



## TERMS AND CONDITIONS

Dixon Park Surf Lifesaving Club Inc. is a charity registered with Australian Charities and Not-for-Profits Commission (ACNC). All funds raised by the Club are utilised by the club for the benefit of the Newcastle and Hunter community.

Dixon Park SLSC Inc. hire sections of the Club for private and community events. The Club holds an On-Premise Liquor License which can operate during an event.

Hirers are required to enter into an agreement with Dixon Park Surf Life Saving Club (SLSC) Inc. to be bound by the following rules and should read them carefully before signing an Agreement of Hire.

### 1. BOOKING AND DEPOSIT

- a. All hirers are required to lodge the hall hire fee with the Club, to be paid when submitting the "Booking Form" to confirm their booking. The preferred method of payment is direct deposit. The bank details will be supplied by the Venue Manager via email when advising that the tentative booking has been made.

Up to 49 Guests	\$650 (minimum hire fee)
50-79 Guests	\$850
80-100 Guests	\$950
Greater than 100 Guests	\$1050

- b. Tentative Bookings are kept a maximum of one week from date of tentative booking. Dates will once again become available after the one week.
- c. Any amendments or special conditions outside the normal parameters must be confirmed in writing via email with the Venue Manager.

### 2. SMOKING

Dixon Park SLSC is a "non-smoking" venue, including all interior areas and the balcony.

### 3. RESTRICTED EVENTS

- a. The building shall not be hired for any illegal purpose.
- b. The building shall not be hired for 18th birthday parties or 'combined' 18th birthday parties.
- c. The building shall not be hired for any functions advertised over the Internet.

### 4. NUMBER OF GUESTS

As a general rule, the venue room accommodates up to 110 people seated at tables, or up to 200 people for stand up cocktail events.

### 5. DURATION OF EVENTS

- a. For all events, the rates of hire allow for 5 hours. An additional charge may be applied if guests have not vacated the premises within the allocated time.
- b. An additional charge \$110 applies for every 1 hour, or part thereof, above the 5 hours if additional time is required. This must be organised at least 2 weeks prior to the event.
- c. The latest time the venue room can be utilised is 12:00am (midnight) from Monday to Saturday and 9:00pm on Sundays.
- d. Meetings, conferences, seminars are subject to negotiation with the Venue Manager.

### 6. CLEANING

The cost of preparing the Venue as well as cleaning of the premises following the event is included in the hiring fee. Notwithstanding, the Hirer is required to observe the following:

- a. A bond may be required and will be deducted from, for excessive mess, carpet cleaning or damage caused by the event. This will be discussed with the Hirer prior to deduction and bond refund.
- b. Whatever the Hirer brings on to the premises must be removed at the end of the event, unless otherwise organised with the Venue Manager. Dixon Park SLSC is not responsible for private property left on the premises before, during or after a private event.
- c. Use of the following is NOT PERMITTED: drawing pins, sticky tape, nails, adhesive material, or blue tack to display signs or attach decorations. Eyebolts and hooks around the pelmet of the hall are available for this purpose
- d. No grazing tables or food stations to be set-up on the carpeted area. Only tiled or timber dance floor may be used. Any excess cleaning charges will be forward onto the client for payment.



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## 7. SECURITY

All hirers are responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to the event.

- a. Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.
- b. If a person is refused service, under the Responsible Service of Alcohol law, that person MUST leave the premises immediately and it will be the Hirer's responsibility to ensure this is carried out. Dixon Park SLSC will call a taxi if necessary.
- c. The club has the right to request that security is booked for any event including weddings. This charge will be paid by the Hirer.
- d. If law enforcement is required for any reason, and it is deemed the Hirer's responsibility, the club takes no responsibility for the costs associated. This includes fire, police and/or ambulance.

## 8. CLUB BAR AND THE SERVING OF ALCOHOL AT PRIVATE EVENTS

- a. Dixon Park SLSC is a Level 3 Accredited Member of the Good Sports Foundation a Government initiative which supports the responsible consumption of alcohol in the interests of community health and well-being.
- b. The Club's Licensee is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to. Only staff who are properly trained and qualified operate the bar facilities and serve alcohol at the Dixon Park SLSC Venue. The hirer is reminded that guests may be required to show proof of age.
- c. Alcohol may only be consumed within the Venue Hall or adjoining balcony. Alcohol and glasses must NOT be taken out of the Western door, the main entrance stair way, onto surrounding park land, car park and beaches. No alcohol is allowed to be taken away at the end of the event due to Responsible Service of Alcohol Laws.
- d. Under Responsible Service of Alcohol Laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.
- e. If a person is refused service, under Responsible Service of Alcohol Law, that person MUST leave the premises immediately and it will be the Hirer's responsibility to ensure this is carried out. Dixon Park SLSC will call a taxi if necessary.
- f. "Last Drinks" will be served 30 minutes prior to agreed finished time of event, with the bar closing 30 minutes prior to the agreed finish time.
- g. All music is to cease 30 minutes prior to agreed finish time.

## 9. FUNCTION CATERING

- a. Awaba House, Seaside Catering and Sprout Catering are the preferred caterers of Dixon Park Surf Life Saving Club.
- b. Other catering options will be considered on a case by case basis and will incur a kitchen use charge.
- c. Restricted use of the kitchen may be possible on a case by case basis – please see Venue Manager.

## 10. HIRED EQUIPMENT

- a. All hired equipment delivery and removal is the sole responsibility of the Hirer. Storage of certain equipment beyond the hire period may be possible if it does not impact on other events. Approval for short-term storage should be arranged prior to the event with the Venue Manager.
- b. Equipment can be delivered and removed from the club between the hours of 10am and 4pm Monday to Saturday by arrangement. If removal is required of a Sunday, arrangement must be made with the Venue Manager, but in all circumstance shall be removed by 9am. \$110 per hour charge after 9am.
- c. There are strict guidelines for the use of Candles within the club premises to meet Fire Regulations. Candles are to be used only when enclosed or floating. Use of candles must be agreed in writing with the Venue Manager prior to the event.



