

FUNCTION INFORMATION



IMAGINE YOUR NEXT FUNCTION HERE...



SORRENTO
SURF LIFE SAVING CLUB



Welcome

Thank you for considering Sorrento Surf Life Saving Club for your next function, and we look forward to working with you to make it a success.

We welcome a wide variety of functions including:

- Weddings and Engagements
- Birthday celebrations (excluding 18th's and 21st's)
- Corporate Seminars and Strategy / Planning Days
- Team Building Days
- Fitness Classes
- Product Launches
- Corporate Training
- Art Exhibitions

Facilities

Main Hall

Our main function room, a large open space which allows the flexibility for various configurations. The main hall also has direct access to the bar and adjoining commercial kitchen.

Capacity: 200 cocktail style or 150 seated for dinner

Alfresco Seaside Courtyard

A newly renovated courtyard overlooking the Indian Ocean. Perfect for Summer sundowners and smaller wedding celebrations. Built in barbeque and access to the bar.

Capacity: Up to 100 cocktail style (incl. courtyard)

Training Room

Purpose Built training room with digital overhead and whiteboard. Ideal for theory or practical training sessions, or small meetings.

Capacity: 15 Lecture style

Hire Fees

The following hiring fees apply. The full hire fee is due one week prior to the event, otherwise the booking automatically lapses with no refund of the deposit. If you require a regular booking please contact the Bar Manager who can discuss your requirements with you.

Main Hall

Full Day	Mon - Fri (0800-1700)	\$400
Half Day	Mon - Fri (0800-1200 or 1200-1700)	\$200
<i>Additional Hours</i>		<i>\$60 per hour</i>
Weekend	Fri & Sat (1900-midnight)	\$850
	Sunday (1500-2200)	\$850

Mon - Thurs evening rates negotiable: please contact the Bar Manager

Alfresco Courtyard

Day	Mon - Thurs (0900--1630)	\$350
Nights	Mon, Tues, Thurs (1700--Midnight)	\$350
	Fri (1900--Midnight)	\$850
	Sundays (1700-2200)	\$850
	Saturdays (1700-midnight)	\$850

***Note that during summer the Club may not be available on some Friday nights and is generally not available Sundays due to Club operations; please call to confirm availability with the Bar Manager.**

Regular classes

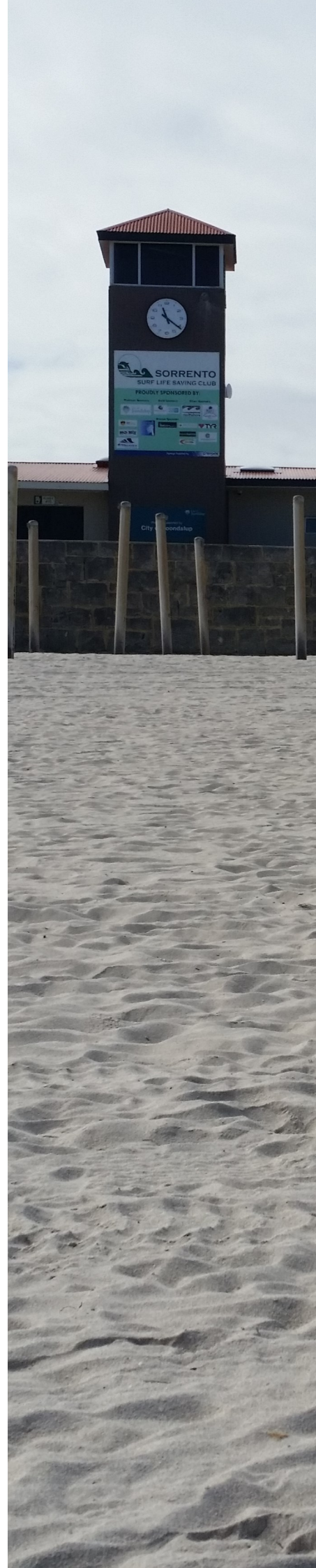
Weekdays	\$50 per hour
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Weddings

Hall hire	\$1,000
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Additional costs

Kitchen hire (for re-heating food etc)	\$100
Cutlery/Crockery/Linen hire	\$100
Set up assistance (1 staff member)	\$50 per hour
Black chair covers & white sash	\$1 per chair





Hire Fee Inclusions

- Use of premises
- Use of tables and chairs (NB: Linen can be hired)
- Bar tables and bar stools
- Glassware
- Use of BBQs if hiring alfresco area or full hall or whole club
- Lectern
- Microphone and speaker system
- 2 bar staff for up to 100 guests, 3 bar staff for 100-200 guests.

