



YAMBA SURF LIFESAVING CLUB

est. 1908

FUNCTION ROOM HIRE DETAILS



LOCATION AND FACILITIES:

The Yamba Surf Lifesaving Club function room is located on the top floor of the club's building at Main Beach Yamba overlooking the beach and headland.

While the Club is first and foremost a Surf Lifesaving facility for Club members, it is also made available for hiring for 'outside functions' from time to time when available. Hirers must note that the Club has priority over all bookings and for this reason bookings are not taken further than 12 months in advance. Exclusive use of the whole building is not possible.

The function room has a carpeted area of approximately 24m x 6m (plus an extra raised area of 4m x 6m) seating up to 120 people plus a timber dance floor (approx. 11m x 5m) and an outside upstairs balcony area with limited capacity.

Bands are permitted for functions if required - or D.Js or Juke Boxes. These are to be organised separately by the hirer. It is also possible to hook up an ipod or CD system with existing club facilities. A microphone and rostrum are available for use for speeches etc.

There is a kitchen area with limited facilities including oven, microwave and urn available for use. All crockery, cutlery and glassware need to be provided by the hirer.

There are a limited number of rectangular tables (seating 8) and chairs available for use (at no extra cost) if required. These tables and chairs provide seating for up to 100 people.

BAR USE:

The licensed area of the Surf Club is the upstairs Function Room only.

Please note that patrons need to provide their own drinks but the **Surf Club provides the RSA qualified bar staff for ALL functions** (a minimum of 2 bar staff per function will be required). Bar staff fees are available on application (Bar Supervisor for Functions is Bill Onslow – 0431 209 484).

There is no onsite coolroom at the club however there is generally sufficient fridge/esky space for all drinks. Hirers may need to consider the hire of a mobile coolroom depending on individual food/catering requirements. Ice for eskies is the responsibility of the hirer.

Disabled access to the venue is possible along with a disabled toilet facility.

There is parking at the top of the hill in the vicinity of the surf club with road access available for disabled and delivery purposes.



FUNCTION DECORATING:

Hirers are permitted to decorate the venue if required but must also remove all decorations immediately following the function. If hirers require the services of a professional decorator, then this can be arranged through Monique Turner from Fabulous Functions - Mob: 0427 462 983. www.fabulousfunctions.com.au

SMOKING: Due to health regulations and government legislation there is a **NO SMOKING** policy inside the whole of the surf club building and immediate external surrounds including the balconies. These laws and guidelines are set down in the Smoke Free Environment Act Amendment 2006.

18th AND 21st PARTIES:

The Executive considers 18th and 21st birthdays and younger age parties to be of a high risk and therefore **these functions are not permitted at Yamba Surf Club.**

TERMS AND CONDITIONS OF BOOKING AND HIRE **(as at July, 2011)**

On making a booking for the function room you will be asked to fill in an **Expression of Interest** form which will hold the date for **14 days only** by which time your **deposit must be paid**. If no deposit has been received in this time the room may be re- leased .

BOOKING DEPOSIT:

A deposit of \$220 is required to secure a booking for a function.

This should be sent to 'The Treasurer' together with a signed copy of the "Acceptance of Terms and Conditions" sheet **within fourteen (14) days of the initial enquiry** in order to secure the booking.

The **balance of the hire fee** is payable at least ONE MONTH **before the function date** along with the bond and cleaning fees.

PLEASE NOTE: Cancellation fees apply.

**Cancellations made within 6 months of the function date will lead to a forfeit of the whole deposit.*

**Cancellations made from 6 - 12 months out from the function date will lead to a forfeit of 50% of the deposit.*

SECURITY BOND:

A security bond of \$500 is payable at least ONE MONTH prior to the function.

The bond will be held by the club as security against any damage to club property or for failure to return the club facility to the same condition as on arrival. The bond may be forfeited or only partially returned if damage occurs to the club or if additional cleaning and/or carpet cleaning charges need to be paid by the club when the facility is left in an unacceptable condition e.g. excessive stains on carpet or walls.

The bond, or part thereof, will be returned to the hirer by cheque following inspection of the facility and approval by the Club. Please allow approx. 2 weeks for bond return or longer if damage has been sustained. Please be aware that this bond return may take a little extra time if receipts need to be obtained by the club for any extra fees charged by the professional cleaners who are engaged to clean after all functions.

At the conclusion of the function any unpaid fees, such as bar staff wages, will be deducted from the bond before it is returned.

CLEANING:

A compulsory standard professional cleaning fee of \$110 is charged for all bookings and must be paid at least ONE MONTH prior to all functions.

The hirer is responsible for any damage sustained to their own property or that of Yamba SLSC during the function.

Any property belonging to the hirer must be removed from the premises on the night of the function or from 6.30 a.m. the morning after the function.

All crockery and glassware must be cleared away at the time of the function. Bar staff may assist in this regard.

All rubbish is to be placed in bins provided.

Cleaners will begin their clean-up duties at 6.a.m. the morning following the function.

The FINISHING TIME for ALL FUNCTIONS is 1a.m. The club is to be vacated by this time.

CURRENT FEE SCHEDULES may be obtained from the club office on request.

PAYMENTS AND CORRESPONDENCE:

All forms required are available from the club or from the club website www.yambaslsc.com.au

All payments, including deposits, can be paid:

*In person at the club during club office hours

*In person at Elders Real Estate, Coldstream St, Yamba

*By sending a cheque or money order payable to Yamba SLSC Inc. to:

The Treasurer
Yamba SLSC
P.O. Box 219
Yamba
NSW 2464

*Online with Visa or Mastercard through the Surf Lifesaving Payment Gateway for YAMBA Club.

Go to pay.slsa.com.au and follow the steps to clearly record your FUNCTION payment details.

(If you are paying online we also request that you email the office with the details of this payment to avoid confusion with other payments).

SURF CLUB OFFICE:

The surf club office is located on the top floor of the clubhouse and is opened 2 days per week.

Administration Assistant: Morgan Bramwell-Baker

Hours: Mondays 8-11a.m.;
Thursdays 8-2.30p.m.

Email: office@yambaslsc.com.au

Phone: (02) 66 462463 - Surf Club Office

In Emergency :

Club Caretaker: Mark Gillespie – 0468 911 614

Club President: Alan Schofield – 0429 669 257

Club Secretary: Greg Don – 0438 426 631

Club Treasurer: Mike Harvey – 0447 462 208

Website: www.yambaslsc.com.au