



Broome Surf Life Saving Club Inc.

P.O. BOX 1732,
BROOME, WESTERN AUSTRALIA, 6725

Premises Hire Application Form 2020

Name of Person/Organisation:

Address:

Nominated Contact Person/s:

Email Address:

PLEASE PRINT CLEARLY

Phone:

Type of Function:

(e.g. Conference, Wedding, Training, Birthday Dinner Cabaret etc.).

Hire Date Requested: _____ Hours Requested: _____

Induction time: _____

(Preferred time/within booking hours)

Exit time/key return: _____

(Please review hires agreement, vacating times, Inc. service providers)

Number of guests expected at the Function:

_____ (Limit: 200 capacity)



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- Will alcohol be consumed? YES NO
- Do you require BSLSC to provide bar service & staff? YES NO
(T's & C's Apply – See section 3 of the hire agreement details on Page 5).
- Is this a private function? YES NO
- Is this a members / sponsor's function? YES NO
- Is this a public event? YES NO
- Will Entertainment be provided – i.e.: Band, DJ etc YES NO
(Local noise by-laws apply).
- Will any other service providers be accessing the premises? YES NO

(e.g. Food or beverage caterers, marquee/event hires, please review hire agreement)

2020 HIRE FEES – all fees are GST inclusive, excluding security bond which is GST free:

Security Bond \$500.00 – no GST

Hourly Hire:

Up to 4 Hours - \$165.00 p/h

Day Use Only Hire -no bar facilities:

Day use is a minimum 4hrs hire up to maximum 8hrs (8:00AM – 4:00PM) and more suitable for Corporate conference events - \$825.00 Plus Security Bond - Total including Bond - \$1,325.00.

Day Use Only with Bar Facilities: Day use is a minimum 4hrs hire up to maximum 8hrs (8:00AM – 4:00PM) \$990.00 plus security bond – Total including Bond \$1,490.00

Full Day hire - no bar facilities:

24-hour hire Daytime into Evening – \$1650.00 Plus Security Bond – Total Hire including Bond \$2,150.00

Full Day Hire with bar facilities: - \$1,870.00 plus Security Bond – Total Hire included Bond \$2,370.00



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The \$500:00 bond is refundable pending final exit inspection sign off and key return.

I/We hereby acknowledge I have read and fully understand the conditions as set out below.
Name and Signature of Applicant:

_____ Date: _____

For Bond return please supply your Bank Details.

BSB: _____

Account Number: _____

Name and Signature of Approving Officer (BSLSC):

_____ Date: _____

Office use: Has payment been received: YES NO NA

Date: _____

Office use: Has liquor licence been obtained: YES NO NA

Date: _____

Electronic Funds Transfer:

BSLSC

BSB: 036 188

ACCOUNT NUMBER: 23 0338

**Please reference your name and invoice number and send notification to
admin@broomeslsc.org.au**

**EFTPOS Facilities are available on site at the clubhouse or we can take your Credit
Card details over the phone.**



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Broome Surf Life Saving Club 2020 **Conditions of Club Hire**

Throughout this document 'we & us' means the Management of Broome Surf Life Saving Club and it's representatives or officials, and 'you & your' means the hirer (the person who signs the Application Form). To ensure others can continue to utilise these beautiful facilities and that our volunteer surf life savers can donate their time to the beach-going public rather than in the maintenance of the building, please read carefully the following terms and conditions. You must abide by these conditions. You are responsible for the preservation of good order amongst those admitted to the site.

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 refundable **Bond of \$500.00**
- 1.2 The person who signs the Application/Agreement Form will be personally responsible for the payments of all charges incurred. You must be over 18 years of age to sign the agreement.
- 1.3 We will confirm your booking when you return:
 - Your signed copy of this Application Form.
 - Bond has been paid – (Members and Sponsors).
 - **Once full payment including refundable bond has been received – (Non-Members).**
- 1.4 **Full Payment is required with your application. The booking will be held for seven (7) days only from time of request. If after the seven (7) day time frame the signed Hire Agreement, Application and payment (or proof of payment made to BSLSC bank acc) has not been received by BSLSC, the date requested will be released and open for hire again.**
- 1.5 On the morning immediately after your function we will conduct an inspection of the premises and surrounding areas. This is an ideal time to return the key before 8:30 and run through the checklist. Upon receipt of a clear report, your bond will be refunded to you in our next payment run.

2. Cancellation fees

- 2.1 If the function is cancelled one month or less before the booking date you will be liable for the full hire charge.
- 2.2 If you cancel more than one month in advance, you will lose 10% of your booking fee.
- 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 would advise you to take out your own Function insurance to cover this eventuality.



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3. Alcohol

3.1 There are strict rules regarding the sale and consumption of alcohol on licenced premises.

(a) **Members Function (Members/Sponsors).**

- May use the club bar, run a tab or purchase the drinks as consumed. The club provides the bar staff in the price of the drinks.

