

BOOKING TERMS AND CONDITIONS

Please ensure all key persons associated with your function are familiar with the following information:

- Bookings for the club's function area are to be made through the Event Co-ordinator who will document all details.
- Hirers, club members and staff are not authorised to make 'special arrangements' with hirers/decorators or other parties involved for variations to normal procedures such as late collection of gear, early setup or decorations being left in the club throughout the week/weekend. This must all be done through the Event Co-ordinator **prior to the function** and clearly documented.
- Be aware that the road up the back of the surf club is a **public road** which must be kept clear at all times to allow vehicular access to the residential properties further up the roadway.
- The downstairs area of the surf club is 'members use only' and is out of bounds for function guests.
- Yamba Surf Club has a strict 'NO SMOKING' policy. This restriction applies inside the clubhouse AND on the balconies and timber walkways.
- You are asked to ensure that your guests are aware that the Surf Club Function Room must be vacated by midnight. Last drinks will be called at 11:30pm and music is to end at 11:30pm also.
- All property belonging to the hirer/decorator/caterer/band must be removed from the premises **before 8am** the morning after the function. If goods are left in the club after 8am **a late fee will apply**.
- Caterers are required to clean the kitchen area on the night of the function and remove all their equipment/food items.
- All rubbish is to be placed in bins provided. Bar staff will assist.
- The hirer is responsible for any damage sustained to their own property or that of Yamba SLSC during the function.
- Please be aware that you will be responsible for any excessive carpet staining, marks on walls etc that require additional cleaning.
- You will be invoiced for bar staff wages in the week following your function with payment required within 7 days.

Fees & Payments

When enquiring/making a booking for the function room you will be asked to fill in an **Expressions of Interest** Form. This will hold your selected date for **14 days** by which time your deposit of \$500 must be paid. Once this payment has been made, a copy of the transaction, along with a signed 'Acceptance of Terms & Conditions' and 'Security Bond Form' is to be sent to the Event Co-ordinator to secure your booking. The balance of the hire fee is payable at least **one month** before the function date.

Bond

Your credit card details will be held by the office – no money will be taken unless hire conditions are compromised. This provides security for the club against any damage or extra cleaning caused by your event, or on the occasion of goods not being collected from the clubhouse on time.

Cancellations

Please note cancellations occurring more than **6 months out** from the scheduled function date will lead to a forfeit of **50%** of the deposit. Cancellations **within 6 months** of the function date will lead to a forfeit of the **whole deposit**.

Payments

All forms required are available from the surf club office, the Yamba Surf Club website www.yambaslsc.com.au or the Event Co-ordinator events@yambaslsc.com.au

All payments including deposits can be paid in the following ways:

- Bank transfer
- By cash - in person
- By cheque
- Credit card – through the Surf Lifesaving Payment Gateway for Yamba Club. To do this, go to www.pay.slsa.com.au and follow the steps to clearly record your function payment details. The 'Entity' is Yamba.

If paying online or by bank transfer, we request that you email the Event Co-ordinator and the club office office@yambaslsc.com.au as soon as payment is made, giving the details of the payment, to avoid confusion with other club payments.

The above conditions and procedures are in place at Yamba Surf Club to ensure the smooth running of your function both for yourself and for the Surf Club. Your co-operation in meeting these conditions is expected and greatly appreciated.

We hope your event is successful and becomes a memorable one for you and for your guests.