



# **VENUE HIRE FOR EXTERNAL PARTIES POLICY**

(Approved and adopted by the Management Committee –18/08/2022)

## **1. Venue**

- 1.1. Swanbourne Nedlands Surf Life Saving Club (SNSLSC) venue hire includes access to the Rampant Swan bar, kitchen facilities and upstairs toilets only.
  - 1.1.1. During period of 01 August 2022 - 01 March 2023 the education room will not be available for hire due to safety reasons.

## **2. Eligibility**

- 2.1. Venue hire will only be granted to external parties approved by the Management Committee.
- 2.2. Venue hire will only be considered for external parties that meet the following criteria:
  - 2.2.1. Be aged 18 years and older.
- 2.3. Venue hire is not permitted for the following events
  - 2.3.1. 18th Birthday party events.
  - 2.3.2. 21st Birthday party events.
  - 2.3.3. Hens / Bachelorette Parties (or those with same intent)
  - 2.3.4. Bucks Parties (or those with the same intent)

## **3. Fees and Charges**

### **3.1. Bond**

- 3.1.1. A bond payment is required to confirm venue hire.
- 3.1.2. The venue hire bond amount will be determined by the Management Committee when the application is approved.
- 3.1.3. In addition, a \$100 bond will be required for electronic fob access to the building.
- 3.1.4. All bonds are refundable provided that all general hire conditions outlined in Section 5 are adhered to.
- 3.1.5. All bond payments must be made using a valid credit card.

- 3.1.6. Bond payments will be held by SNSLSC for a period of seven days. The terms of the bond retention are non-negotiable due to SNSLSC banking requirements.

### **3.2. Venue Hire Fees**

- 3.2.1. Standard venue hire rates (excluding weddings and/or seated meal functions) are as follows:
  - 3.2.1.1. Hourly Rate \$100
  - 3.2.1.2. Half Day (4 hours) \$350
  - 3.2.1.3. Full Day (8 hours) \$700
  - 3.2.1.4. Evening (6 hours) \$525
- 3.2.2. Weddings and seated meal function hire rates will be determined by the Management Committee at the time of application.
- 3.2.3. Discounted hire rates may be available for repeat/long term hires.

### **3.3. Other Fees and Charges**

- 3.3.1. For venue hires where alcohol service is required, an application for an Extended Trading Permit (ETP) from the Department of Racing, Gaming and Liquor will be required where there is an extension of trading hours and/or where the members to guest ratio is not met. All application and administration fees will be recoverable from the hiring party.
- 3.3.2. The associated fees and charges will be confirmed with the hiring party prior to proceeding with the application.
- 3.3.3. All ETP applications will be completed by SNSLSC.
- 3.3.4. All licensed events will require an approved SNSLSC Bar Manager and approved SNSLSC bar staff. The number of bar staff is dependent on the number of guests and nature of the venue hire.
- 3.3.5. Audio Visual equipment may be available for hire upon request. This may attract additional setup costs.

## **4. Application Process**

- 4.1. All applicants are to complete the SNSLSC Venue Hire Application Form (attached below) for consideration by the committee.
- 4.2. All applications are to be sent directly to the Club Administrator via email to [admin@swannysurfclub.org.au](mailto:admin@swannysurfclub.org.au)
- 4.3. All applications will be considered by the Management Committee
  - 4.3.1. For events with 60 or less guest - applications can be approved by a minimum of two members of the Club Executive
  - 4.3.2. For events with 61 – 155 guests - applications must be approved by the majority of the Management Committee
  - 4.3.3. For events involving the provision of alcohol - applications will also require approval of the Bar Manager.
- 4.4. The Club Administrator (or member of the Management Committee) will advise the hiring party of the outcome of the application as soon as it has been considered by the Management Committee.

- 4.4.1. In the event that the Venue Hire is not approved, the Management Committee is not required to provide reasons for rejection and no further negotiation will be entered into.

## **5. General Venue Hire Conditions**

### **5.1. Prior to event**

- 5.1.1. Hiring party is to contact with Club Administrator no later than 14 working days prior to the event to complete the following:
  - 5.1.1.1. Make payment of bond (if not already requested and paid) and venue hire fees
  - 5.1.1.2. Confirm final numbers of attendees
  - 5.1.1.3. Confirm all bar and staffing details.
- 5.1.2. Club Administrator will advise when the electronic fob can be collected from the club and the timeframe for which access will be granted.

