



## YAMBA SURF LIFE SAVING CLUB FUNCTION ROOM

# **BOOKING TERMS AND CONDITIONS (2021)**

**A/ THE FUNCTION.** Please ensure that all key persons associated with your function are familiar with the following information:

1. **Bookings** for the Club's Function Room are to be made through the **Surf Club Office**, or the **Event Co-ordinator**, where all details will be documented.
2. 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 Clubhouse throughout the week/weekend).
3. Bar availability for ANY booking is **limited to six hours**, generally from 5.30pm-11.30pm.
4. Be aware that the road behind the Surf Club is a **public road**, and must be kept clear at all times to allow vehicular access to the residential properties further up the roadway.
5. The **downstairs** area of the Clubhouse is for 'members use only', and is **out of bounds** for function guests.
6. Yamba Surf Club has a strict '**NO SMOKING**' policy. This restriction applies both inside the Clubhouse AND on the balconies and timber walkways.
7. Ensure that your guests are aware that the Surf Club Function Room must be **fully vacated by midnight**. Last drinks will be called at 11.30pm, music must also finish at 11.30pm.
8. All **property belonging to the hirer/decorator/caterer/band** must be removed from the premises **before 8am** the morning after the function. A late fee of \$75/hour (our hourly Hall Hire rate) will apply if ANY goods are collected after that time.
9. **Caterers** are required to clean the kitchen area and remove all of their equipment/food items **on the night of the function**.
10. All **rubbish** is to be placed in bins provided.
11. The hirer is responsible for **any damage** sustained to their own property or that of Yamba Surf Life Saving Club during the function.
12. The hirer will be responsible for any **excessive 'wear and tear'**, such as carpet staining, marks on walls, or other issues that require additional cleaning.

*P.T.O. (Fees & Payments)*



## **B/ FEES AND PAYMENTS.**

- 1. Making the Booking.** When enquiring/making a booking for the Function Room, you will be asked to fill in an **Expression of Interest Form\***. On receipt of this completed form, an Invoice will then be issued for a **deposit of \$500**. We will hold your selected date for **14 days** from the date of the Invoice. Failure to pay by the due date releases your selected date. Once the deposit has been made, we will send you forms to finalise your booking - which you need to complete and forward to the Surf Club Office:

- **'Booking Sheet' (Acceptance of Terms and Conditions)\***
- A copy of your **Drivers' Licence**
- **Credit Card Pre-Authorization Form \*** (for Security Bond)
- **CoViD Safety Declaration\*** for Hall Hire

*\*All forms required are available from our Event Coordinator ([events@yambaslsc.org.au](mailto:events@yambaslsc.org.au))*

*Note that the balance of the hire fee is payable at least one month before the function date.*

- 2. BOND.** Your Credit Card details will be held by the Office – no monies will be taken unless hire conditions are breached. This provides security for the Club against any damages or extra cleaning resulting from your function, or on the occasion of goods not being collected from the Clubhouse on time.

- 3. CANCELLATIONS.** Cancellations occurring **more than 6 months** out from the scheduled function date will lead to a forfeiture of **50% of the deposit**. Cancellations **within 6 months** of the function date will lead to a forfeiture of the **whole deposit**. *Cancellations due to CoViD constraints are excepted from these rules.*

- 4. PAYMENTS.** All payments can be made in the following ways:

- Bank Transfer\*\* (details are on the Invoice)
- By cash – in person
- By cheque
- Credit Card\*\* – through the Surf Life Saving Australia Payment Gateway for Yamba Surf Club. To do this, go to [www.pay.slsa.com.au](http://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, please email the Yamba Surf Club Event Coordinator ([events@yambaslsc.org.au](mailto:events@yambaslsc.org.au)) as soon as payment is made, giving the details of the payment – to avoid confusion with other Club payments.*

***The above Terms and Conditions are in place at Yamba Surf Life Saving Club to ensure the smooth running of your function – both for yourself and the Surf Club. Your cooperation in meeting these conditions is expected and greatly appreciated.***

***We hope that your function is successful and becomes a memorable one for both you and your guests.***