(b) **Non-members Function:**

- May utilise the clubs full bar with two (2) Bar staff to serve alcohol under an extended trading permit (ETP) for an additional cost of \$300:00. This ensures responsible serving of alcohol.

(c) **Private Functions:**

- If agreed by the Broome SLSC you may supply your own liquor (BYO). You will be responsible for the behaviour of your guests and it is advised that you nominate persons from your party that can ensure responsible serving of alcohol is adhered to. **You are liable for all actions of your guests.**

NOTE:

UNDER NO CIRCUMSTANCES CAN ALCOHOL BE SOLD ON THE CLUB PREMISES BY ANY PERSON/S OTHER THAN APPROVED PERSONS WITHIN THE BROOME SURF LIFE SAVING CLUB. EVENT ORGANISERS WISHING TO SELL ALCOHOL MUST OBTAIN A SPECIAL LIQUOR LICENSE FROM RACING, GAMING AND LIQUOR (RGL). THIS LICENSE MUST BE SIGHTED BY AN APPROVED MEMBER OF THE BROOME SLSC BEFORE THE EVENT CAN TAKE PLACE. THE CLUB WILL NOT BE OPEN OR OPERATIONAL AS THE CLUBS LICENSE WILL BE SUSPENDED FOR THE DURATION OF SUCH EVENTS.

4. Parking

4.1 There is ample public parking provided in the shire carpark.

4.2 All vehicles must park in the designated shire car parking bays. **NO PARKING in the surf club grounds under any circumstances.** This is only a **pickup and drop off** area. Any damage caused by failure to comply with this paragraph shall be deemed to be your personal responsibility as set out above.

4.3 For unloading/loading please ensure you do not drive on footpaths/paved areas/ grassed areas (**unless a prior arrangement with management has been agreed to**). All vehicles are to be removed once unloading/loading has been completed. You will be given a key to access the Clubhouse and facilities at your induction



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5. Decoration of Rooms

- 5.1 You or your contractors will carry out your own decoration.
- 5.2 No nails, screws, drawing pins or tacks should be used to attach things to the fabric of the buildings. You may use rope, wire and cable zip ties.
- 5.3 All sticky tape and residue, cable ties, fishing line, blue-tack and any other decoration marks must be removed after the event ready for the next club event.
- 5.4 No confetti allowed in or around the building.
- 5.5 Alteration or addition to power or lighting on the premises must be agreed in advance with the Club Manager and be carried out by a person qualified to an appropriate level, e.g: The use of Bain Marie's, Chiller trailers / Cool room trailers, multiple power usage must be plugged into **RCD** protected power boards so as not to overload the current system. These you will provide at your own cost. For extra power requirements, it is recommended that you will have to hire a backup generator for extra load requirements. The main light setting switch in the clubroom for spotlights, verandas and toilets **MUST NOT** be turned off and on as they are halogen bulbs and will timeout. If you require to turn off any of the spotlights during the event, you may do so, but they must be reset as per light switch template directions at the end of the event. This Maintains the security at night.
- 5.6 We reserve the right to remove costs from your bond for any damage to fixtures, fittings and facilities arising from the use of the property as agreed upon on the post event hire checklist.

6. Access arrangements

- 6.1 [The key can be collected on the day of your event at a time agreed to by you \(the hirer\) or nominated delegate and the Broome SLSC Club Manager or nominated delegate following site induction and handover.](#)

7. Security and Safety

- 7.1 Due to the building design there will be a need for large gatherings to utilize the grassed area adjacent to the western side of the Clubhouse between the southern footpath and an area defined by posts to the north, as well as the outside toilets. The concrete roof to the east of the Club house is a "**NO GO ZONE**". It will be your responsibility to provide adequate security for all these areas and the surrounds of the building during your function and upon vacating the premises.
- 7.2 Failure to provide adequate security, damage to any parts of the building or equipment or leaving the areas in an untidy condition may see you forfeit your bond and be responsible for the costs of rectification, repair and cleaning.
- 7.3 You will be responsible to ensure that the maximum occupancy number for the function area **should not exceed 200 persons. If your numbers are to exceed this, you will be required to apply to the Shire of Broome for special permits and requirements.** You will be expected to advise guests at the beginning of the function of the location to evacuate the building (details and site plans will be provided in the procedures at the time the of induction). These are located inside the entry door of



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the club. If there is a disabled person using the building they must be assisted by an able-bodied person to exit the building in an emergency.

8. Liability

8.1 You will hire and occupy the premises at your own risk. We will not be held responsible and no claim shall be made against the Broome SLSC Inc or its members and officers by you or any of your guests, licensees or invitees for any loss or damage whatsoever suffered by anyone on any part of the premises whether at the function, preparing for it or after the function through any reason whatsoever whether through the negligence of us or not. You will advise all relevant people of this condition of hire. If any extra insurance is required, this will be at your own cost. It is your responsibility to ensure the gate at the entrance of the public walkway remains **CLOSED** and **CLEAR** of any vehicles and or other obstructions during the duration of hire and once you have vacated the site to allow emergency vehicles to enter if required and stop any public vehicles from accessing the beach.

