

# Oceans Function Centre Mollymook Surf Lifesaving Club

## Application for Hall Hire

I/we the undersigned do hereby make application for the hire of the above facility and agree to abide by the rules and conditions of hire and to the fees of hire.

**Name of Applicant:** .....

**Address:** .....

**Function:** ..... **Organisation:** .....

**Phone Number: (H)** ..... **(W)** .....

**Date of function:** ..... **Time required:**.....

### Notes re application:

- 1 This form must be completed by all applicants (apart from regular users) for facility hire. A deposit as set out by the Management Committee must be lodged for all applications for which fees are in excess of the minimum deposit. For all applications for which fees are less than the minimum deposit the fee must be paid on application.
- 2 Payment for a refundable "Security Bond" is required with all applications. The "Security Bond" is to cover damage to the hall and/or excessive cleaning requirements. The bond will be refunded at the end of the month following the booking, less any claims made against the bond. Any such claim against the bond will be detailed in writing.
- 3 Please ensure that you read the "Rules and Conditions of Hire" before signing this document.

**Fee for hire of function room: (Incl GST)** .....

**Number of guests - \$1.00 per head – full use of kitchen: (Incl GST)** .....

**Security Bond:** ..... **(Refundable)**

**Deposit Paid:** ..... **Date:** ..... **Rec No:** .....

**Security Bond Paid:** ..... **Date:** ..... **Rec No:** .....

**Balance Paid:** ..... **Date:** ..... **Rec No:** .....

**Security Bond Refunded:** ..... **Date:** .....

Please sign as acceptance of the  
"Rules and Conditions of Hire"  
and the Fee and Security Structure: ..... **Date:** .....

## Rules and Conditions of Hire

The following are the conditions of hire and rules for the care, control and management of Mollymook Surf Life Saving Club:

1. Applications for the hire of the facility shall be made through the Function Room Booking Officer, on an agreement form, and shall be accompanied by the prescribed deposit. The deposit shall be forfeited (subject to prior arrangement with the Management Committee) if the booking is not taken up or cancelled at any time.
2. Persons hiring or using the facility on any occasion are responsible for leaving it in a clean and tidy condition and are required to return tables, chairs and other equipment to their appropriate position after use.
3. The Management Committee have the authority to approve all applications for hiring made in accordance with the rules.
4. The hirer shall be responsible for the conduct of the function/activity and shall be responsible for the payment of any damage sustained to or loss of property and/or furniture, fittings and equipment during the period of hire.
5. Smoking is prohibited within the confines of the Club.
6. Consumption of alcoholic liquor in the facility, and the taking of liquor onto the premises shall be in accordance with the conditions of the Liquor Licence held by the Social Secretary and/or in accordance with the compliance with the relevant state regulations.
7. Decorations shall be permitted (subject to the Booking Officers approval) provided that they shall not be fixed to the walls or floor of the Club by nail, screw, hooks etc. If any flammable material is used in the decorations it shall be first treated with a fire retardant solution to the satisfaction of the committee.
8. Decorations must be removed before 7am on the day following the function or as directed by the Committee.
9. Clear access of not less than 1.1m must be maintained at all exit doors.
10. When the facility is booked for theatrical purposes, the date of booking shall commence from the time the scenery or other equipment is brought into the Club and continue until the scenery or equipment is removed.
11. The Club, when hired for dances, socials, parties, weddings etc on Sundays, must be vacated by midnight.
12. Interference with the electrical wiring, switchboard or sound equipment or any alteration to the Clubs property whatsoever without written approval shall result in the forfeiture of the deposit and the hirer shall be liable to prosecution.
13. All scenery and stage props must be made outside outside the facility and must be rendered fireproof as directed by the Management Committee.
14. Crockery and cutlery shall be checked prior to and after each function, and any shortages are to be paid for or replaced by articles of similar quality by the hirer.
15. The kitchen shall be left in a clean condition and all food stuffs and food refuse placed in garbage bins provided.
16. Crockery, cutlery, tables, chairs and any other equipment shall not be removed from the facility without the consent of the Booking Officer.
17. Any particular requirements should be discussed with the Booking Officer when hiring the facility, especially seating and public address systems.
18. Councils Insurance Policies will only provide protection insurance for insurance claims where it is established that Council was negligent.
19. The Club will not be made available for 18<sup>th</sup> and 21<sup>st</sup> Birthday Party celebrations and the like.