TERMS AND CONDITIONS (DIY MID WEEK DAY EVENTS)

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

1. 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 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.
2. Tentative Bookings are kept a maximum of 7 days from date of tentative booking. Dates will once again become available after the one-week.
3. 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 8 hours (8am – 4pm). An additional charge may be applied if guests have not vacated the premises within the allocated time. Pack down must be included in hire time frame.

b. An additional charge $50 applies for every 1 hour, or part thereof, above the 8 hours if additional time is required. This must be organised prior to the event.

c. The latest time the venue room can be utilised is 12:00am (midnight) from Monday to Friday

6. CLEANING

The cost of preparing the included in the hiring fee. The client is required to leave the venue as they found it unless organised prior to the event with the Venue Manager.

Notwithstanding, the Hirer is required to observe the following:

1. 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. Please refrain from allowing sandy feet into the venue.
2. 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.
3. 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
4. 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.

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. DIY events are responsible for their own guests and there are generally no Club staff onsite.

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

1. 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.
2. **DIY events are not allowed to have alcohol on premises. Please do not bring any into the venue or we will be required to ask you to leave (no refund.)**

9. FUNCTION CATERING

a. Newcastle Catering are our onsite caterer for midweek events (weekends by arrangement) Please contact them directly.

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-tern storage should be arranged prior to the event with the Venue Manager.

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:

1. The use of the hall, 110 chairs and tables. Table dimensions:

Round tables: (10) 1800dia x 760mm drop

Rectangle tables: (9) 2100 x 750 x 710mm drop, (1) 1800 x 750 x 710mm drop, (4) 1200 x 750 x 720mm drop.

Cocktail tables: (10 and 20 stools) 7600dia x 1100mm drop. Cake table: (1) 600dia

1. The Club does not hire/own any plates, side plates, cutlery and salt and pepper shakers, etc.
2. External caterers **do not** have access to kitchen crockery, cutlery etc – this is the recommended suppliers equipment.
3. The Venue is available between the hours of 10am and 4pm Monday to Saturday for event set up so long as another event has not booked a day function. 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. Please check with the Venue Manager prior to booking.
4. In setting up the hall for an event, the hirer is reminded to NOT restrict access to recognised EXITS and storage cupboards.
5. Tables and chairs NOT required for an event are to be stored neatly.
6. Items that are **NOT AVAILABLE** as part of the hire are: tablecloths, napkins.
7. Projector and screen, Flat Screen TV, Whiteboard and WiFi MAY be available but cannot be guaranteed.

13. MEMBERS DISCOUNT

1. Members discount requests are to be applied for in writing to the committee via the Venue Manager to functions@dixonparkslsc.com.au

14. PRICES

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

15. REJECTION OF APPLICATION TO HIRE

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

16. FINAL PAYMENT

a. Deposit paid secures the venue for a DIY event unless you require lighting, linen or extras (invoiced 4 weeks from the event)

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.

17. BOND

1. 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.

19. EVENT CANCELLATION (Monday to Friday (day)

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.

20. EVENT CANCELLATION (Friday night to Sunday)

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

a. Outside of 3 Months prior to function - $200 cancellation fee

b. Within 3 months prior to function - $400 cancellation fee

c. Within 2 months 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.

**THIS FORM CONSTITUTES AN AGREEMENT OF HIRE.**

I agree to these Conditions of Hire:

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| --- | --- | --- | --- |
| **Company** | Click here to enter text. | **Organiser** | Click here to enter text. |
| **Contact Number** | Click here to enter text. | **Address**  | Click here to enter text. |
| **Email**  | Click here to enter text. | **Alternate email** | Click here to enter text. |
|  |  | **Date of hire** | Click here to enter a date. |
| **Function type** | Click here to enter text. | **Approx. number attending** | Click here to enter text. |
| **Start time** | Click here to enter text. | **Finish time** | Click here to enter text. |
| **Caterer** | Click here to enter text. | **Lighting or Linen?** | Click here to enter text. |
| **Comments** | Click here to enter text. |
|  |
| **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. |

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| --- | --- | --- | --- |
| **Signature/Initial** | Click here to enter text. | **Date** | Click here to enter a date. |

Please email this form to **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.