



## **VENUE HIRE FOR MEMBERS POLICY**

(Approved and adopted by the Management Committee 22/08/2017)

### **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.

### **2. Eligibility**

- 2.1. Member hire will only be considered by members that meet the following criteria:
  - 2.1.1. Be aged 18 years and older.
  - 2.1.2. Be a financial member of SNSLSC for the current season.
  - 2.1.3. Proficient and compliant with patrol hours for the current season
    - 2.1.3.1. Exemptions apply for:
      - 2.1.3.1.1. Life Members
      - 2.1.3.1.2. Long Service Members
      - 2.1.3.1.3. Members approved for Parental Leave by SNSLSC.

### **3. Fees and Charges**

#### **3.1. Bond**

- 3.1.1. All members are required to pay a refundable bond of \$500 to confirm venue hire.
- 3.1.2. All bond payments must be made by a valid credit card, bond payments will be held by SNSLSC for seven days and will be automatically released. This is a rule set by SNSLSC bank and can not be changed.

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

- 3.2.1. Standard event hire rates (excluding weddings and/or sit-down meal functions) are as follows:

3.2.1.1. Active Member	\$250
3.2.1.2. Long Service Member	\$250
3.2.1.3. Life Member	\$125
- 3.2.2. Weddings and Sit-Down meal functions hire venues will be determined by the executive committee at the point of application.

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

- 3.3.1. All events where the member to guest ratio is greater than 1:5 will require an application for an Extended Trading Permit (ETP) from the Department of Racing Gaming and Liquor. All members will be required to cover any application and administration fees associated with this application.

- 3.3.1.1. The associated fees and charges will be confirmed with the member prior to proceeding with the application.
- 3.3.1.2. All applications will be completed by SNSLSC.
- 3.3.2. Audio Visual equipment may be available for hire upon request. This may attract additional setup costs.

## **4. Application Process**

- 4.1. All members are to apply directly to the Club Administrator via email to [admin@swannysurfclub.org.au](mailto:admin@swannysurfclub.org.au)
- 4.2. Applications must state:
  - 4.2.1. Full name
  - 4.2.2. Date of birth
  - 4.2.3. Date/Time of hire
  - 4.2.4. Number of guests, including the number of members
  - 4.2.5. Short description of event, inc decorations, set up and pack down times.
- 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 will advise the Member 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. Member is to contact Club Bar Manager at least 14 working days prior to the event to ensure appropriate stock and staff are available.
- 5.1.2. Member is to contact Club Administrator to make the bond payment at least 3 working days prior to the event (see section 3.1).
- 5.1.3. Venue Hire fees are to be paid at least 3 working days prior to the event (see section 3.2).
- 5.1.4. Club Administrator will program Members fob to allow access to the facility at agreed time as per approved application.

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

#### **5.2.1. Member - Guest Responsibility**

- 5.2.1.1. Venue capacity is 155 persons.
- 5.2.1.2. The Member is responsible for all guests at all times.
- 5.2.1.3. SNSLSC reserves the right to refuse the service of alcohol.
- 5.2.1.4. 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 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 member.
- 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 member 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 member 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 Member 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.
- 5.2.4. **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.
  - 5.2.6.4.
- 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 member 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 rubbish is to be removed (including emptying bins) from the Club Building and placed in the council collection bins situated near the southern entrance to the Club Building.

- 5.2.8.3. All SNSLSC furniture must be returned to its original location
- 5.2.8.4. If utilised all oven and/or kitchen utilities are to be cleaned and switched off.
- 5.2.8.5. All lights are to be switched off upon leaving and the facility armed.
- 5.2.8.6. 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.