

## **SAWTELL SURF LIFE SAVING CLUB**

### **INFORMATION RELATING TO THE HIRING OF THE AUDITORIUM**

#### **BASE FEES**

**\$300-00 EVENING FUNCTION** - includes auditorium hire 10am of hire day till 10am the following morning (evening curfew 12midnight), tables (up to 20), chairs (84) and outside area and café furniture.

**\$200-00 DAY FUNCTION** - includes auditorium hire till 5pm, tables (up to 20) and chairs (84)

#### **ADDITIONAL CHARGES (WHERE APPLICABLE)**

**\$100.00 EARLY ACCESS FEE:** In the event of the hirer requiring access to the auditorium the day before the function (pending availability); an additional charge will be applied.

**\$100.00 SECURITY FEE:** This is to cover the cost of two security guards who will lock up the auditorium at the end of evening function (12midnight). The Sawtell SLSC will be responsible for engaging the security guards.

**\$200.00 RUBBISH REMOVAL:** This is to cover the cost of the hire and removal of an additional skip bin and will normally only apply to wedding functions but may also apply to other evening functions.

#### **EXPLANATORY NOTES**

##### **ALCOHOL**

Alcohol is not to be sold on the premises

##### **AWNING**

The outside awning is **not** to be used

##### **BOND**

A refundable bond of \$200-00 for both day and night hire must be deposited at least 14 days before the auditorium is tenanted. Money will be deducted from the bond to pay for any damage incurred or if any of the conditions (eg cleaning) are breached. The retention or return wholly at the discretion of the Surf Club.

## **CLEANING**

The Auditorium will be provided in a clean condition. Toilets will be clean and stocked with required items. The Surf Club will vacuum out and clean toilets after the event. Any substance (food etc) in the carpet will attract a commercial fee for cleaning and will be deducted from the bond. Hirers are required to place all food scraps and drink containers into separate containers before vacating the building and placed in the hired bin. (ie the night of the hire.)

All café tables and chairs are to be stacked inside before vacating the building.

All imported items must be off the premises by 9 am the following day.

***\*Partial or full loss of bond may apply if these conditions are not adhered to.***

## **DAY HIRE**

The Club can provide a \*white board, \*photo copier, \*digital projector and \*laptop computer

- denotes additional charge on application

## **DECORATION**

No staples, holes, etc are allowed in the ceiling or walls. The walls do have some hooks in place.

## **DELIVERIES**

All deliveries for functions are delivered to and picked up from the club at hirer's risk.

## **DEPOSIT**

A non-refundable deposit of \$100.00 must be paid before the booking will be confirmed. Full final payment including payment of bond must be paid one week prior to the booking.

## **FOOD**

Food is not to be prepared in any way within the auditorium.

## **LAWN**

No structures are to be erected on the outside lawn.

## **NIGHT HIRE**

The Auditorium cannot cater for more than 100 persons ( Fire Regulations). It will normally be available at 10am on the day of the booking for decorating. If there has been an event the previous evening this may be later. Conversely if there is no function the previous evening access may be granted earlier at the sole discretion of the Sawtell Surf Club. The building **must** be vacated by 12 midnight, with Security personnel in attendance to lock the premises.

The Surf Club is able to provide 12 small tables that seat 6 and 8 larger tables that will seat 8 persons. 84 formal chairs are available for use **inside**. 40 café chairs and 10 café tables are available for use on the pavers.

If a hirer makes use of the café furniture it is to be stacked in the auditorium before the building is closed for the night, at **12midnight**.

### **PARKING**

**NO VEHICLES ARE PERMITTED TO PARK IN THE FORE COURT OR ON THE LAWN ON THE FRONT OF THE BUILDING AT ANY TIME** (with the exception of delivery vehicles who can park on the pavers away from the café for up to ½ hour)

### **SETTING UP**

The hirer is responsible for setting up the auditorium. **Please ensure that you do not impact on the operation of the café whilst setting up, entering through the most northern glass security door.**

**Café hours are 8.30am to 4.00pm. You must be prepared to work around and not impact on their operation. Please consult with the café prior to the set up of your function**

All streamers and decorations are to be placed on string and attachments provided and are **not** to be attached to the ceiling and walls in any other manner. If candles are used they are to be placed in glass containers to prevent the escape of the flame or the liquid wax. Table covers are **NOT** to be attached to the tables with Staples!

### **SMOKING**

There is **no** smoking in the auditorium and on the adjoining balcony. Please ensure that guests use the sand buckets provided on the paved area.

### **STAFF**

All catering staff are the responsibility of the hirer

### **WET AREA**

The Auditorium is not a wet area or storage area. No surf craft or wet clothing are allowed inside the auditorium. Users **must** remove all sand before entry.