Availability of AV equipment should be checked at the time of booking.

Availability

It must be understood that Sorrento SLSC is a functioning surf club and events for Club Members will take priority.

Sorrento SLSC is not available for hire on Sunday mornings or Wednesday and Friday evenings.

If you book only one area of the Club then it must be assumed that other activities may be taking place in other areas of the premises. Whilst we seek to minimise interruption to all hirers, hiring only one area of the Club does not grant you exclusive use to the remainder.

When hiring only one part of the club we are unable to guarantee that noise from other activities will not occur.

Bookings

Bookings must be made using the approved booking form, accompanied by a 25% deposit (50% for weddings and engagements). The hirer's signature on the booking form confirms that the hirer has read this Information pack and accepts the conditions of hire.

Bookings made without a deposit are held for 24 hours after which the booking automatically lapses.

Bookings are accepted within the following time-frames:

Weddings: No more than 18 months in advance;

Engagements: No more than 6 months in advance;

Other Functions: No more than 4 months in advance.

Repeat bookings, for example weekly exercise classes, will be taken for a maximum of 3 months and have to be renewed prior to the conclusion of that time.

Members or Community Groups wishing to hire club facilities for sponsorship events, funerals or other events should contact the Bar Manager to discuss your specific needs and what, if any, costs will be associated with hire.

Cancellation Fees

Cancellations must be received in writing.

Sorrento SLSC reserves the right to cancel a confirmed hire due to any unforeseen circumstances that may render the premises unsuitable (e.g. fire or power outage, emergencies etc). In the event of a cancellation made for this reason the hirer will receive 100% refund for all monies paid at the date of cancellation, however the Club will not be liable for any further compensation.

The following cancellation fees apply should the hirer cancel their event:

Time	Cancellation Fee
2 - 3 months	25% (75% Refund)
1 - 2 months	50% (50% Refund)
Less than one month	100% (0% Refund)

Bond

A bond of **\$500** will be applicable to all bookings and is held against the following:

- Damage to the building or equipment.
- Cancellation of event due to Police or community complaints which result in Police action.
- Community complaints.
- Breach of conditions of hire.

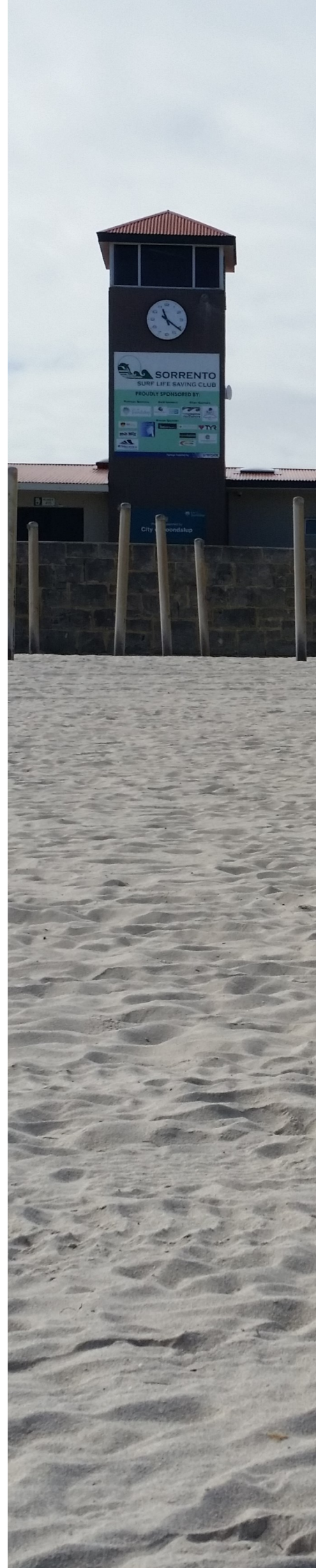
The Hirer will be liable for costs for damage etc in excess of the bond deposited. The bond can only be refunded to the person whose name the receipt was made out to. Breaching of the conditions of hire may incur a loss of bond.

Hall hire bond will be forfeited in the event of any community complaints being received, or in the respect of anti-social behaviour/activity attributed to patrons of the function conducted at the premises.

The following bonds are payable to the Club **at least one week before the event**. Credit cards must be used.

