



YAMBA SURF LIFE SAVING CLUB FUNCTION ROOM

BOOKING TERMS AND CONDITIONS (2024)

A/ THE FUNCTION.

1. **Bookings** for the Club's Function Room are to be made through the **Surf Club Office** (office@yambaslsc.org.au), or the **Venue Organiser** (events@yambaslsc.org.au).
2. **NO-ONE** is authorised to make 'special arrangements' with hirers/decorators or other parties involved for variations to normal procedures (such as late collection of gear, early setup, or decorations being left in the Clubhouse throughout the week/weekend).
3. **Bar** availability for ANY booking is **usually for six hours**, generally from 5.30pm-11.30pm. All music and bar sales must cease at 11.30pm.
4. **Bar Staff:** Our Hire Fee includes 8 Bar Staff Hours at Weddings (6 Bar Staff Hours at Parties). A **minimum of 2 Bar Staff** are required at all events. **More than 40 people will require extra Bar Staff** - 1 bar staff per extra 20 people. The fee for **Extra Bar Staff** will be added to your bar tab, to be paid at the conclusion of the event.
5. **Venue Organiser** – The hire fee includes our Venue Organiser, who is the point of contact for: Surf Club bar and equipment requirements, venue access, reviewing your Event Run-Sheet, guidance on local suppliers, and general queries. They will also liaise with your Event Planner. Any extra requirements will be charged at an hourly rate.
6. The access **road** behind the Surf Club is a **public road**, it must be **kept clear** (deliveries OK).
7. Our Liquor Licence covers upstairs of the Clubhouse only – no alcohol outside of the building. **Downstairs** in the Clubhouse is out of bounds for function guests.
8. Yamba Surf Club has a strict '**NO SMOKING/VAPING**' policy. This applies both inside the Clubhouse AND on the balconies & timber walkways/entrance ramps. (Licence requirement)
9. The Surf Club Function Room must be **fully vacated by midnight**. (Licence requirement)
10. **All property** brought in for the event must be removed from the premises **before 6am** the morning after the function (due to Surf Life Saving activities). **A late fee of \$500** will apply if any goods are collected after that time.
11. The Hirer must ensure that their Caterers have Public Liability insurance for external catering
12. **Caterers** are required to clean the kitchen area, and remove all of their equipment/food items and rubbish from the Clubhouse **on the night of the function**.
13. The hirer is responsible for **any damage or breakages** sustained to their own property or that of Yamba Surf Life Saving Club Inc during the function - including any excessive cleaning, such as carpet staining, marks on walls, mess outdoors, BBQ clean.



B/ FEES AND PAYMENTS.

- 1. Making the Booking.** When enquiring/making a booking for the Function Room, you will be asked to fill in an ***Expression of Interest Form****.

On receipt of this completed form, an Invoice will be issued for a **\$500** Deposit to secure the date, together with our Terms & Conditions, Inclusions, and an 'Acceptance of Terms & Conditions' form to return to us promptly.

We will hold your selected date for **14 days** from the date of the Invoice. Failure to pay by the due date releases your selected date.

**All forms required are available from our Venue Organiser (events@yambaslsc.org.au) or the Surf Club Office (office@yambaslsc.org.au)*

Note that the **balance** of the hire fee, together with a \$1,000 Bond, will be invoiced 3 Months before the function date.

- 2. BOND.** \$1,000 – Will be invoiced with the Balance Payment invoice. This provides security for the Club against any breakages or damage, extra work staff hours, extra cleaning, or if all goods and equipment are not removed from the Clubhouse before 6am.
- 3. CANCELLATIONS.** Cancellations occurring ***more than 6 months out*** from the scheduled function date will lead to a forfeiture of **50% of the deposit**, and cancellations ***within 6 months*** of the function date will lead to a forfeiture of the **whole deposit**. (Bond will be returned in full). *Cancellations due to Government constraints on movement or venue access will not incur a loss of deposit.*
- 4. PAYMENTS.** All payments can be made in the following ways:
 - Bank Transfer** (details will be on the Invoice – use INVOICE number as reference)
 - By cash – in person
 - Credit Card** – through the Surf Life Saving Australia Payment Gateway for Yamba Surf Club. To do this, go to www.pay.slsa.com.au and follow the steps to clearly record your function payment details. The 'Entity' is Yamba.

These Terms and Conditions are in place at Yamba Surf Life Saving Club to ensure the smooth running of your function – both for yourself and the Surf Club.

We hope that your function is successful and becomes a memorable one for both you and your guests.