



## *Hall Hire Information Pack*



Thank you for your enquiry about hiring the Cape Paterson Surf Life Saving Clubhouse as the venue for your function. To assist your decision and for your event to be successful and enjoyable, we offer the following information.

The clubhouse is situated on a cliff top overlooking the Cape Paterson First Surf beach and The Channel, offering magnificent vistas. The clubhouse features two large balconies facing east and south. Inside there is a modern kitchen and open space to seat approximately 100 people. Toilets - male, female and disability are available downstairs.

Adequate parking is available adjacent to the Club house for caterers and the main guest parties. There is a public parking area is available approximately 150 meters away.

**Owing to the intensity of Surf Lifesaving patrolling duties and training requirements, the Club house is not available during certain periods of the year:**

- Generally our facilities are not available for bookings between mid December and the first week in February.
- From mid November – mid December and early February through till Easter Friday, week day functions should in most cases be acceptable.
- At all other times throughout the year our facilities may be available pending other bookings and club functions.

**The below conditions are provided to assist you in reaching a decision on the suitability of the Cape Paterson SLSC facilities and :**

1. Cape Paterson SLSC accepts no responsibility for damage to or loss of materials/belongings left during, prior to or after the function.
2. No smoking applies throughout the clubhouse, i.e. kitchen, hall, toilets and downstairs areas.
3. Hirer/Agent to obtain all relevant licences and show them upon request to the authorities and the Cape Paterson SLSC representative.
4. Hirer/Agent is responsible for decorating the hall and removal of all decorations from premises. No nailing or screwing to existing timber or brick walls.
5. Cape Paterson SLSC recommends [Sarah Ashe Catering] as our preferred caterer for functions. [Sarah Ashe Catering] are based in [Kilcunda] and offer a range of menus for functions which can be viewed at their website: [<http://www.sarahashe.com.au/index.php>]. Catering can be arranged by calling [Sarah Ashe] on ph: [03 5672 1216].
6. Hirer/Agent to clean up and remove all rubbish before vacating the premises.
7. Hirer/Agent is responsible for all breakages and damage to club property and the conduct of guests while on club premises or in the immediate surrounds where they may be associated with the club.
8. Club premises including building, grounds and surrounds must be left clean, tidy, free of rubbish and in as good or better condition than prior to the function.
9. Club premises are to be vacated by 12.00 midnight and keys returned.

10. The hire rate is \$75 per hour including set-up time. The hall may be available upon request for set-up the day before the function. 4 hours is recommended for set-up and decorating but if you require more time than this please discuss this when making your booking. Times/hours of the booking should be confirmed when the deposit is paid.
11. A \$100 non-refundable deposit is payable at the time of booking to secure the requested date (your deposit will be deducted from the final balance owing).
12. A \$500 bond is payable 4 weeks before the function date. The bond will be returned within 4 weeks after the function if all bond conditions are met. Cape Paterson SLSC has the discretion to retain part, or all, of the bond if not satisfied with the condition of club premises after the function including (but not limited to): all rubbish removed (including glass and cigarette butts), cleanliness of facilities, no damage, clubhouse securely locked and keys returned promptly.
13. The balance of the hall hire must be paid 14 days prior to the function.
14. Payments can be made by cheque, electronic transfer or credit card (excluding Amex/Diners).
15. Hiring of the clubhouse hall is at the discretion of the Cape Paterson SLSC Committee and the Committee retains the right to refuse any booking.

If you would like to hire the Cape Paterson SLSC hall, please sign the following form and return it to the Club secretary. The Club will contact you after the Committee has considered your request.

**Contact:**  
**Cape Paterson Surf Life Saving Club**  
**The Secretary**  
**PO Box 192 Camberwell 3124**  
**secretary@cpslsc.org.au**

## HALL HIRE AGREEMENT

*I/We have read the terms and conditions for hiring the Cape Paterson Surf Life Saving Club as a venue for our function and accept and agree to abide by them.*

***We wish to apply to book the Cape Paterson SLSC club rooms:***

Function Name: \_\_\_\_\_

Date of function: \_\_\_\_\_

Time of function: \_\_\_\_\_ Total hours required: \_\_\_\_\_

Set up – Date: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_ Total hours required: \_\_\_\_\_

Type of function:

21<sup>st</sup> birthday    Engagement    Wedding    Retirement    Farewell

Other (please specify) \_\_\_\_\_

***Hirer's Details:***

Name *(please print)*: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Method of payment:***

Credit Card\*\*    EFT Direct Transfer\*\*

\*\*Proof of payment is required, the electronic receipt or screen grab of the payment confirmation will suffice.

Cheque    Cash

Details (including contact) of external suppliers including Caterers, Marquee Co's:

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