The bond will be retained **for 7 days** after the function and an assessment made. Top reasons for losing bond:

- Kitchen &/or BBQ not cleaned (e.g. dishwasher left full or dirty, floor not mopped, oven/ stove left with food scraps not removed) when hirer agrees to clean premises themselves.
- Candle wax on floor/walls/carpet or gum.
- Damage caused by decorations (e.g. sticky tape on windows)
- Damage to floor caused by equipment or by dragging heavy objects.
- Functions starting sooner than the booked time.
- Failure to vacate the premises at the end of the function
- Failure to adhere to the Club's policies (e.g. non-smoking)





Access

Access to the Club for set up is generally available by negotiation. Please speak with the Bar Manager when making your booking.

Car Parking

Car parking is available in the Council car parks situated to the south of the Club. No parking is available in operational areas or in the reserved Club Official area. **Members and guests must depart the premises no later than 30 minutes after the agreed function end time.**

It is essential that operational areas be kept clear to allow access for emergency vehicles.

Delivery drivers and staging may drop off in the operations area directly south of the club premises, however must not park there.

Set up and Pack down

The hire fee does not include assistance with set up and pack down for your event. Should you require assistance, we can provide a staff member at a rate of \$50 per hour.

Any personal equipment (AV, tables etc) must be left neatly stacked at the end of the function and removed **no later than 10am** the following day. Sorrento SLSC takes no responsibility for goods left on premises.

Security

The Club will mandate security staff for some events. This will be at the hirers cost and registered security companies must be used.

Kitchen & Crockery Use

Should you wish to use the Club kitchen (for re-heating purposes only) a fee of **\$100** will apply to cover utilities. This also applies should your preferred caterer wish to use the kitchen for reheating purposes.

It is the responsibility of the hirer to ensure kitchen is clean at the end of the function.

Should you or your caterer wish to use the Club's crockery, linen or cutlery, a fee of **\$100** is applicable.

Cleaning

The Hirer is responsible for:

- Wiping and stacking the tables & chairs and returning to the designated storage areas.
- Removal of all unused food and empty beverage bottles/cans from the premises.
- Ensuring that all windows and doors are closed and locked.
- Turning off all lights, fans and heaters.
- Removing all decorations (including materials used to support, hang, or affix the decorations) from the building.
- Removing all rubbish from the kitchen and hall. The rubbish must be placed in the large bins outside.
- Mop and clean kitchen floors (floors must **not** be left dirty and sticky)
- Leaving the entire building in a clean and tidy condition.

Routine General clean by our cleaners includes the following and **will be charged (\$80)** unless hirer agrees to carry out

- Sweep and Mop all Function room floors
- Clean toilet and toilet floors
- Vacuum of all carpet areas
- Wipe down (1hr approx.)

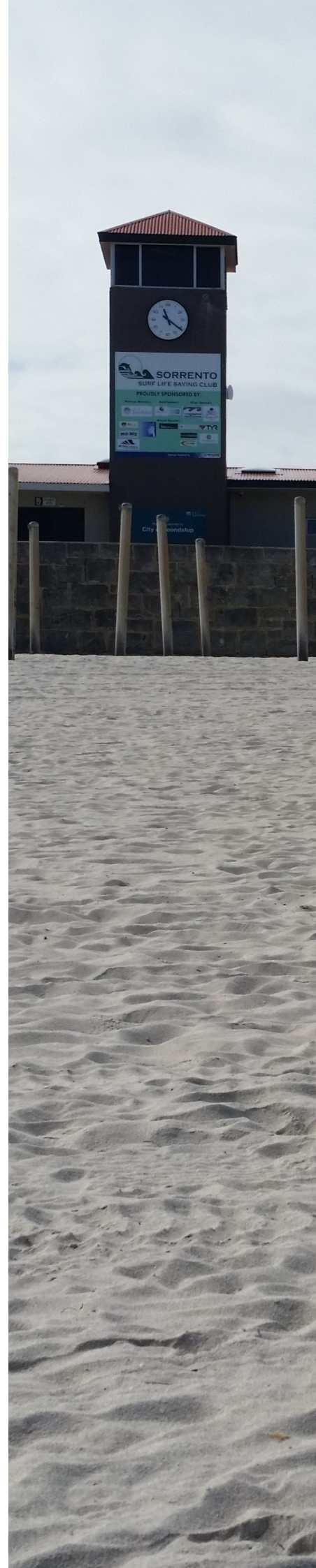
If there is significant rubbish, food, toilets very dirty etc, a deep clean will be carried out and the hirer will be charged at a rate of **\$160**.

