



## HALL HIRE AGREEMENT

### TO THE HIRER,

You have agreed to hire the Tacking Point Surf Lifesaving Club Hall for the purpose of conducting a function, the details of which you have supplied to the Hall Manager, as the club's representative.

### THE CONDITIONS OF THE HALL HIRE ARE AS FOLLOWS:

1. The Hirer must make **\$100 deposit** payment at the time of booking. Booking will not be firm until payment of the deposit and a completed Hall Hire Agreement is received by the Hall Hire Manager. The deposit and remaining payments should be made via direct credit to Tacking Point Surf Lifesaving Club Inc. account at the **National Australia Bank BSB: 082-798, Account Number 240933520**. Please use name of hirer and date of function as a reference number. **The balance is due 4 weeks prior to the event.**
2. **A Security Bond of \$500** is required prior to the day of Hall Hire. This Security Bond is refunded to the Hirer after inspection of the Hall following the function. Refer to the Housekeeping Rules and Chair Stacking Plan. No tapes, staples or thumbtacks are to be used in the hall. String, Blu-Tack (or the like) and decorations are to be removed. Any remnants of these left in the hall or attached to any part of the hall will result in the cleaning bond being retained by the club.
3. It is the responsibility of the Hirer to ensure that the hall and premises are left in a clean and tidy condition. Refer to Housekeeping Rules and Chair Stacking Plan. Place all rubbish in the bins provided. No confetti or crepe paper is to be used.
4. **No BYO Alcohol.** The hall is a licensed premise. Should gifts of alcohol be received at the function please ensure they are not opened and consumed during the function. The bar manager has the right to confiscate any alcohol not purchased over the bar. This action is in line with licensing laws.
5. The conduct of those attending the function whilst on Club premises and surrounding areas is the sole responsibility of the Hirer.
6. It is the responsibility of the hirer to ensure that noise is kept to a reasonable level at all times. It is a condition of this agreement that bands, DJ's, jukeboxes, karaoke and other entertainment is **terminated at 11.15pm.**
7. It is the responsibility of the Hirer to ensure that all persons vacate the Surf Club premises **by 12.00am.**
8. **Smoking is not permitted** on the premises nor the surrounding areas. This is the law.
9. **CANCELLATION POLICY** - in the event that the Hirer cancels their booking within 4 weeks of the function date, the Hall Manager, as an authorised representative of Tacking Point Surf Lifesaving Club Inc, reserves the right to retain \$100 deposit paid.



**Security Bond:**

If any of the conditions from 2 to 8 are not adhered to, to the satisfaction of the Hall Manager, then the bond will be forfeited; particularly: -

- If any damage is occasioned to the hall or furniture, the cost of repairs will be deducted from the bond. If further amounts are required to attend to the repairs, the Hirer shall be responsible for such further amounts.
- If it is necessary to have the club cleaned over and above the normal cleaning contracted, the cost will be deducted from the bond held. Should further amounts be required to attend to the cleaning, the Hirer shall be responsible for such further amounts.
- If any disturbance is caused to the neighborhood as a result of a function or persons attending a function, which required the attendance of the club's security company, the cost of that attendance will be deducted from the bond.

**THE HIRER HEREBY INDEMNIFIES THE TACKING POINT SURF LIFESAVING CLUB INC, ITS COMMITTEE, OFFICERS AND MEMBERS WITH RESPECT TO ANY LIABILITY, WHICH MAY ARISE AS A RESULT OF THE FUNCTION CONDUCTED THROUGH THIS HIRE AGREEMENT. THE HIRER ASSUMES FULL RESPONSIBILITY FOR THE SAFETY OF PERSONS ATTENDING AND ANY CONSEQUENCE AS A RESULT OF THE FUNCTION AND PERSONS ATTENDANCE AT THE FUNCTION.**

**BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU FULLY UNDERSTAND THE OBLIGATIONS THAT THE AGREEMENT PLACES ON YOU AND THE HIRER AND YOU AGREE TO BE BOUND BY THE TERMS OF THE AGREEMENT.**

Full Name of Hirer:

Signature:

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If hirer is an organization, full name of person hiring on behalf of organization:

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Name of organisation and your position:

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Address of Hirer:

Contact number and email address:

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Hall Manager Approved

Yes/No (please circle)

.....  
Signature

Date / /

Hall Hire Deposit Paid?

Yes/No

Amount paid \$

Date / /

Payment method:

Cash/EFT/Chq/Other (please circle)

After discussing date and hire information with the appropriate Hall Hire Manager, please print and sign this agreement and send or scan and email to either Kellie as per below.

**General Hall Hire Manager:**

**Kellie Mullen**  
**2 Warrego Place**  
**Port Macquarie NSW 2444**  
**E:weddinginspirationspm@yahoo.com.au**  
**Mobile: 0428 841 877**



## **HALL HIRE COSTS COMMENCING 1 JULY 2016**

<b>HALL ONLY (1-3 HOURS)</b>	<b>\$40.00 per hour</b>
<b>HALL ONLY (DAY)</b> <b>(Schools etc)</b>	<b>\$250.00</b>
<b>HALL HIRE WITH BAR FACILITIES</b> <b>(social groups, business meetings)</b> <b>(THIS DOES NOT INCLUDE WEDDINGS)</b>	<b>\$300.00 (maximum 5 hours)</b>
<b>WEDDINGS/BIRTHDAYS</b> <b>\$100.00 TO CONFIRM BOOKING</b> <b>\$500.00 SECURITY BOND</b>	<b>\$700.00</b>
<b>WEDDINGS/BIRTHDAYS – HALL ONLY</b> <b>NO BAR/FOOD/DECORATIONS</b> <b>\$100.00 TO CONFIRM BOOKING</b> <b>\$500.00 SECURITY BOND</b>	<b>\$400.00 (maximum 5 hours)</b> <b>\$50.00 every additional hour</b>