



Facility Hire Document

(Effective As at 1st December 2015)

Thank you for your enquiry and application for the use of our pristine facilities.

Mandurah Surf Lifesaving Club hosts two facilities namely the Meeting Room and the Madora Bay Function Room. The latter has uninterrupted beachfront views in a relaxed atmosphere, making it the perfect location for your event.

We cater for corporate conferences, private meetings, birthdays, weddings or any occasion that deserves a celebration.

The Club has a fully functional kitchen facility with catering service available. The caterers have a wide range of menus to suit your functions needs and can gladly tailor-make menus to suit your individual requirements. Once you have decided on your style of menu, they will advise on staff requirements to ensure the smooth running of your event.

Bar facilities will be provided by the Club and a liquor license will be applied for if required. The Club operates on a strictly **no** BYO basis.

The Club will provide a compulsory supervisor on your event for opening, lock up and management. They will be on-site for the duration of your event should you require assistance. Function and Meeting room supervisory rates will be charged according to requirements and noted in the Cost Estimate.

A Cost Estimate will be sent out once we have all your requirements regarding the type of function and facilities you require. Staff costs will be included accordingly.

A refundable bond will be charged to secure your booking. This will be reimbursed post event less cleaning costs and breakages/damages if applicable.

We ensure the utmost professionalism in our facilities to ensure your event is nothing but spectacular!

FOR BOOKING ENQUIRIES PLEASE CONTACT

08 9518 1419

mhslscfunctions@gmail.com

The Meeting Room

This Room can accommodate up to 12 guests in comfort, with a large meeting table and leather chairs. It can be also be utilized in conjunction with function room as a breakaway option for conferences. Wireless internet is available.

The Madora Bay Function Room

The Madora Bay Function room is licensed for a maximum of 110 people. There is a room divider for smaller functions, still allowing perfect ocean views. The Club can gladly assist on the best room layout to suit your function.

Maximum guest's allowances are as follows:

Cocktail Function – 110 guests

Seated Dinner – 80 guests

Buffet Style – 80 to 90 guests

Conferencing – 80 to 100 guest's dependant on style of seating required

The Room hire includes the following:

- Microphone
- Lectern
- Sound System (client may bring own ipod or media)
- Inside square tables
- Outdoor square tables
- Inside chairs
- Outdoor chairs
- High bar tables
- High leather style bar chairs

Crockery, Cutlery, Glassware and Linen may be hired from the Club

Operating Hours:

Monday – Saturday 7am – 11pm

Sundays - Closed

Facility Guidelines and Procedures

1. *Terms and Conditions of Hire for the Facility* must be read prior to completing the approved application form.
2. The Hirer agrees:
 - a. to be bound by the Terms and Conditions;
 - b. To use facility only for agreed time and purpose specified on application.
 - c. To ensure the maintenance of good order at the facility during its use and to leave the facility on each occasion of use in a clean and tidy state.
 - d. To report any damage or break-in immediately.
3. Any Hirer granted approval to hire the facility is at no time permitted to sub-lease or make it available for hire to any other individual or group.
4. Unauthorised use or entry to a facility at any time without the written consent from the Club may result in legal implications.
5. Approval to use the Facility applies only to the times and dates outlined on your booking confirmation.
(Note: You must allow for set-up and clean-up time.)
6. Written notification to cancel or change regular bookings stated on your confirmation letter is required. It is your responsibility to notify any changes prior to the confirmed dates, otherwise you will be charged as per your booking confirmation.
7. It is the responsibility of the Hirer to leave the facility tidy and take all items brought with them to the club, away with them. Contract cleaners will clean the premises after the event and the Hirer will receive an invoice for cleaning charges.
8. The Club has the right to refuse a booking without the necessity to give reason.
9. **Additional Fees:**

Set up and Break Down – the hire fee does not include assistance with set up and break down of your function. Should you wish assistance with set up and/or break down we are able to provide a 'work force' to assist. This will be charged at the award rate per hour.

Crockery, cutlery and glassware hire will be charged. You are free to hire your own from an external equipment hirer.

Please Note:

- All cancellations and requests for changes to bookings must be made in writing to the Club.
- Hire fees are non-refundable and non transferable if less than 14 days written notice has been given.
- If 14 days or more notice has been given, the hire fee will be refunded by cheque within 21 days less a \$22 (incl GST) administration fee.
- Please ensure that you have read this carefully before signing the application form. The Club reserves the right to cancel any booking or not to accept any booking that it considers inappropriate for the facility.

