



# Scarboro Surf Life Saving Club Inc.

ABN 91 545 935 250

*"WE STRIVE TO MAINTAIN A SELF IMPOSED SERVICE"*

Po Box 79 Scarborough WA, 6922

P: (08) 9341 1011| F: (08) 9341 3854| Web: [www.scarboro.com.au](http://www.scarboro.com.au)| E: [bookings@scarboro.com.au](mailto:bookings@scarboro.com.au)

## Application: Scarboro Function Rooms

Day & Date Requested: \_\_\_\_\_ 20\_\_

Function Type: \_\_\_\_\_

### Contact Details

Function Contact: \_\_\_\_\_

Organisation: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Mob: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_ (Please Print Clearly)

Contact Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Function details

Set up time:

Start time:

Finish time:

Special requests: \_\_\_\_\_

I have read the conditions of hire and agree to the terms listed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Conditions of hire

1. Full payment of hire fee is required to be paid at least thirty (30) days prior to function. Function will not go ahead if payment has not been received. (Note: Hall hire rate is subject to review 1st July each year. Hirers are encouraged to pay the full amount if they don't want to be affected by price changes).
2. Payment of a cash bond must be paid when you pick up the keys and alarm codes.
3. The bond will be returned (within 21 days of the function) if there is no damage and all cleaning is completed as stated when you pick up the keys (a detailed list will be given).
4. Smoking is not permitted within the building. Guests must move outside if they wish to smoke and dispose of butts properly.
5. 18<sup>th</sup>'s, 19<sup>th</sup>'s, 21<sup>st</sup>'s and pre and post balls are considered high impact and high risk functions and there are extra requirements for these functions. Please see the high risk function conditions.
6. Decorations **must not** be stuck or fixed to any memorabilia or the walls. All decorations are to be removed at the conclusion of the function.
7. The hiring of this function centre includes the use of the kitchen area and bar area. If alcoholic drinks are to be sold, the hirer must obtain their own function permit from the Office of Racing, Gaming & Liquor, copy of which is to be presented prior to the function.
8. No vehicles or equipment are to be driven on the grassed area.
9. No under-age drinking is permitted.
- 10 Notice of cancellation: Must be given 10 days prior to function. Cancellations less than 10 days prior to function will incur a fee of \$100.00.
- 11 Keys must be returned promptly on the next working day. If keys are not returned or are lost a percentage of the bond will be taken.
- 12 Damage: If there is any damage done to the equipment, memorabilia or the club it's self, the damage must be reported immediately on the next working day. The function contact who is signing this agreement is liable for any of the cost associated with repairing the damage.
- 13 All lights, heaters, air conditioning must be turned off and alarm set on departure at end of function.

- 14 All chairs and tables must be restacked and placed in storeroom before departure.
- 15 All valuable items must be taken with you on departure.
- 16 An extension of booking to 1am can be arranged at a cost of \$100 for the hour. This will need to be paid in full prior to function.
- 17 Outside area must be cleared of all rubbish.

### **Hire risk function conditions**

As stated above, some functions are recognised as high risk functions due to age, use of alcohol and other variables. All high risk functions must abide by the conditions listed above as well as these listed below:

- A ratio of one adult to every 20 guests under the age of 21 must be in attendance for the duration of the function.
- A professional security company must be employed for the duration of the function and the name of the company must be provided when booking is confirmed.
- Underage drinking is not permitted and it will be the responsibility of the venue hirer to control this.
- A cash bond of \$1000.00 will be required when picking up the keys and alarm codes.
- At the onset of any incidents that may cause harm to persons or property, it will be the responsibility of the hirer to call the Police immediately.
- Our venue has regular visits by the City of Stirling security and they will contact Police if any breaches of alcohol consumption or behavior are witnessed.