm-11.30pm. All music and bar sales must cease at 11.30pm.
4. Our Hire Fee includes 2 Bar staff for up to 40 people. **More than 40 people will incur a Bar Staff fee per extra staff member.** For 40-80pp: need at least 3 bar staff, for more than 80pp, need at least 4 bar staff. The Extra Bar Staff fee will incur penalty rates on Sundays and Public Holidays.
5. The road behind the Surf Club is a **public road**, and must be kept clear at all times to allow vehicular access to the residential properties further up the roadway.
6. **Downstairs** in the Clubhouse is for members only - it is **out of bounds** for function guests.
7. Yamba Surf Club has a strict '**NO SMOKING**' policy. This restriction applies both inside the Clubhouse AND on the balconies and timber walkways.
8. The Surf Club Function Room must be **fully vacated by midnight.**
9. All **property belonging** to the hirer/decorator/caterer/band must be removed from the premises **before 8am** the morning after the function, as we need the room for Surf Life Saving activities. **A late fee of \$75/hour** will apply if ANY goods are collected after that time.
10. **Caterers** are required to clean the kitchen area and remove all of their equipment/food items **on the night of the function.**
11. All **rubbish** is to be placed in bins provided.
12. The hirer is responsible for **any damage** sustained to their own property or that of Yamba Surf Life Saving Club Inc during the function.
13. The hirer will be responsible for any **excessive 'wear and tear'**, such as carpet staining, marks on walls, or other issues that require additional cleaning.



B/ FEES AND PAYMENTS.

- 1. Making the Booking.** When enquiring/making a booking for the Function Room, you will be asked to fill in an **Expression of Interest Form***. On receipt of this completed form, an Invoice will then be issued for a **deposit of \$500**. We will hold your selected date for **14 days** from the date of the Invoice. Failure to pay by the due date releases your selected date. Once the deposit has been made, we will send you forms to finalise your booking - which you need to complete and forward to the Surf Club Office:

- **Acceptance of Terms and Conditions**
- A copy of your **Drivers' Licence**
- **Credit Card Pre-Authorization Form** (for Security Bond)
- **CoViD Safety Declaration** for Hall Hire

**All forms required are available from our Event Coordinator (events@yambaslsc.org.au) or the Surf Club Office (office@yambaslsc.org.au)*

Note that the balance of the hire fee is payable at least one month before the function date.

- 2. BOND.** Your Credit Card details will be held by the Office – no monies will be taken unless hire conditions are breached. This provides security for the Club against any damages or extra cleaning resulting from your function, or if all goods are not removed from the Clubhouse before 8am the next day.

- 3. CANCELLATIONS.** Cancellations occurring **more than 6 months out** from the scheduled function date will lead to a forfeiture of **50% of the deposit**. Cancellations **within 6 months** of the function date will lead to a forfeiture of the **whole deposit**.

Cancellations due to Government constraints (eg: CoViD) are excepted from these rules.

- 4. PAYMENTS.** All payments can be made in the following ways:

- Bank Transfer** (details are on the Invoice)
- By cash – in person
- By cheque
- Credit Card** – through the Surf Life Saving Australia Payment Gateway for Yamba Surf Club. To do this, go to www.pay.slsa.com.au and follow the steps to clearly record your function payment details. The 'Entity' is Yamba.

***If paying online or by bank transfer, please email the Yamba Surf Club Event Coordinator (events@yambaslsc.org.au) as soon as payment is made, giving the details of the payment – to avoid confusion with other Club payments.*

These Terms and Conditions are in place at Yamba Surf Life Saving Club to ensure the smooth running of your function – both for yourself and the Surf Club.

We hope that your function is successful and becomes a memorable one for both you and your guests.