



PAMBULA SURF LIFE SAVING CLUB

PO Box 32 | PAMBULA | NSW | 2549

www.pambulasurf.org.au

Pambula SLSC Conditions of Hire

Hirers are required to enter into an agreement with Pambula SLSC, binding themselves to the following conditions. Hirers are advised to carefully read these conditions before signing a provided Agreement of Hire.

Pambula SLSC reserves the right to reject any hire application without providing a reason.

1. Payment of Deposit

- To confirm a booking, a deposit must be paid within a fortnight of booking confirmation.
- The hire balance must be settled at least 21 days before the function date.

2. Bond

- A bond of \$500 must be lodged with the club at least 14 days before the hire date.
- The full bond amount, less any damages, will be refunded within 14 days of the function, provided all conditions in the Conditions of Hire are met.
- In the case of excessive damage or cleaning costs exceeding the initial bond, the hirer will be notified of excess fees.

3. Function Cancellation

- All cancellations must be in writing.
- Cancellations received 21 days prior to the function will receive a refund of deposit, less a \$20 administration fee.
- Where cancellation occurs less than 21 days prior to the function, the deposit will be forfeited; all other monies will be refunded.
- In the event of function date restrictions due to government policy changes (e.g., Pandemic), the function may be rescheduled to a mutually suitable future date within 12 months of the originally booked date.

4. Smoking

- The Club is a non-smoking venue for all interior and adjoining areas, including balconies.
- The hirer is responsible for ensuring all attendees, including staff and musicians, adhere to this rule.

- Non-compliance may result in forfeiture of the entire bond.

5. Restricted Functions

- The building shall not be hired for any illegal purposes.
- The building shall not be hired for any private function advertised publicly on the internet or social media.
- The building shall not be hired for the purpose of raising money by outside organisations without Club Executive Committee approval.

6. Number of Guests

- The maximum venue capacity, including all staff, is 120 persons.

7. Duration of Functions

- All functions must have set start and finish times, as stated in the Agreement of Hire form.
- No function shall run past 11.30pm; attendees must vacate the premises by 11.30pm.
- Last drinks will be served, with the bar closing 30 minutes before the agreed finish time.
- Music must cease by 11:00pm to abide by sound limit regulations; hirers are responsible for event security services.
- Hirers and guests are expected to respect neighbours and leave the premises quietly and orderly.

8. Cleaning and Decoration

- The clubhouse must be left in the same condition as found; failure to do so may result in loss of bond.
- The cost of setting up the function room is the hirer's responsibility.
- The cost of cleaning the premises after the function outlined in the Hire Fees document.
- The hirer must ensure everything brought onto the premises is removed within the allocated hours.
- The club is not responsible for private property left on the premises.
- No naked flames (excluding birthday cake candles) are allowed; use battery-operated candles only.
- No use of drawing pins, sticky tape, nails, or adhesive material on walls.
- Decorations may be hung as advised by the Booking Officer.
- Confetti, rice, polystyrene, decorative stones, etc., are not permitted.
- Bands/DJs must not use tape on the wooden floor.
- The kitchen is for food preparation only and must be left clean.
- Hirers must clean any spills during the function.
- Garbage (excluding bottles) must be taken off the premises and remains the hirer's responsibility.

9. Security

- Hirers are responsible for their guests' behaviour and must ensure only invited guests attend.

10. Club Bar and Serving of Alcohol at Private Functions

- The Club's Licensee is responsible for ensuring all laws related to alcohol service are adhered to.
- Only appropriately trained club personnel operate the bar facilities; penalties apply for serving or drinking alcohol before staff arrive.
- Two bar persons, charged out at \$25 per hour, are required for all functions; additional staff for larger functions should be discussed with the Licensee.
- Alcohol may only be consumed within the function room or on adjoining decks.
- BYO alcohol and soft drinks are not allowed; specific requests can be discussed with the Licensee.
- Club bar staff have the right to refuse service under Responsible Service of Alcohol laws.

11. Hiring of Equipment

- Delivery and removal of hired equipment are the hirer's responsibility.

12. Members Discount

- Membership benefits require approval and are for members with financial status for over 24 months and active club involvement.
- Active members, Life Members and Committee members receive 25% off advertised prices.
- Associate members receive 15% off advertised prices; members must adhere to the Terms and Conditions.

Important Notes:

- Club Function Room and Bar Services are unavailable for private/exclusive bookings on Friday nights and Sunday afternoons in December and January, as these are open for public trading.
- Once confirmed, an event can only be displaced by urgent Life Saving events by negotiation.
- Businesses and community groups using the venue need to provide their public liability insurance.