



## NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101  
2 Malcolm Street North Narrabeen NSW 2101  
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au  
www.northnarra.org.au

ABN 84 987 305 207

### CONDITIONS OF HALL HIRE (REVISED JULY 2018)

**28 days' notice prior to booking is required (shorter notice may be considered at the discretion of the booking officer).**

**The following conditions apply and must be accepted in writing by hirer**

- Hall hire charges are as follows for a standard 6 hour period - this includes the use of the Main Hall, Eastern Deck and Kitchen (**except deep fryers**).

Function Type	Hire Fee	Bond
Standard	\$ 990.00	\$1,000.00
Club Member *	\$ 800.00	\$1,000.00

*\* Member must be currently financial and have been a member of the club for more than one season.*

- Hall is available for hire most Saturdays (except during January and Easter).
- Permission to have 18<sup>th</sup> and 21<sup>st</sup> Birthdays **will not** be given.
- Tentative Bookings will be held for 28 days only. Should another party wish to book the hall for the same date the person with the tentative booking will be immediately required to pay a deposit of \$200.00 to secure that booking.
- A deposit of \$200.00 is required to secure a booking.
- The hirer will forfeit the deposit if 28 days written notice of cancellation is not given prior to the function.
- The balance of the hiring fee is payable no later than **28 days prior to the function by internet payment** and confirmed by email with final numbers and bank transfer details.  
The bond is payable no later than **7 days prior to the function by internet payment** and confirmed by email with bank transfer details.  
Bank payment details are on the hall hire form. The bond is refundable, within 5 to 7 days, provided that the premises have not been damaged. In the event of damage being caused to the buildings fixture and/or fittings, the hirer shall be responsible for the cost of any replacement/repairs required to the premises or content thereof.
- Should the hirer exceed the 6 hour session a charge of \$250.00 per hour (or part thereof) will be charged and payable to the Club Supervisor.



## NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101  
2 Malcolm Street North Narrabeen NSW 2101  
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au  
www.northnarra.org.au

ABN 84 987 305 207

- Hall hire includes the use of the Main Hall (Function Area), Eastern Deck and Kitchen (**except deep fryers**). There is no freezer facility available.
- Access to the Main Hall for set up can commence from 3.30pm on the day of function. **All furniture is to be back in its original place by 12.30am or immediately following the conclusion of your event** (ie: The grey stackable chairs are to be returned to the furniture store room in the same way they were removed. The plastic fold-up tables are to be stacked against the brick wall in the same position you found them. The two screens are to be placed in front of the plastic tables. The tall bar tables are to be returned to the same location they were found. The grey chairs with arms (12) to be placed on the northern wall with the 3 small grey round tables. There are 90 stackable plastic chairs and 18 plastic fold-up tables.
- Hall Hirers and Caterers equipment must be removed immediately after the event on the night of hire to ensure easy access for cleaners who attend immediately after your event.
- All furniture from the Main Hall must remain in the Main Hall with the exception of the grey plastic chairs and the plastic fold-up tables. **NOTE:** No round tables are allowed on the main deck.
- The premise must be vacated no later than 12.30 am.
- All Music / Bands are required to be turned off / finished by 11.30 pm.
- Decorations are allowed subject to the direction of the Hall Hire Manager. Respect must be given to the Clubs Honour Boards and Memorabilia. All blue tac and string/invisible string must be removed at the end of the hire. Cellotape or sticky tape is NOT permitted to be used.
- Audio and Visual equipment, screen, remote wireless microphone, speakers (internal and on deck) are available for use. Please indicate on booking form if you wish to use any of this equipment.
- All drinks must be consumed within the function area and are not to be taken off the premises.
- Smoking is NOT permitted anywhere within the building. There are two dedicated smoking areas – one on the eastern deck (signed) and the other at the bottom of the access ramp on the western side of the club.
- The hirer is not permitted to bring onto, sell or take any alcohol off the premises. This does not include wrapped or boxed birthday presents or gifts of alcohol which may have been given to the hirer.



## NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101  
2 Malcolm Street North Narrabeen NSW 2101  
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au  
www.northnarra.org.au

ABN 84 987 305 207

- No person under the age of 18 years will be served or allowed to consume alcohol on the premises.
- No drinks are to be served after midnight. The hirer will be notified by the Club Supervisor prior to last drinks being called.
- All Club bar staff are Responsible Service of Alcohol accredited, and have the **RIGHT TO REFUSE SERVICE OF ALCOHOL TO ANY PERSON AT ALL TIMES** in accordance with the Licensing Act.
- The hirer must ensure that all rubbish and decorations are placed in the bins provided.
- The hall hire fee includes vacuuming of the hall and cleaning of the toilets by Club staff.
- Candles must be LED type only (no open flames allowed).
- All kitchen surfaces, ovens and floor must be thoroughly cleaned by the hirer and/or caterer.
- An additional cleaning fee will be deducted from the bond should a major clean be required if the hall is left in an unacceptable condition. (e.g. if the carpet has any large amounts of spillage the hirer will need to compensate the Club for the cost of carpet cleaning).
- The Hall Hire Manager is available to clarify any of the above conditions.
- **The club accepts no responsibility for loss or damage to personal property or be held responsible for any injury occurring in or around the club premises.**

**THE COSTS, TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE**





# NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101  
2 Malcolm Street North Narrabeen NSW 2101  
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au  
www.northnarra.org.au

ABN 84 987 305 207

## HALL HIRE BOOKING FORM 2018

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

Type of function \_\_\_\_\_

Preferred Function Date \_\_\_\_\_

Function Start Time \_\_\_\_\_

**Please indicate below your requirements:**

- **Audio/Visual Equipment** – yes / no
- **PA/Sound System** – yes / no
- **PA/Microphone System** – yes / no

Club Member - yes / no

Approx number of Guests \_\_\_\_\_ Approx age \_\_\_\_\_

Contact person at function \_\_\_\_\_

**Bank Details** North Narrabeen SLSC  
BSB 062 208  
Account Number 1014 0464

*I have read and accept the attached conditions of hire.*

Signature \_\_\_\_\_

Date \_\_\_\_\_