

# Warriewood SLSC

## Members Hall Hiring Policy March 2006

The following policy is a guide to ensure all members have access to this facility at a time most commonly needed. Also this is balanced with the financial opportunities hiring provides to the club.

The club will make the member's hall available for business functions as well as private functions as required subject to the following:

The only restrictions for the Members Hall hiring are:

1. No hires anytime on Sundays - reserved for all members for use any time. You may book the area with the understanding that you may share it with others.
2. Saturdays - no hire during the day (for use by members) - available for hire after 17:00 (5:00pm). Members who use the hall prior to a hire must assure the area is clean and tidy.
3. Weekend hall hiring - Consideration/priority must be given to wedding bookings for a number of reasons (parking, noise, the number of people using facilities, cooking smells, etc) as they constitute the majority of bookings (thus revenue).
4. Only members can hire the Member's Hall. Members must be present.
5. A fee of **\$150.00** will apply for large evening functions to assist in cleaning and maintenance (toilets, electricity, wear and tear, etc). If using the Deck Area only, for a small BBQ prior to 5.00pm, a Donation is required.
6. The bar should not be used without formal supervision and that will mean additional costs for the hirer (wages for bar person who must hold their RSA).
7. Confirmation will be given **ONLY** on the receipt of the booking fee.
8. First to book will have priority.
9. Surf Club business takes priority but must be pre-booked.
10. If the hall is booked this will give exclusive rights to that person (only if the fee paid).
11. How does a member know the area is booked? They must book/check through the normal hall hire process.
12. **Weddings (Members Only)** - large weddings can book both halls on Friday and Saturday nights except when SIPPERS or other Club functions have been booked. The cost of this is the cost of the Main Hall hire rates for members plus Members fee of \$150.00 for the Member's Area.  
**Business Functions:** During the week business functions can use either area or both depending on requirements.
13. **Cleaning up** - normal conditions apply - the hall must be left in the condition in which it was found (i.e. Clean, furniture packed up, Bar Tables and stools placed ready for next function - not stacked to the side carpet vacuumed, bathrooms cleaned, rubbish out, etc.) or a cleaning fee will be charged.
14. Members are at all times **responsible** for their guests and held **accountable** for any damage that may be done to property of the club.

This policy is new and will take time to finalise and bed down. We should be flexible enough to take unusual circumstances in to consideration when booking.