



Hirer to Retain

RULES OF HIRE – REDHEAD SLSC FUNCTION ROOM (& adjoining areas as applicable)

Hirers are required to enter into an agreement with the Redhead SLSC Inc to be bound by the following rules and should read them carefully before signing an “Agreement of Hire” form. Redhead SLSC retains the right to reject any application to hire without providing a reason.

1. BOND

- All hirers are required to lodge a bond with the Club (Redhead SLSC Inc) to be paid when submitting and “Agreement of Hire” form. The full amount of the bond will be returned to the hirer within fourteen days of the function provided that all conditions contained in the “Rules of Hire” are complied with. The Club reserves the right to review fees, policy and charges at any time.
- In the case of any excessive damage to the premises during the course of the function, which exceeds the initial bond paid, the hirer will be issued with notice of excess fees.

2. SMOKING

- Redhead Surf Life Saving Club is a “non-smoking” venue, for all interior areas.
- Smokers may use the designated area on the balcony to smoke.
- It is the hirer’s responsibility to ensure that all personnel attending the function, including staff, musicians etc. observe the rule.
- The hirer will forfeit the whole of the bond if this rule is not observed.

3. RESTRICTED FUNCTIONS

- The building shall not be hired for any illegal purposes.
- The building shall not be hired by 18th or 21st Birthday parties, or for any private function advertised on the internet.
- The building shall not be hired to the purpose of raising money by outside organisations unless the Redhead SLSC Management Committee gives approval.

4. NUMBER OF GUESTS

- As a general rule, the number of guests should not exceed 120 people at social functions. In the event of a Pandemic, the number of Guests will be determined by Government Health Regulations and Policies, not exceeding 120 persons at any time.
- The function room accommodates up to 120 people seated at tables (the club has 10 round tables 1660mm in diameter. Rectangular tables 1800mm x 900mm). For functions there are chairs for approximately 120 people.

5. DURATION OF FUNCTIONS

- All functions must have set start and finish times, as stated in the “Agreement of Hire”.
- For all social functions, the rates of hire allow for six hours e.g.: 5:30pm to 11:30 pm.
- No function shall run past 12 midnight. It is the responsibility for the hirer to ensure all guests, musicians, caterers, decorators etc vacate the premises within the allocated 6 hours. An additional charge to cover barmen’s wages will be levied at the rate of 2 times the normal rate, if the premises are not vacated within the 6 hours. Last drinks will be served, with the bar closing and all music to cease 30 minutes prior to agreed finish time.
- Additional room hire fees will be charged where a function runs over the allocated 6 hours.
- The key must be handed to the barmen before leaving on the night as it is their responsibility to secure the premises.

6. CLEANING & DECORATION

- The cost of setting up the Function room is the hirer’s responsibility.
- The cost of cleaning of the premises following the function is included in the hiring fee.
- Notwithstanding the Hirer is required to observe the following
 - Whatever the Hirer brings onto the premises must be removed at the end of the function (within the allocated 6 hours), or by 10am the following morning.
- The Club is not responsible for private property left on the premises either before, during or after a private function.
- The use of candles, except where they are contained and the flame is enclosed so that they cannot drip onto the carpet, is not allowed. (An additional cleaning charge will apply for wax on the carpet or furniture.)
- Use of the following is not permitted: drawing pins, sticky tape, nails or adhesive material to display signs or attach decorations. Eyebolts and display boards are available for this purpose.
- The kitchen is only to be used for the preparation of food and must be left in a clean and tidy condition at the end of the function. Food cannot be stored in the bar or cold room. These are to be used for alcohol only.
- During the course of the function, the Hirer must ensure that any spilt drink or food is mopped or cleaned up. All garbage must be taken off the premises and remains the hirer’s responsibility.
- Where unsecured balloons are used as a decoration the fans will not be allowed to operate as they have caused problems in the past wrapping around the fans and burning out the motor.
- Confetti, rice polystyrene and the like are not permitted on the premises.

