



# Booking Application Form

I (Name) \_\_\_\_\_

For and on behalf (hereinafter called "the hirer" \_\_\_\_\_

of Address \_\_\_\_\_

Postal Address of Organization (if different to above) \_\_\_\_\_

Telephone (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

## Period of use

Date of Event \_\_\_\_\_

Anticipated number of Guests: \_\_\_\_\_

5hr hire maximum, unless discussed previously.

Start time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

(1145pm LATEST)

Total Fee: Hours \_\_\_\_\_ x Rate \_\_\_\_\_ = \$ \_\_\_\_\_ (inc set up time)

**(Total due at least 21 days prior to function Booking)**

**BAR TABS ONLY ACCEPTED IF PAID IN ADVANCE.**

**Office use only:** \$350 Bond required . Date application received \_\_\_\_\_/\_\_\_\_/201

Signed by or on behalf of the Christies Beach Surf Life Saving Club

Name	Date
Position	Signature

Items requires for event (Please circle)

DO YOU REQUIRE THE BAR	YES	NO
If YES Please advise option	BUY OWN	PACKAGE TAB
DO YOU REQUIRE THE PA	YES	NO
DO YOU REQUIRE A WHITE BOARD	YES	NO
DO YOU REQUIRE TEA/COFFEE/WATER (extra charge)	YES	NO
DO YOU REQUIRE CATERING (provided in house only)	YES	NO
DO YOU REQUIRE SETUP OF TABLE AND CHAIRS	YES	NO

IF YES then please provide layout sheet to enable setup or describe below if Chairs only. \_\_\_\_\_

## **The issuing of this permit is subject to :-**

- The Hirer agreeing to the General Conditions of the permit as contained herein.
- The Hirer agreeing to all Special Conditions which the Christies Beach Surf Life Saving Club inc. may determine.
- The Hirer paying the prescribed fee.
- The Venue is not used for any birthday celebration under the age of 25

## General Conditions of Permit

1. The hirer, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised. The hire application is **not** transferable.
2. Confirmation of booking is subject to venue availability, receipt of non-refundable deposit, completed and signed Booking application form which accepts these listed terms and conditions of hire.
3. Payment in full is required 21 days before the date of the function with deposit amount to be deducted. (includes outstanding Room Hire, Cleaning fee, Catering and Bar Package / TAB)
4. The Hirer shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
5. The Hirer shall notify the Christies Beach Surf Life Saving Club inc at the time of the application, if alcohol is to be served during the period of the permit. This will be supplied only by the Christies Beach Surf Life Saving Club.

### Continued General Conditions of Permit

6. The Hirer must remain on the premises at all times and is responsible for all guests. The hirer must ensure all guests act responsibly at all times.
7. No external Caterers are permitted, nor food brought into the venue.
8. **No adhesive tape or drawing pins** shall be used on walls or ceilings. If suitable anchors are provided, decorations may be hung from them. No polish, floor speed or other material is to be used on the floor without the prior written approval of the Christies Beach Surf Life Saving Club inc who shall reserve the right to refuse the same.
9. The hirer shall ensure that any breakages of glass or spillage of food or drink **cleaned up immediately, by advising the venue Bar Staff.**
10. The Hirer shall report any damage to the venue by alerting Bar Staff immediately.
11. At the completion of the function, all decorations must be removed from all areas and furniture must be left in a condition to the satisfaction of Christies Beach Surf Life Saving Club Inc. or extra cleaning charges may be taken from bond.
12. All litter resulting from any function must be removed from the venue and adjoining Christies Beach Surf Life Saving Club Inc. property at the completion of your function.
13. The use of the facility may be granted prior to the time of hire for decorating purposes subject to other bookings / public use during that period.
14. Prior to the event, the Hirer must specify any equipment required for use during the function and make arrangements to familiarize themselves with such equipment as no technical support will be available during the function.
15. Repairing and/or replacing any damaged furniture; fixtures or fittings will be the responsibility of the Hirer. If any necessary repair or replacement is not undertaken within a reasonable time, Christies Beach Surf Life Saving Club may repair and/or replace and recover the costs from the Hirer.
16. Normal hire charges may be applied if a cancellation is not received at the Christies Beach Surf Life Saving Club Inc. office at least 90 days prior to the reserved date.
17. This permit will not come into operation until proof of the appropriate permit has been provided to the Christies Beach Surf Life Saving Club inc and confirmed by the functions coordinator.
18. The Hirer and their guests must vacate the premises within 30 minutes of the end of the function. It is an obligation of the Hirer to ensure all guests are aware with this license condition. All patrons to leave the premises quietly and no loitering outside the club premises is permitted at any time.

19. This permit may be revoked by Management or representative (staff) of CBSLSC if the Hirer fails to comply with a condition of the permit and may be revoked in any other justifiable circumstance. Including a close down of the function.
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21. The Christies Beach SLSC reserves the right to expel or eject from the venue any person or persons attending a function who behaves in an objectionable manner.

### Special Conditions of Permit

1. Loud music will only be allowed with prior permission from the Facilities Director, and provided both rear access doors are kept closed.
2. **SMOKING IS NOT PERMITTED ANYWHERE INSIDE THE FACILITY**, including both the rear & front balcony.
3. No external caterers are allowed, as we employ our own Chef.
4. **NO ALCOHOL IS TO BE BROUGHT INTO THE VENUE** (other than that sold at the bar) or banned drugs are allowed in the Venue.
5. **NO ALCOHOL IS TO BE TAKEN OUT OF VENUE (TOP OR BOTTOM DOOR)**
6. It is the responsibility of the organiser to collect fees. (If required)
7. On receipt of the keys report any damage etc. you notice to the Christies Beach Surf Life Saving Club inc. (If applicable)
8. Keys are to be returned to the Christies Beach Surf Life Saving Club inc by the agreed time. (If applicable)
9. No smoking or gathering on the caravan park side balcony after 8pm
10. The \$350 bond may not be required at the discretion of Management / Staff. But as previously sited any damage will be required to be paid for by the Hirer

I acknowledge that I have read and understand the permit conditions and agree to abide by the said conditions.

Signed for and on behalf of The hirer

Name	Date
Position	Signature

Table Layout

