



ABN 69 552 813 093

## ***Broome Surf Life Saving Club Inc.***

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

### **Broome Surf Life Saving Club 2016** **Club Hire Application/Agreement**

Throughout this document 'we & us' means the Management of Broome Surf Life Saving Club, 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 copy of the Application Form
  - a signed copy of this Agreement
  - when you pay your bond

Payment can be made via the following methods:

EFTPOS (processed at Club House)

OR

Cheque: Forward to the Secretary/Bookings

Broome Surf Life Saving Club Incorporated

PO Box 1732 Broome, WA, 6725

OR

BSLSC

BSB 036 188 ACCOUNT 23 0338

*Please reference your name and date if internet banking.*

- 1.4 Payment of the \$500.00 bond shall be made no less than six weeks prior to the function date. Failure to pay monies owing at least one month prior to your function may result in the cancellation of the booking.
- 1.5 On the morning immediately after your function we will conduct an inspection of the premises and surrounding areas. Upon receipt of a clear report, your bond will be refunded to you in our next processing.

## **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.

## **3. Parking**

- 3.1 There is ample public parking provided at the venue.
- 3.2 All vehicles must park in the designated car parking bays – no parking on the area west of the access bridge. Any damage caused by failure to comply with this paragraph shall be deemed to be your personal responsibility as set out above.
- 3.3 For unloading/loading please ensure you do not drive on footpaths/paved areas and vehicles are to be removed once unloading/loading has been completed. You will be given a key to access with your induction.

## **4. Decoration of Rooms**

- 4.1 You or your contractors will carry out your own decoration.
- 4.2 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.
- 4.3 No table glitter allowed in or around the building.
- 4.4 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.
- 4.5 We reserve the right to invoice in full for any damage to fixtures and fittings and facilities arising from the use of the property that exceeds that covered by your bond.

## **5. Access arrangements**

- 5.1 You will be able to collect the key the day before your function from the Broome SLSC Club Manager (or nominated delegate).

## **6. Security and Safety**

- 6.1 Due to the building design there may be a need for large gatherings to utilise 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.
- 6.2 Failure to provide adequate security, damage to any parts of the building or equipment or leaving the areas in an untidy condition will see you forfeit your deposit and be responsible for the costs of rectification, repair and cleaning.
- 6.4 You will be responsible to ensure that the maximum occupancy number for the function area should not exceed **200 persons**. You will be expected to advise guests at the beginning of the function of the location of all emergency exits and the evacuation assembly area, should there be a need to evacuate the building (details and site plans will be provided of the procedures at the time of induction). 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.

## **7. Liability**

- 7.1 You will hire and occupy the premises at all times at your own risk. We will not be held responsible and no claim shall be made against us 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.

## **8. On the day of hire**

### **8.1 Entry**

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

### **8.2 Lights**

Entry switch located to the right upon entry.

Outdoor lights are on the wall directly opposite the entry door.

### **8.3 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.

#### 8.4 **Security Alarm**

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

#### 8.5 **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.

#### 8.6 **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.

#### 8.7 **Crockery/Cutlery**

If applicable, please ensure that all crockery and cutlery is counted out of the cupboard ready for use.

#### 8.9 **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.

#### 8.10 **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 and on the 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.

#### 8.11 **Music**

Ensure all music has ceased by **12 midnight** due to the noise factor and for the convenience of others.

### **Clean Up**

- 9.1 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)**. You will be required to pay a bond which is fully refundable subject to the premises being left in a satisfactory condition, including removal of all decorations. There are a few things that will make our job easier, these are:

**Chairs** – Please stack them in the nominated storage room.

**Tables** – Fold up table legs and wiped tables back into the nominated storage room.

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

**Floor** – Sweep & mop Clubhouse floor.

**Balcony** – Clean to a condition similar to that on arrival.

**Kitchen** - Wipe over surfaces.

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

**Rubbish** – It is your responsibility to remove all rubbish from the premises. There are wheelie bins outside 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.

**10. The Management reserves the following rights to:**

- 10.1 Accept or refuse a booking at our absolute discretion.
- 10.2 Enter all areas on the premises at any time (we will produce evidence of identification).
- 10.3 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.
- 10.4 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 (except where injury results from the neglect of the Management, its servants or agents while acting within the scope of their authority).

I/We hereby acknowledge I have read and fully understand the conditions as set out above.

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Signature of Applicant

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Date

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Signature of Approving Officer (Broome SLSC)

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Date