7. SECURITY

- All Hirers are responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to the function.
- In the case of functions where no alcohol is served and where the bar facilities are not hired, within 30 minutes of the agreed finish time, the Hirer shall secure the building, turn off the lights and vacate the premises. This does not apply to weekend functions.
- In the case of functions that hire the bar facilities, the bar staff shall be responsible for the securing of the building at the completion of the function. The keys are to be returned to the barmen on the night of the function.

8. CLUB BAR AND THE SERVING OF ALCOHOL AT PRIVATE FUNCTIONS

- The Club's Licensee Manager is directly responsible for ensuring that all laws relating to the responsible service of alcohol are adhered to. Only the club's properly trained and qualified personnel operate the bar facilities and serve alcohol at the Club's function centre. Heavy penalties can apply to anyone serving alcohol before staff arrive.
- The conditions of hire require that two bar persons are employed for all functions to cope with demand, as well as a security precaution. A third bar person is required if the function is attended by 90 or more people.
- Redhead SLSC is sponsored by Tooheys and only Tooheys kegs may be ordered from the club for consuming at any function.
- The Club will also supply spirits for functions. Hirers must advise the Functions Manager of their spirit requirements beforehand. The Club can arrange the sale of pre-mixed spirits to guests at the function.
- The Club reserves the right to refuse to serve any spirits unless arrangements are made prior to the commencement of the function. Energy drinks are not permitted.
- Alcohol may only be consumed within the Function room or adjoining decks. Alcohol and glasses must not be taken downstairs or onto the beach or car park. Heavy penalties can apply. Hirers will be charged for missing or broken glasses.
- Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.
- Under no circumstance is alcohol to be supplied to persons on the premises who are under 18 years of age. Any guests found supplying alcohol to minors will be asked to leave the premises. The hirer is reminded that guests may be required to show proof of age.
- Under the Responsible Service of Alcohol laws low alcohol beer must be available to your guests.
- BYO is not allowed.
- Barmen are hired to serve behind the bar only and do not provide table service. If table service is required, it would be necessary to hire wait staff – please check with your caterer.

9. HIRING OF EQUIPMENT

- All hired equipment delivery and removal is the sole responsibility for the Hirer. Storage of equipment after a function may not be possible due to other functions.
- There are enough glasses for use behind the bar only. If glasses are required for tables, they must be hired. (Please ensure they are a standard glass, not too tall, as they may not fit into the glass washer).

10. MEMBERSHIP

- Membership benefits are subject to approval and are restricted to members who have maintained a financial status for over 24 months from the date of enquiry and have been actively involved in the Club during that time.

11. PAYMENT OF DEPOSIT

- To confirm a booking a deposit equal to the bond must be paid. This must be paid within a fortnight of receiving the booking form or you may lose the date you have booked.
- The balance owed must be paid within one month prior to the function date or as arranged with the Function Manager.

12. FUNCTION CANCELLATION

In the event of cancellations, the following terms will apply:

- All cancellations must be in writing.
- If an event is cancelled prior to three (3) months before the function date a \$800 administration fee will be charged.
- If an event is cancelled within three (3) months from the function date the deposit/bond will not be refunded.
- Cancellation within seven (7) days of the event date will incur full cost.
- Should function date be restricted due to altered or changed government policy (e.g., Pandemic), function may be moved to a suitable alternate future date. All function deposits, quotes and correspondence will simply be moved to a newly selected date. New date selected should be selected (within reason) 12 months of previously booked date.

13. Incident/Accident

- In the event of an Incident/Accident, it is the responsibility of the hirer to advise Staff at the time of the Incident/Accident and the Function Manager within 48 hours of the incident.

Important Note:

- This document represents a Legally Binding Contract Between the Hirer and Redhead Surf Life Saving Club Inc, effective from 1st January 2023.

Function Manager

Phone: 0488 426 633

Email: redheadfunctions@gmail.com