## 11.. VENUE EQUIPMENT AND SET UP AVAILABILITY

The venue includes:

- a. The use of the hall, 110 chairs and tables. Table dimensions:  
Round tables: (10) 1800dia x 760mm drop  
Rectangle tables: (6) 2100 x 750 x 710mm drop, (7) 1800 x 750 x 710mm drop, (4) 1200 x 750 x 720mm drop.  
Cocktail tables: (6 and 20 stools) 7600dia x 1100mm drop. Cake table: (1) 600dia
- b. The Club does not hire/own any plates, side plates, cutlery and salt and pepper shakers, etc.
- c. External caterers **do not** have access to kitchen crockery, cutlery etc – this is the recommended suppliers equipment.
- d. The bar is fully equipped with beer, wine, champagne, spirit and soft drink glasses, wine coolers, tap beer facilities.
- e. The Venue is available between the hours of 10am and 4pm Monday to Saturday for event set up. The Venue MAY be available 1 day prior to the date of the event ONLY if there is no other event being held on the previous day.
- f. All event decorations are to be removed from the Centre before 9 am the following day.
- g. In setting up the hall for an event, the hirer is reminded to NOT restrict access to recognised EXITS and storage cupboards.
- h. Tables and chairs NOT required for an event are to be stored neatly.
- i. Items that are **NOT AVAILABLE** as part of the hire are: tablecloths, napkins. Whiteboard and WiFi is also not available.

## 12. 21ST BIRTHDAY PARTIES – SPECIAL RULES

- a. The Club reserves the right to reject an application for the hire, and also cease immediately an ongoing event, if the Hirer is unprepared to meet any of the following requirements:
  - i. The hirer must be able to demonstrate that there is a strong family involvement with parents and other family members in attendance for the duration of the event.
  - ii. A maximum of 100 guests, by formal invitation only, and no “open”, “word of mouth” or “word of web” invitations.
  - iii. The Hirer is to employ Professional Security guards with a ratio of 1 security guard per 50 guests.
  - iv. 21<sup>st</sup> birthday events subject to individual management approval (board level.)

## 13. MEMBERS DISCOUNT

- a. Members discount requests are to be applied for in writing to the committee via the Venue Manager to [functions@dixonparkslsc.com.au](mailto:functions@dixonparkslsc.com.au)

## 14. PRICES

- a. The club reserves the right to review fees, policies and charges at any time.

## 15. REJECTION OF APPLICATION TO HIRE

- a. Dixon Park SLSC retains the right to reject any application to hire without providing a reason.

## 16. FINAL PAYMENT

- a. If a package has been selected – 20% of package cost is due 4 weeks before event
- b. The Venue fees for catering and beverages must be paid in full 4 weeks prior to the commencement of the Event. Direct deposit is preferred.
- c. In the case of any damage to the premises during the course of the event, the hirer will be issued with notice of the fees for the damage, which can be paid via Direct deposit, Cash or taken from the Bond.
- d. Any fees to suppliers in accordance with packages will be paid by the Club and included in the invoice to the hirer. In the instance of cancellation, any non-refundable deposits will be paid by the hirer. This can be from the bond or direct deposit.

## 17. BOND

- a. The club reserves the right to charge a Bond for any event. The standard amount is \$1000 but may be reduced or amended at the Venues discretion dependant on event type/footprint.

# Dixon Park Booking Form



## 18. EVENT CANCELLATION (Monday to Thursday)

A cancellation fee will be charged based on the following rates;

- a. Outside of 3 Months prior to function - NO cancellation fee
- b. Within 3 months prior to function - \$100 cancellation fee
- c. Within 2 months prior to function - \$200 cancellation fee
- d. Within 1 month prior to function - Loss of Deposit (hall hire)

- The cancellation fee will be taken from the Deposit and the remaining money, if any, shall be returned by direct deposit. Bond will be refunded, minus any supplier deposits that are non refundable.

## 19. EVENT CANCELLATION (Friday to Sunday)

A cancellation fee will be charged based on the following rates;

- a. Outside of 3 Months prior to function - \$100 cancellation fee
- b. Within 3 months prior to function - \$300 cancellation fee
- c. Within 2 months prior to function - Loss of Deposit (hall hire)
- d. Within 1 month prior to function - Loss of Deposit and Minimum Spend (\$1000)

- The cancellation fee will be taken from the Deposit and the remaining money, if any, shall be returned by direct deposit. Bond will be refunded, minus any supplier deposits that are non refundable.

# Dixon Park Booking Form



## THIS FORM CONSTITUTES AN AGREEMENT OF HIRE.

I agree to these Conditions of Hire:

First Name		Surname	
Contact Number		Address	
Email		Alternate email	
Company		Date of hire	
Function type (e.g. wedding/ birthday)		Approx. number attending	
Start time		Finish time	
Package Y/N			
Catering package		Beverage package	
Comments			

### Clients Acknowledgment

☐ By checking this box I agree to be bound by the terms and conditions provided to me in this document. I acknowledge that Dixon Park Surf Life Saving Club has a cancellation policy which applies to cancelled reservations for groups of people. I note that by making this reservation I am entering into a binding agreement with Dixon Park Surf Life Saving Club.

Signature/Initial		Date	
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Please email this form to [functions@dixonparkslsc.com.au](mailto:functions@dixonparkslsc.com.au)

Please follow invoice instructions for payment once received (may come from different email.)

Please send remittance of payment to above email.