



YAMBA SURF LIFESAVING CLUB

est. 1908

FUNCTION ROOM HIRE DETAILS

(From October 2017)



LOCATION AND FACILITIES:

While Yamba Surf 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 able to be taken further than 12 months in advance. There are no bookings taken for the Christmas/New Year or Easter holiday periods.

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. Exclusive use of the whole building is not possible – the downstairs area of the club is 'out of bounds' to function guests as this area is for club members' use only.

The upstairs function room has a carpeted area of approximately 24m x 6m (plus an extra slightly 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 very limited capacity. Functions above 120 are not able to be catered for due to licensing conditions.

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 if required.

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 or caterer.**

There are a limited number (20) 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 110 people.

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. Parking at the back of the club on the roadway IS NOT permitted. **The roadway must be kept clear at ALL times as this is a public access road to residential properties.**

BAR USE:

The licensed area of the Surf Club is the **upstairs Function Room only**. Alcohol IS NOT permitted to be brought in, removed from or consumed outside this function room area once it has been delivered by the hirer. Please ensure your guests are made aware of this condition.

Please note that hirers need to provide their own can or bottled drinks (not kegs) but the **Surf Club provides RSA qualified club members as bar staff for all functions**. A minimum of 2 bar staff per function will be required, with events over 80 guests requiring a third bar person. **Please note that Responsible Service of Alcohol regulations do apply and will be enforced as necessary**. The club reserves the right to close the bar if guests become unruly or abusive.

All alcohol must be brought onto the premises PRIOR to the event and locked in club fridges/storage area . It must be served only by club bar staff. Please note, function guests are NOT permitted to bring their own alcohol to functions and the bar staff are NOT responsible for the handling of any money at functions. Bar staff fees are available on application from the club office and will include a half hour 'pickup time' after a function finishes.

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. This may be setup only on the day prior to the function and its location will be determined by surf club staff. Ice for eskies is the responsibility of the hirer.

The club has a bar supervisor/caretaker who may assist with the organising of your drinks onsite. The office can provide contact details if required.

FUNCTION DECORATING:

Hirers are permitted to decorate the venue if required but must also remove all decorations immediately following the function. If you require club staff to pack up items this must be arranged PRIOR to the function and will incur an extra fee. Access to the clubhouse for decorating is permitted **between 8.30 am and 6.30pm ONE day prior** to the function only. If hirers require the services of a professional decorator, then this can be arranged through Sarah Jones from Ivy Lane & Co (www.ivylaneandco.com) or Monique Turner from Yamba Weddings & Events(www.yambaweddingsandevents.com.au) who do all the club's function decorating . Sarah or Monique are able to advise on table layout and other set-up details within the function room of the surf club. (Please note that no candles are to be hung from the ceiling or window areas as this presents a fire hazard.)



18th AND 21st PARTIES:

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

****DAY TIME FUNCTIONS:** The surf club is not available for daytime parties/functions/events where the bar is required. (See start times)

SMOKING:

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

DURATION OF FUNCTIONS:

Hirers will have a **MAXIMUM 6 hour duration period** for functions e.g. **5.30pm – 11.30pm**

STARTING TIME:

5.30pm (or later)

FINISHING TIME:

****MIDNIGHT** (or earlier)

The club must be fully vacated by **midnight** due to the club's Liquor Licence requirements – last drinks will be called at 11.30pm. Bands/ Music to end by 11.30pm.

The premises must be vacated promptly following the function finishing time of 11.30pm. with keys being returned to the bar staff. (Access to club early Sunday for packup can be arranged with the club Caretaker)

Please ensure your guests are advised of, and adhere to, these conditions.

*Designated **Emergency Exits** must be kept clear AT ALL TIMES.

*For safety reasons, **glass is not permitted on the dance floor during functions.**

FEES:

Current Fee Schedules may be obtained from the Surf Club Office on request.

TERMS AND CONDITIONS OF BOOKING AND HIRE

(as at October, 2017)

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 you for **14 days only** by which time your **deposit must then be paid**. If no payment has been received in this 14 day period the date may be re- opened for other bookings .

BOOKING DEPOSIT/BALANCE of FEES:

A DEPOSIT of \$500 is required to secure a booking for a function. This should be sent to the club office together with a signed copy of the "Acceptance of Terms and Conditions" sheet and 'Security Bond Form' **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.**

PLEASE NOTE: Cancellation fees DO 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:

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 refunded, 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.

Your credit card details will be held by the office – no money will be taken unless damage or extra cleaning has occurred. The security bond form must be filled out, signed and returned to the office when the deposit is paid.

The bond, or part thereof, will be returned by direct debit into your account, following inspection of the premises after the event and approval by the club. Please allow approx. 2 weeks for bond return or longer if damage has been sustained and quotes for repair need to be obtained.

CLEANING:

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 **before 8 a.m.** the morning after the function. All crockery and glassware must be cleared away at the time of the function. Bar /catering staff may assist. Caterers are required to clean kitchen area on the night of the function and remove all their equipment/food items. All rubbish is to be placed in bins provided. The surf club must be cleared, cleaned and ready for club use **by 8a.m. the day after the function.**

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 the following way:

***Bank transfer** – direct debit, OR

***In person** at the club during club office hours, OR

***By sending a cheque** payable to Yamba SLSC Inc. to: The Treasurer, Yamba SLSC, P.O. Box 219. Yamba 2464, OR

***Online with Visa or Mastercard through the Surf Lifesaving Payment Gateway for YAMBA Club.** To do this - Go to pay.slsa.com.au and follow the steps to clearly record your FUNCTION payment details. The 'ENTITY' is Yamba.

(If you are paying online or by direct debit, we also request that you email the office as soon as payment is made, giving the details of this payment, to avoid confusion with other payments).

PLEASE NOTE: Conditions may be subject to change from time to time to fit in with the needs of the Surf Club.

*Exceptions to the Conditions of Hire **MAY** be granted upon special application to the Board **at the time of booking.**

SURF CLUB OFFICE: The Surf Club office is located on the top floor of the clubhouse and accessible from the back roadway. It is usually opened **3 times** per week. Please check the website for details of office hours or call/email the office.

Email: office@yambaslsc.com.au

Phone: (02) 66 462463 - Surf Club Office - Narelle Kemp (Administration Assistant)

Website: www.yambaslsc.com.au

In Emergency only :

Club Caretaker: Eric Pitsi – 0417685667

(Please Note: The caretaker does NOT take bookings/ payments or enquiries for functions):