



PM SLSC Agreement for Use of Hall

Thank you for hiring the Port Macquarie Surf Club Hall.

All money goes into equipment and running of the surf club.

The Port Macquarie Surf Life Saving Club is a volunteer organisation providing volunteer surf life saving activities for the Port Macquarie community. The Club is responsible for the maintenance of the hall and relies predominantly on donated funds. Please ensure that you and your guests respect the property and the facilities when using the hall.

Please sign **2 copies** of this Agreement. Please retain a copy for yourself and provide a copy to the Port Macquarie Surf Life Saving Club.

Hall Hire Costs

Function (eg. Weddings, Birthday Parties, Conferences)	General Public/Businesses /Associations/Groups*	\$440.00 plus cleaning cost \$50.00
	Financial PMSLSC members	\$150 plus cleaning cost \$50.00
	BOND	\$500
Regular Use of Hall (eg. Meetings/Sport/Exercise Program)	General Public/Businesses/ Associations/Groups/ Financial PMSLSC members	\$30 per hour

*Note: General Public/Businesses includes Family and friends of Financial PMSLSC members and businesses owned by financial PMSLSC members.

Conditions of Hall Hire

Bookings for a function

- 1) All bookings are subject to the General Conditions of Hire (see below).
- 2) A 50% deposit is required at time of booking the hall for a function. The balance of the fee is due no later than the booked date (prior to the function starting). The Bond is payable no later than the booked date of the function (prior to the function starting).
- 3) Deposit money will not be refunded if booking cancelled within 30 days of the booked date of a function. The Port Macquarie Surf Life Saving Club Incorporated Management Committee can consider refunding deposit monies if cancelled within the 30 day period if there are extreme and unforeseen circumstances on a case-by-case basis.
- 4) Functions must finish by Midnight and the building clear of all persons and property by Midnight.
- 5) The bond is payable to Port Macquarie Surf Life Saving Club Incorporated prior to Hire, and refunded after verification that the Hall and the surroundings are left in the same order and level of cleanliness prior to hire. The bond will only be returned to the same person that provided it (or forwarded to another person on instruction from the person that provided the bond).



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PMSLSC Inc will retain part and/or all of the Bond for the following items:

- > Chairs not packed away \$50.00
- > Tables not packed away \$50.00
- > Rubbish not in the garbage bins \$50.00
- > Any damage to the HALL or damage to appliances and/or equipment /fixtures/memorabilia in the hall at the time of hire (as per quote)
- > Excessive cleaning requirement (more than 2hours). Additional \$25.00 per hour.
- > Decorations not taken down and/or removed \$25.00

Regular Bookings

- 6) All bookings are subject to the General Conditions of Hire (see below)
- 7) A key to the Hall will be provided to you. Please ensure that the key is safe and not used for any other purpose than providing access to the hall at the designated booking time (unless you have permission from the caretaker or the Surf Club Management Committee to access the building at another time).
- 8) If there is any unauthorised access, inappropriate use of the building and/or facilities or unauthorised use of the facilities, the Port Macquarie Surf Club Management Committee has the right to cancel your booking and have the key returned.
- 9) Payment must be provided no later than the day of booking.

General Conditions of Hire

Applicable to all persons/businesses/groups hiring the Hall for any reason

- 10) Acceptance of a booking is at the discretion of Port Macquarie Surf Life Saving Club Management Committee.
- 11) All hall hire fees include power, water and kitchen use.
- 12) No nails, staples, paint, tape, screws or glue are to be used to hang decorations without prior permission of the Port Macquarie Surf Club (please liaise with the Caretaker).
- 13) Please be aware there is a number of Surf Club photos/memorabilia affixed to the walls. Please ensure that your guests respect the property and do not damage these items. You will be responsible for any damage and/or replacement cost for these items.
- 14) Seats, tables and other hall fixtures must be returned to their original position before leaving the premises unless otherwise arranged with the caretaker to complete this the morning following your function.
- 15) Please be aware that the fire extinguishers cannot be fixed to the wall, and so are easily stolen or misused. You are responsible for them, and will be charged for the costs of refilling or replacing them if necessary.
- 16) No alcohol is to be sold on the Clubhouse Premises unless a licence/permit has been obtained and all conditions of the licence must be complied with.
- 17) There is NO-SMOKING within 10metres of the Building. This means that there is strictly no smoking permitted on the balcony or at the side entrances to the hall.
- 18) The Public Liability of events is the Hirer's responsibility.
- 19) There is a maximum limit of 150 guests permitted at any function/regular meeting.
- 20) No flammable gas/liquid/s is permitted in the hall.
- 21) All rubbish to be put in the garbage bins that are provide outside.



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I declare that I accept and will abide by all the conditions in the Port Macquarie Surf Club Use of Hall Agreement.

Signature of applicant		Date	
Name		Driver's Licence	
Address			

Bond Return \$500.00			
Name		Driver's Licence	
Address			
Approval of Bond Return	Yes	No	Partial Amount \$
Caretaker Signature:			
Committee Member Signature:			

Caretakers Use		Date Paid	Amount Paid
Hall Hire Date			
Deposit Paid			
Balance Paid			
Bond Paid			