9. On the day of hire

9.1 Entry

Your key will open the main entry door at the north west of the building, ablutions and the access gate to the Club.

9.2 Lights

Entry switch located to the right upon entry.
Outdoor lights are on the wall directly opposite the entry door.

9.3 Standard Doors

Once access is gained through the advised door, all other doors can be opened from the inside (no key required). Please ensure all doors are closed and locked prior to leaving the building.

9.4 Security Alarm

A Club representative will disarm the alarm at the time of your induction to the Club. On leaving please select "**ARM**" and (**E**) enter on the security system and lock the door.

9.5 PA System

The PA system is available for use when utilising the Club Bar and staff. Staff will be responsible for setting the system up for your use. Please ensure that you familiarise yourself with its workings as instructed.

9.6 Kitchen

Minimal kitchen appliances are available. However, there is a sink that will enable you to wash up cutlery and crockery and cooking type utensils.

9.7 Tables/chairs

Remove the tables/chairs out of the storeroom being careful of other inventory. **DO NOT** drag the tables on the floor, concrete and/or grass once they are set up. Tables should be lifted at all times. **NO TABLES** and **CHAIRS** are to be removed from the club grounds i.e.: taken on to the beach.



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9.9 Master of Ceremonies

Ensure that your Master of Ceremonies mentions housekeeping rules;

- **Emergency exits as in Section 6.4;**
- **Smoking is not permitted inside the building or veranda.**
- **No cigarette butts, cans or bottles to be thrown over the fence/s, the rear balcony nor any other areas adjacent to the premises and that all rubbish is to be put in the bins provided**

9.10 Music

- Ensure all music has ceased by **12 midnight** due to the noise factor and for the convenience of others. All Shire noise control and levels shall be adhered to at all times.

9.11 The public footpaths around the club premises **must not be blocked at any time.**

This is a public access area. Penalties from the Shire of Broome may be incurred if this is not adhered to.

9.12 Grassed areas

- If setting up any marquees or shelters on the grassed area it must be first approved with the administration of the club, especially if any form of stakes need to be used to stabilize the shelter and a permit may be required from the Shire of Broome.
- It is the responsibility of the hirer to liaise with the Shire in regard to any structural permits required to hold the event.
- Any damaged caused to reticulation or any other property or building damage will be repaired with the cost of repairs being passed onto the Hirer or taken from the bond.

9.13 Cooking

- **Strictly No Cooking** with Webber's or BBQ's shall occur on the grassed area unless contained as the heat and fatty residue damages the grass. **Strictly No Cooking** inside the clubhouse or on concrete.
- Gravel area adjacent to club can be set up for cooking.
- A permit from the Shire of Broome is required if mobile food vans are providing the catering.
- It is the responsibility of the hirer to liaise with the Shire in regard to any food permits required to hold the event.

10. Clean Up – Please refer to the extra Tick/Checklist Sheet

- 10.1 You are responsible for the cleaning of the premises the day after your event or to pay a cleaner to do this for you by **8.30am the following day**. This includes all areas that were used for the function (indoor and outside areas). **(The Clubs Cleaning Storage room is located at the back of the Clubrooms – Marked Cleaning Store - which your Hire Key will fit to access)**. Bond is fully refundable subject to the premises being left in a satisfactory condition, including removal of all decorations. Listed are a few things that will make our job easier. Premises are to be left the way they were handed over.



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Chairs – Please clean and stack them in the nominated storage room.

Tables – Fold up table legs and wipe tables – return back into the nominated storage room.

Fridges- Empty and clean fridges and freezers. **Please do not turn them off.**

Floor – Sweep & mop Clubhouse floor.

Balcony – Clean to a condition like that on arrival.

Grassed areas – all of the grassed area must be free of any rubbish including cigarette butts, stubbies, cans, and decorations. (rake provided)

Kitchen - Wipe over surfaces.

Toilets – Clean toilets, sinks and mop floors. **Empty bins.**

Building structures – if any decorations have been attached to the building structures they must be fully removed, which includes any tape, string, fishing line or cable ties.

Rubbish – It is your responsibility to remove all rubbish from the premises. There are wheelie bins supplied and all rubbish should be deposited in them. No large cardboard boxes are to be put in the wheelie bins. If excess rubbish does not fit into bins provided you must take it away. Contents of bins must be emptied in the "bulk bin" at the base of the access ramp and returned to the upstairs area on the concrete veranda at the rear of the Club house in clean condition.

11. The Management reserves the following rights to:

- 11.1 Accept or refuse a booking at our absolute discretion.
- 11.2 Enter all areas on the premises at any time (we will produce evidence of identification).
- 11.3 Cancel any booking if it is felt necessary to do so. In such a case all monies will be refunded to the hirer but there will be no liability to pay compensation to the hirer.
- 11.4 We shall not be responsible for injury (including injury resulting in death) or damage to or loss of property sustained by the hirer, servants or agents or others entering any part of the site.
- 11.5 Sight any extraordinary licenses if required for "Special" events.