Further Kitchen or BBQ Clean (additional to above) **\$80 per hour**.

Cleaning to be completed no later than 10am the day following the function on weekdays or 9am on weekends (to accommodate Club activities).

Catering

You are free to self-cater, or Catering can be arranged by the hirer with your preferred catering company. Your caterer will have access to our kitchen for reheating and plating purposes only. No cooking is permitted in the Club kitchen. The Club is often able to supply staff members as 'waiters' if required. A Kitchen Fee of **\$100** will be charged for kitchen use.



Liquor License

The Club maintains a liquor licence, and hirers are **not permitted under any circumstances** to bring alcohol or non-alcoholic beverages into, or to remove alcohol from the club. The Licensee is Sorrento SLSC.

No consumption of alcohol is permitted outside of the Hall, courtyard balcony boundaries.

On acceptance of these conditions for hire, the person who's signature appears below will become a member of Sorrento SLSC for the duration of the hire contract and will be responsible to ensure adherence to the Liquor Control Act.

Responsible Service of Alcohol

Sorrento SLSC maintains a strict responsible service of alcohol approach. This venue is licensed, therefore:

- No alcohol may be brought onto or taken off the premises.
- No persons under the age of 18 are permitted to consume alcohol on the premises.
- Anyone who appears to be intoxicated will be refused service.
- Anyone acting in an offensive or lewd manner will be ordered off the premises.
- Unruly or offensive behaviour by a group will result in the function being stopped, with no refund payable. In this circumstance the bond may also be forfeited.
- All laws relating to the "Liquor Act" must be adhered to.

No Smoking

The **interior** and **exterior** of Sorrento SLSC is a no-smoking area. Guests are only permitted to smoke outside the walled area of the Club.

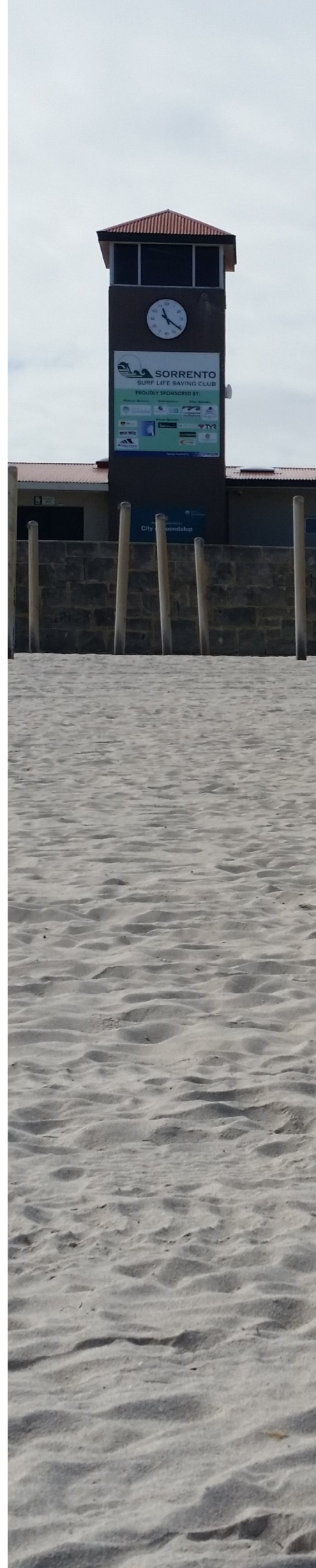
Personal Items Left on Premises

Any personal items left at the Club for collection after the function has finished must be clean. Collection must be completed prior to 10am the following morning. The Club cannot be held responsible for loss or damage of these items.

Insurance

Sorrento SLSC maintains comprehensive public liability insurance.

The hirer is responsible for organising their own Personal Accident Insurance, Loss Insurance, Event Insurance and other relevant insurance they feel is required.





Parties to the Contract

This information pack forms the contract and conditions of hire. The contract is between Sorrento SLSC and the named hirer. Applicable laws are those, which apply in the State of Western Australia.

Subject to legal responsibilities, the Club forms no contractual relationship with any third parties the hirer chooses to use, or guests they bring on to Club premises.

Disputes

Complaints will only be addressed and investigated if from the named hirer. Any complaints or disputes about hiring must be addressed in writing to:

Club Services & Administration

Sorrento SLSC

West Coast Drive

Sorrento

Email: admin@sorrentoslsc.org.au

Should the dispute be unable to be resolved between Sorrento SLSC and named hirer, the hirer agrees that an approved Supreme Court Mediator as registered with the WA Dispute Resolution Association will be used to mediate an outcome.