The Organisation/Group/Individual agrees to use the facility on the following terms:

- a. To abide by the Terms and Conditions applying to the use of the facility.
- b. To use facility only for agreed time and purpose specified on application.
- c. To ensure the maintenance of good order at the facility during its use and to leave the facility on each occasion of use in a tidy state.
- d. To keep all doors not in use locked especially the front door if guests are entering and leaving the Club via the function room doors
- e. To report any damage or break-in immediately.

I the hirer have read and understand the attached Terms and Conditions for the Hire of the facility. I understand that unless prior arrangements have been made with the Club I am not permitted to set up the night before, or come back the day after my function to clean and that all equipment must be packed up and gone by 12.00 Midnight of the night of hire. I agree that all music shall cease at 11.00pm and the facility and car park must be cleared by 12.00 Midnight. I agree to be personally fully responsible for the payment of fees and charges and any additional charges arising out of hiring in accordance with the terms and conditions that have been supplied to me.

Signature:..... **Date**.....

Name:..... **DOB**.....

Office Use Only

On behalf of the Mandurah Surf Life Saving Club Incorporated and in pursuant with the attached Terms and Conditions you are approved to hire the facility as set out in the application form.

Signature:..... **Date**.....

Name:..... **Committee Position:**.....

Terms and Conditions of Hire for the Facility

Please read the following carefully prior to completing your Facility Hire application form. Applicant to retain Conditions of Hire and return application form to the Club.

NOTE: APPLICANTS MUST BE OVER 18 YEARS OF AGE

1) BOOKING APPLICATION

Usage of the Club's facilities must be applied for by completing the Facility Hire application form and returning the completed form to the Club.

2) CONFIRMATION OF BOOKING

The Hirer will be responsible for ensuring the use of the Facility complies with the approved purpose and all other conditions of hire. Any Hirer granted approval to use a Club Facility is at no time permitted to sub-lease or make it available for hire to any other individual or group. Unauthorised use or entry to a facility at any time without the written consent from the Club may result in legal implications. The Hirer is responsible for the behaviour of all parties attending their function.

3) PROMOTION OF ROOM NAMES

The Hirer shall use the Room's Promotional name (eg The Madora Bay Function Room) in all correspondence used, ie invitations, advertisements, letters etc.

4) BOND

The Hirer must provide a Bond to be held by the Club for the duration of the hire agreement and until all monies owed to the Club under the hire agreement have been paid to the Club by the Hirer. The Club may, at its own discretion draw on the Bond to recover any money owed whatsoever to it by the Hirer. The amount of Bond will be determined by the Club and can be varied at any time. The Club reserves the absolute discretion to cancel any or all bookings of the Hirer if it considers the current Bond to be inadequate to cover moneys owed to the Club under the hire agreement. The booking will not be confirmed until the bond is received in full.

5) FEES

Fees must be paid in advance of each occasion the facility is used by the Hirer or as otherwise agreed by the Club at its own discretion. The Hirer will not be given access to the Club unless all fees have been provided or as otherwise agreed by the Club.

The Club may deduct any fees owed to the Club by the Hirer from the Hirer's bond. Fees must be paid at least 21 days prior to the booking date or the Hirer will forfeit the booking.

6) USAGE TIMES

Approval to use the Club Facility applies only to the times and dates outlined on the booking confirmation. You must allow for set-up and clean-up times on your application form. If the function extends past the approved time, additional hire fees will be charged. Under no circumstances is any function to extend beyond 12pm when the premises must be vacated and no loitering is permitted.

Late finishing functions will incur a late finishing fee @ \$110 (incl GST) per half hour.

7) HOUSEKEEPING

It is the responsibility of the Hirer to leave the facility tidy after each occasion of use. A checklist will be provided for the Hirer to use to check that the facility is in a clean and tidy condition before the commencement of your function. It is your responsibility to inform the Club if the facility was not provided to you in a clean and tidy state. If you do not provide this notice the Hirer is responsible for ensuring the facility is in a tidy state on the completion of their Hire of the facility. This includes but is not limited to:

- a) All decorations and equipment are to be removed,
When decorating the following is not permitted –
 - confetti, glitter, rice
 - nails, hooks, staples or pins
 - adhesives, sticky tape, glue etc
 - no items to be affixed to the walls, windows or ceilings

- Candles must be wholly contained and unable to drip wax outside their container.
- b) Tables and chairs must be left as they were found;
 - c) Furniture must be accounted for
 - d) The outside area, including the car park must be free of litter.

Cleaning will be done by contract cleaners. This includes vacuuming, mopping, cleaning of toilets and removal of rubbish.