### **5.2. During the event**

#### **5.2.1. Guest Responsibility**

- 5.2.1.1. Venue capacity is 155 persons.
- 5.2.1.2. The Hiring party is responsible for all guests at all times.
- 5.2.1.3. The Hiring Party is responsible for ensuring that the venue is left in a clean and respectable condition, and in the same condition it was found.
- 5.2.1.4. The Hiring Party is responsible for ensuring the venue is left secure at the completion of the hire.
- 5.2.1.5. SNSLSC reserves the right to refuse the service of alcohol.
- 5.2.1.6. All damages or breakages are to be reported to the bar staff, this will be recorded and reported to the Club Administrator.

#### **5.2.2. Responsible Service of Alcohol**

- 5.2.2.1. All licensed events will require an approved SNSLSC Bar Manager and approved SNSLSC bar staff.
  - 5.2.2.1.1. Staffing requirements and hourly rates will be determined by the SNSLSC Bar Manager and communicated by the Club Administrator (or member of the Management Committee) prior to the event (see Section 5.1).
  - 5.2.2.1.2. Staff costs will be calculated at the conclusion of the event and invoiced to the hiring party.
- 5.2.2.2. All bar staff have the right to refuse service of alcohol as per the SNSLSC liquor licence.
  - 5.2.2.2.1. The Hiring Party is responsible for any guests who refuse to cooperate with instructions given by the bar staff.
- 5.2.2.3. All tabs are to be settled at the end of the event.
- 5.2.2.4. Bar service will stop at least 15 mins prior to the end of licensed hours or 15 mins prior to end of the Venue Hire (whichever is earlier).
- 5.2.2.5. No alcohol is to be brought onto the premises by the Hiring Party or guests.
- 5.2.2.6. No alcohol is to be taken outside the bar area or the upper deck areas.
- 5.2.2.7. The bar operates using drink prices as set by the Management Committee in consultation with the Bar Manager. No negotiation will be entered into regarding these prices.

- 5.2.3. **Catering**
  - 5.2.3.1. SNSLSC does not take responsibility for any food safety issues or illness due to caterers' negligence.
  - 5.2.3.2. SNSLSC has limited kitchen facilities but can be used by the Hiring Party.
- 5.2.4. **Children**
  - 5.2.4.1. At any function where alcohol is served, all children under the age of 18 must be accompanied by a responsible adult at all times.
- 5.2.5. **Smoke Free Venue Hire**
  - 5.2.5.1. Smoking is not permitted in the Club Building or on Club Premises.
- 5.2.6. **Decoration**
  - 5.2.6.1. Decorating of the hall is permitted, the type of decoration intended must be clearly described in the application and be approved by the Management Committee.
  - 5.2.6.2. Under no circumstances are permanent fittings such as nails etc. to be used.
  - 5.2.6.3. Club Honour Boards, displays, photos etc. must not be interfered with in any way.
- 5.2.7. **Audio Visual Equipment**
  - 5.2.7.1. Venue hire includes access to and use of the sound system in the bar. This includes mobile / laptop connector and 1 portable wireless microphone.
  - 5.2.7.2. Other audio visual equipment may be available upon request and may attract additional costs.
- 5.2.8. **Cleaning**
  - 5.2.8.1. The Hiring Party is responsible for leaving the premises in good order and leaving the Club Building in a clean and respectable condition.
  - 5.2.8.2. All SNSLSC furniture must be returned to its original location
  - 5.2.8.3. If utilised all oven and/or kitchen utilities are to be cleaned and switched off.
  - 5.2.8.4. All lights are to be switched off upon leaving and the facility armed.
  - 5.2.8.5. In the event of furniture / decorations etc. being left on the premises or the premises not being left in a tidy state, SNSLSC reserves the right to withhold part or full bond to cover the cost of cleaning.
- 5.2.9. **Club Access**
  - 5.2.9.1. Members of the Management Committee reserve the right to attend any function to ensure the building is being used in the correct manner and the conditions of hire are being followed.
- 5.2.10. **Invoices**
  - 5.2.10.1. On the Monday immediately following the venue hire, SNSLSC will invoice the Member for the following:
    - 5.2.10.1.1. Bar Staff Fees
    - 5.2.10.1.2. Any damages or breakages
    - 5.2.10.1.3. Any additional cleaning costs as required.
  - 5.2.10.2. All invoices are to be paid in full no later than 5 days from the date of the invoice.

## 6. Cancellation Policy

6.1. Should the function be cancelled for any reason please inform SNSLSC as soon as possible by contacting [admin@swannysurfclub.org.au](mailto:admin@swannysurfclub.org.au)

**6.2. Cancellation Fees**

6.2.1. SNSLSC reserves the right to charge additional fees upon cancellation to cover prearranged staff hire, loss of income and incidentals.

6.2.2. Any charges incurred as a result of applying for an ETP will not be refunded.

6.2.3. Any special bar purchases will be charged for and will remain the property of SNSLSC.

6.2.4. Any bond and venue hire fees will be refunded within a week of being notified of the cancellation.