**Hat Head Surf Life Club Inc.**

**PO Box 9 Hat Head 2440**

**HALL HIRE AGREEMENT**

The Hat Head Surf Life Saving Club is a volunteer organisation providing volunteer surf life-saving activities for Hat Head & the wider community. The Club is responsible for the maintenance of the building, equipment and vehicles, and rely predominately on donated funds. *Please ensure that you & your guests respect the property and the facilities when using the hall.*

Please sign **2 copies** of the Agreement. Please retain a copy for yourself and provide a copy to the Hat Head SLSC.

**HALL HIRE**

Hall hire is available for the general public, businesses, associations, groups and schools for casual, regular or overnight hire. ***HHSLSC does NOT allow hall hire for 21st or 18th birthday parties.***

**COSTS**

(all prices are GST inclusive)

|  |  |  |  |
| --- | --- | --- | --- |
| Full day  | $375.00 | Hourly hire max 4 hrs | $20.00 p/hr |
| Weekend- Fri/Sat/Sun | $750.00 | Overnight stay school/sports team/groups- per head | $7.50 child$10.00adult |
| Patrolling HHSLSC members | half price | **BOND** | $750 |

**General Hall Hire Conditions**

1. A key to the hall will be provided to you for an inspection or event. 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 Surf Club representative). Unauthorised access or inappropriate use of the building may result in the Hat Head SLSC Committee cancelling your booking. All monies paid are forfeited. Lost key or failure to return hall hire key, will result in the surf club hall having locked changed at your expense.

2. Acceptance of a booking is at the discretion of the Hat Head SLSC Committee.

3. All Hall hire fees include power, water & kitchen use

4. Hire includes 3 toilets (disabled toilet inside the hall, 1 male and 1 female external toilet Myrtle St)

5. No nails, staples, paint, screws or glue are to be used to hang decorations without prior permission.

6. 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 costs for these items.

7. Seats, tables and other all fixtures must be returned to their original position before leaving the premises unless otherwise arranged.

8. Fire extinguishers cannot be fixed to the wall, and can be easily stolen or misused. If this occurs during your hall hire period, you will be charged for the costs of refilling or replacing them.

9. Alcohol is NOT to be sold. Any alcohol served at your function is to be served by a person who holds a current RSA. A copy of the RSA certification is to be provided to HHSLSC with a signed Hall Hire Agreement

10. HHSLSC is a smoke-free facility. There is to be no smoking within 5 metres of the building including the veranda, stairs or ramp entrance to the hall.

11. The Public Liability of events is the Hirer’s responsibility. A copy of the policy is to be attached to the hall hire agreement.

12. There is a maximum limit of 120 at a sit-down function/regular meeting

13. No flammable gas/liquid is permitted in the hall.

14. All rubbish is to be put in the garbage bins provided outside. **Any excess is your responsibility to remove.**

**Equipment for use inside the Hall included in Hire:-**

20 rectangle tables (sit 6 at each) – **not to be taken outside**

120 black matching chairs – **not to be taken outside**

Assorted wine/champagne & scotch glasses plus matching jugs

Older chairs & tables are also available for use

BBQ on request

Use of Media equipment on request

Urn on request

**Bookings for a function**

All bookings are subject to the General Conditions of Hire (see below)

1. A 50% deposit of hire cost is required at the time of booking the hall via direct deposit. Your last name and function date are to be used as the reference.

Hat Head SLSC BSB 062560 Account 00920461.

2. An invoice will be provided on payment of deposit with the balance of hire cost plus BOND. This is due no later than 2 weeks prior to function.

\*Please note that the deposit will not be refunded if a booking is cancelled within 30 days of the intended date. The Hat Head SLSC committee may consider exemptions on a case-by-case basis.

3. Be respectful of our neighbours and conclude **your functions at a reasonable hour**. Any **noise complaints are your responsibility**. If HHSLSC committee receive a phone call pertaining to noise from a function, the committee will request the police be called.

4**.** No guests are to remain/sleep in clubhouse or grounds.

5. All Hat Head SLSC furniture is to stay within the hall and upper verandah. Outdoor furniture is NOT provided.

6. The bond for hire is 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 who provided it (or forwarded to another person on instruction from the person who provided the bond).

*HHSLSC Inc will retain all or part of the bond for the following items: -*

|  |  |  |  |
| --- | --- | --- | --- |
| Chairs/tables not packed away/clean | $50.00 | Extra cleaning required | $25.00 per hr |
| Rubbish not removed | $50.00 | Decorations not removed | $25.00 |
| Damage to hall, appliances, hall contents  | As per quote to repair/replace |

**HAT HEAD SLSC AGREEMENT FOR USE OF HALL**

I declare that I accept and will abide by all the conditions in the Hat Head SLSC Hall Agreement. I have attached a copy of the following documents:

* Public liability
* RSA certification

Signature of Applicant.....................................................................

Name of Applicant...........................................................................

Address:-..........................................................................................

Drivers Licence:-...............................................................................

Date:- .............................................

Driver’s Licence:-.......................................

**Bond Return $750**

Date:- ................................................................................................

Approval of Bond Return:- YES NO Partial Amount $

Caretakers Name & Signature:-.......................................................................

Committee Member:- .......................................................................................

Date:-

**Caretakers Use Date Paid........ Amount Paid...........**

**Hall Hire Date**

**Deposit Paid**

**Balance Paid**

**Bond Paid**

**Bond Refund**