Cleaning charges start from \$99 (incl GST) per hour. If there is significant rubbish, excessive mess and dirt, toilets excessively dirty etc then a deep clean will be carried out and the hirer charged at \$155.00 (incl GST) p/h.

8) **SECURITY**

The Hirer must comply with any security requirements of the Club but in any case MUST:

- a) notify police immediately if there is any threat of trouble, then notify the Club.
- b) report any accidents or near accidents to the Club as soon as practicable;
- c) arrange a person to assume responsibility on behalf of the hirer in their absence and advise the Club of this person's name and contact details
- d) All doors not in use during the function must remain locked especially the front door to the Club if access to the function is via the function room doors
- e) If the Club requires the function to be registered with the local police then proof of this must be supplied to the Club before the function begins.

9) **ATTENDANCE CAPACITIES**

Attendance must not exceed the accommodation capacities determined by the Department of Health. In the event that such numbers are exceeded, the Hirer takes full responsibility for any legal action such as the termination of their function.

10) **CONSUMPTION OF ALCOHOL**

The Hirer must comply with provisions of the Liquor Licensing Act 1988. Alcohol is strictly prohibited on any Public Open Space or Reserve area. No alcohol is to be consumed in the facility without the express permission from the Club and on the strict terms and conditions for doing so as stipulated at the entire discretion of the Club.

11) **SMOKING**

Smoking is strictly prohibited in all Club facilities. Smoking must be restricted to outdoor areas only, no closer than 15m from any entrance and any discarded butts disposed of appropriately.

12) **SAFETY**

All electrical cords, fittings, switches and other electrical appliances used by the Hirer must comply with the appropriate Australian Standards and display a current electrical test tag. The Hirer will use its best endeavours to ensure the safety of all persons attending the event.

13) **INDEMNITY**

Upon acceptance of the hire, the Hirer undertakes to indemnify the Club against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue.

14) **DAMAGE**

- The Hirer must report any notable damage prior to the commencement of your booking as it will be deemed that this damage occurred during the course of your function.
- All damage is to be reported to the Club in writing.
- The Hirer is responsible for any breakage, damage or loss to Club's property or equipment, which occurs during the Hirer's use of the Facility and/or Reserve.
- The cost of repairing or replacing any breakage, damage or loss will be borne by the Hirer and will be deducted from the bond with any costs exceeding the Bonds recoverable directly from the Hirer by the Club.

- The driving of nails, tacks, screws etc into walls or furniture is forbidden. The Hirer is responsible for any damage to the surrounding facilities as a result of the function. The cost of repairing such damage will be deducted from the bond. This includes, but is not limited to, damage to parking bollards, piping, trees, shrubs, fences, grass, signs, lighting etc. In the event that costs to clean / repair any damage that exceeds the bond, the Hirer will be invoiced and this will be a debt due and owing to the Club.

The Hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used for other than an emergency situation, the cost of inspection and replenishing will be deducted from the bond.

15) PARKING, NOISE AND SURROUNDING RESIDENTS

The facility is located in a residential area therefore it is expected that the surrounding residents be respected. The Hirer is responsible for the preservation of good order during and following the hire of the facility. Vehicles should not obstruct access to driveways or restrict parking in the street. All music and noise levels must be kept at an acceptable level (not offensive to neighbours). **Music must cease at 11.00pm. The facility and car park must be clear by 12.00 Midnight.**

16) SECURITY STAFF

The Club at its discretion reserves the right to insist that licensed security officers are contracted out by the Hirer for certain types of events. The number of security officers required will be determined by the Club. It is the responsibility of the Hirer to provide written evidence that a licensed security guard has been engaged, including the security license number of the guard/s attending, at the time of making the final booking payment. Any reputable security company will be able to provide a letter on a company letterhead stating this. If no proof is produced the booking will be cancelled and the forfeit of any Bond or Booking Fee. The Hirer must register the Club as an interested party with the security firm so that the Club can check on security arrangements.

17) CALL-OUTS

Should the Club's security provider be called out as a result of the Hirer's non-compliance with any condition of hire, a call-out fee will be deducted from the bond (Minimum 3 hours). The Club's security provider shall have authority to terminate the hire arrangement forthwith in the event of non-compliance if in the reasonable opinion of the security provider the breach is likely to continue.

Should a Police call-out be required and/or a noise abatement notice issued as a result of the Hirer's failure to comply with a noise warning this will result in full forfeiture of the bond.

