

TERMS & CONDITIONS OF HALL HIRE

21st Birthdays

Fees

- \$650.00** Hall Hire
- \$200.00** Deposit required at time of booking and is non-refundable should the function be cancelled and an alternate date not booked – remainder of the hall hire should be paid two weeks prior to function
- \$1000.00** Security bond is payable (cash, credit card, bank chq or money order – no personal or business cheques) on the Thursday before the function.
Security guards: a minimum of 2 guards for 4 hours or the duration of the party whichever is the longer.
Should guest numbers swell beyond those estimated additional guards will be required. This meets with Occupational Health & Safety and Insurance requirements providing a safer environment for your guests and surf club facilities.
The office can organise your security guards through AFN Security. Please advise us if you would like us to do this for you. Alternatively an invoice from your security guard company will need to be presented.

Access

Access will be available to the Hirer from 10am on the day of the function (unless otherwise arranged with Vickie and must be vacated at 1am. Please consider the Clubhouse neighbours and leave quickly and quietly.

Music

Due to noise restrictions in the area, music must cease at midnight on Friday and Saturday evenings and 10pm all other days.

Alcohol

Alcohol is to be consumed in the Hall area only, no drinking outside the building except on the verandah. Alcohol **must not** be sold in the Club or hall area except with a current licence. Alcohol **must not** be served or supplied to persons under the age of 18 years of age.

Cleaning

Before vacating the premises at 1am, the following must be completed.

Hall Area

- Tables to be stacked in cupboard
- Chairs to be stacked no more than 5 high
- Floors swept and mopped
- Windows, walls and ceiling free of decorations
- Carpet vacuumed

Kitchen

- Rubbish removed
- Floors swept and mopped
- Benches wiped
- Microwave wiped out
- Oven and stove wiped over
- Refrigerator empty and wiped out

Toilets

- Rubbish, toilet paper or other on floors and benches removed

Rubbish

- No rubbish is to be left inside the hall. Wheelie Bins provided at bottom of stairs

Non-Compliance

Security Bond will not be refunded if:

- Seal broken on fire fighting equipment (per seal) \$150.00
- Consuming alcohol outside the licensed area (Main Hall Only) \$200.00
- Hall not vacated by 1am or music not stopped by midnight \$200.00
- Damage to the floors (scratches, excessive food or beverage spillage) \$150.00
- Carpet needs to be spot cleaned due to any spillage \$TBA
- Damage to tables (especially bent legs) \$100.00
- Damage to the premises (inside or out) Cost of repairer
- Hall left in an unacceptable conditions Club's discretion

I have read and understood my duties and responsibilities (as stated above) as hirer of the hall. I am aware that this agreement does not give me exclusive use of the whole clubhouse and surrounds and there may be a separate function in the club member's area at the same time. Please have this form returned to P.O. Box 100, Narrabeen with Hall Hire Security Deposit and remainder of Hall Hire costs one week prior to booking.

NAME: _____ SIGNED: _____ DATE: _____