Resources

The following resources are available within the Club:

Equipment	No. Available
Trestle Tables	15
1.8m round dining tables	10
Outdoor Tables	13
Plastic Dining Chairs	80
Bar Tables (High Tables)	6
Bar Stools	40
BBQs	1
Lectern	1
Digital Overhead	1
Whiteboard	1
Flipchart easel	n/a
Microphone	1
DVD/CD Player	1
Flat Screen TVs	3
Projector Screen	1
Speakers	Numerous - Fixed

ACCEPTANCE OF TERMS AND CONDITIONS

I accept the conditions of contract as detailed within this document.

Name _____

Address _____

Email Address _____

Phone Number _____

Signed _____ Dated _____

Date of Function _____

Time of Function _____

Type of Function _____

Venue to be hired Main Hall Courtyard Training Room

Number of guests _____

External Suppliers Yes - List to be provided No

Type of decorations intended _____

Any additional requirements _____

Non-refundable deposit due at the time of booking and total balance is due 21 days before function. Bond payments due prior to collection of keys.

Office use only:

Signature of person taking the booking _____

Position held _____

Key arrangement _____

Hall hire type & amount _____ Payable _____

Deposit _____ Payable _____

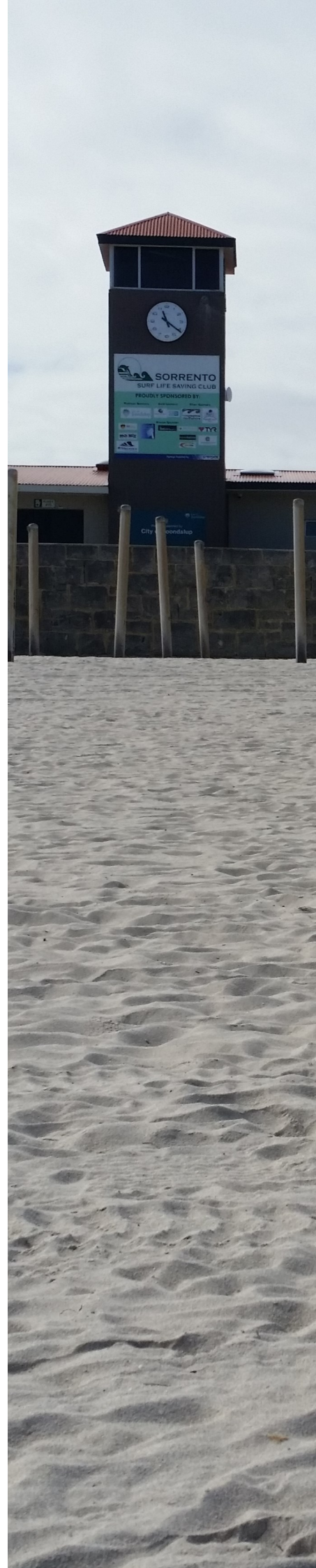
Bond _____ Payable _____

Please complete bank details for return of bond

Account Name : _____

Bsb : _____

Account number: _____





HALL HIRE PUBLIC LIABILITY

It is to be acknowledged that the Sorrento Surf Life Saving Club has indemnified its members from any negligent act that may result in a claim against members. It is however the responsibility of the hall hirer to indemnify themselves against any negligent act that may result in a claim against them during the period of the hall hire arrangement including any allowed time prior or after the scheduled event in which set up and clean up may occur.

Any personal injury to contractors either delivering or collecting goods or persons engaged in the set up or clean up of the function remains the responsibility of the hall hirer. Should the hall hirer be given prior instructions or have prior knowledge of a potential danger and then choose to ignore or pass on such given warnings or instructions then liability remains with the hirer.

The club accepts no responsibility for items that may be found broken or damaged and knowledge of such was not apparent prior to the use of the item or appliance and subsequent injury occurs - common sense is to prevail and the matter brought to the attention of the Club Services Director at the earliest possible occasion.

I, _____ acknowledge that I have read the above and understand the ramifications of same. I also take full responsibility of any action that may result in a claim for negligence that may have been prevented by my personal response.

Signed: _____ Date: _____

Sorrento Surf Life Saving Club

PO BOX 18

Hillarys WA 6025

Email: barmanager@sorrentoslsc.org.au

Phone: 9448 1431