18) BOND

Bond amounts are as determined by the Club at its absolute discretion. The booking will not be confirmed until the bond is paid in full. Failure to comply with the Terms and Conditions outlined in this document may result in the forfeiture of all or a portion of your bond. The Club has the right to apply your bond to any breach of the conditions including, late cancellation, unauthorised use of the Club, cleaning charges or any other costs as deemed necessary by the Club.

The Club may, at its own discretion, increase or reduce the Bond required by the Club at any time.

19) REPAYMENT OF BOND

The Hirer acknowledges that failure to comply with all or any of these conditions may result in a forfeiture of all or a portion of the bond and that the Club reserves its right to impose additional charges for cleaning, repair of damage and/or as mentioned in Section 14. The Hirer acknowledges that a breach of the hire arrangement may result in the Club refusing to agree to any future hiring to the applicant, including any future confirmed bookings.

20) COMPLIANCE WITH LEGISLATION

The Hirer must comply with the provisions of all relevant State and Commonwealth legislation and in particular, the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*. The Hirer acknowledges a breach of the *Environmental Protection Act 1986* may result in enforcement action by Police or Environmental Health Officers including the issuing of a Noise Abatement Direction, which can in the event of non-compliance, lead to a maximum penalty of \$25,000, Infringement Notices \$250 or \$500 and/ or the seizure of noisy equipment.

21) PERSONAL PROPERTY/STORAGE

All goods brought into the Club by the Hirer must be removed from the premises no later than the time specified on the hiring agreement, unless prior arrangement has been made with the Club. Please note that the hirer is responsible for the care and control of their own property/personal effects and loss or damage to such items is not covered by the Club's insurance policy.

22) CANCELLATION OF BOOKINGS

- All cancellations and requests for changes to bookings must be made in writing to the Club. Hire fees are non-refundable and non-transferable if less than 14 days written notice has been given.
- If 14 days or more notice has been given, the hire fee will be refunded by cheque within 21 days less a \$22 (incl GST) administration fee.

Please ensure that you have read this carefully before signing the application form. The Club reserves the right to cancel any booking or not to accept any booking that it considers inappropriate for the facility.

23) COMPLIANCE WITH LOCAL LAWS

The Hirer must ensure compliance with the City of Mandurah's Local Laws.

24) VEHICLE ACCESS

No vehicle is authorised to access the facility, reserve or public open space area without obtaining prior consent from the City or the Club.

25) TENTS/MARQUEES

No tent or marquee is to be erected around the facility without obtaining prior consent from the Club. No stakes and/or pickets are to be placed into any part of the ground without the Club's consent in order not to damage reticulation. Any repair of damage will be at the expense of the Hirer.

26) SALE OF FOOD

No external food contractors are allowed to prepare food at the Club or bring food onto the premises, the Club has its own food contractor who can provide this service.

27) SIGNAGE

No signage is to be erected without the Club's express permission to do so.

28) STORAGE

Any items left by the Hirer are done so at the Hirers own risk. The Club accepts no responsibility for use, damage or theft of these items.

29) OTHER CONDITIONS

Under no circumstances may the Hirer or guests access Club areas other than those being hired. No pets or animals are allowed on the premises.

30) SPECIAL CONDITIONS

The Hirer acknowledges that any special conditions set out in the booking confirmation shall apply and be incorporated in this agreement. In the event of any conflict between these conditions and the special conditions, the latter shall take priority.

FACILITY HIRE RATES

Meeting Room		\$ incl GST
Half day	8am-12pm	\$88
Full Day	8am-4pm	\$176
Hourly day rate	8am-5pm	\$27.50p/hr
Hourly evening rate	5pm-9pm	\$33p/hr
Madora Bay Function Room		
Day functions		\$55p/hr
Please allow for set up and breakdown.		
Evening Functions	5pm-12pm	
Please allow for set up and breakdown		
June –to- August (winter special)		\$385
May and September		\$495
October –to - April (summer season)		\$605
Hourly rate for evening functions		
1-2 hours		\$110/hr
2-6 hours		\$88/hr
STAFFING COSTS (this will vary per function)		
Wait staff/Bar Staff/Kitchen assistant	From	\$25.30ph/pp
Supervisor	From	\$38.50ph
Bond with Alcohol		\$1000 - \$5000
Bond without Alcohol		\$300 - \$1000
Cleaning (deducted from bond)		from \$99/hr
Damages/Breakages (deducted from bond)		if applicable
Day Hours: 7.00am - 5.00pm		
Evening Hours: 5.00pm - 11.00pm (Facility & Carpark must be cleared by 12.00 Midnight)		
Please note: rates are negotiable for community groups		
A comprehensive cost estimate will be provided on completion of your facility hire application form.		

Mandurah Surf Life Saving Club
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