



Function Terms and Conditions

FUNCTIONS MANAGEMENT

The Semaphore SLSC operates the Semaphore SLSC.

NO 18th BIRTHDAYS

While we cater for many types of functions and events, we **do not hire** our venue out for 18th birthdays.

DEPOSIT/BOND & BOOKING CONFIRMATION

Confirmation of booking is subject to room availability, receipt of your room hire deposit, along with completed & signed booking and terms & conditions forms.

Bookings will be cancelled if the deposit and bond are not paid within 14 days of accepted booking. Acceptance of a booking is at the discretion of the Semaphore SLSC management.

BOND

A bond of \$550.00 (Inc. GST) is required in addition to the full hire charge and is payable along with your deposit. After your function you will be refunded the bond amount at the discretion of the Semaphore SLSC subject to condition of the facility.

FINAL NUMBERS

Confirmed numbers must be given at least 14 working days prior to the function. Numbers given at this time will be considered final. The hirer will be responsible to pay the full amount for the confirmed number of guests at this time.

FULL SETTLEMENT

Remaining function/bar costs are required to be settled at the end of the function. Cheques will NOT be accepted.

CANCELLATION

At least two (2) months' notice of cancellation is required. If a cancellation is made less than two (2) months from the date of the function, the deposit will be withheld unless the room in which the function is to be held is re-booked. Upon confirmation of another booking, the deposit will be refunded minus 10% non-refundable administration fee.

COMPLIANCE WITH APPLICABLE LEGISLATION

All persons hiring the premises agrees to comply with relevant legislation: WH&S, Child Protection, Liquor Licensing and Food Handling.

FOOD & BEVERAGES

If the minimum spend is not reached the difference will be added to the final bill. **(Minimum spend is set on a function basis and may not be required).**

No food or beverages may be brought into the Semaphore SLSC for consumption during an event unless prior authorisation has been sought.

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USE OF EQUIPMENT

Prior to the event the hirer/user must specify all the equipment that will be required and make themselves familiar with the equipment as there is no technical support available.

NO SMOKING

SMOKING/VAPING IS NOT PERMITTED ANYWHERE INSIDE THE FACILITY OR ON THE BALCONY.

DECORATIONS

Confetti, glitter, rice or other similar material cannot be used in or around the building. Permission must be sought if the hirer wishes to decorate the venue. All goods belonging to the persons attending the function should be removed at conclusion of the function, or by arrangement between 9am – 11am the next day.

SMOKE MACHINES are NOT to be operated in the facility. Doing so will incur the full cost of the Fire Appliance call out (approx.\$600)

DAMAGED OR LOST GOODS/VEHICLES

The Semaphore SLSC will not accept responsibility for damage to or loss of goods left in the venue prior to, during, or after a function. All goods belonging to the persons attending the function should be removed at conclusion of the function unless by prior arrangement. The Semaphore SLSC does not accept responsibility for any damage to or loss of any vehicle whilst parked on or near the property.

DAMAGE AND/OR BREAKAGES

The Hirer is financially responsible for any damage, for all breakages to equipment, furniture and fixtures incurred to the Semaphore SLSC by organisers, guests of the organiser or any person attending the function and for any SLSC property that may be removed from the venue. Nothing is to be nailed, screwed or adhered to in any way, to any wall, door or part of the building, unless agreed with Management.

Charges will be incurred by the hirer, for repairs arising from unauthorised actions. No existing materials are to be removed from any wall (i.e. photos or memorabilia).

SECURITY

Security personnel will be arranged by the Licensed Club Manager for functions where it is deemed appropriate with all cost being charged to the hirer. The Semaphore SLSC reserves the right to expel or eject from the venue any person or persons attending a function who behaves in an objectionable manner.

DEPARTURE

The hirer and guests must vacate by 12.30am, except by prior arrangement. All persons are required to leave the immediate vicinity of the building within a 30-minute period. The hirer and guests should always be considerate of our neighbours. It is the obligation of the hirer to ensure their guests are aware of this license condition.

CLUB OPERATIONS and HIRE TIMES

The Semaphore SLSC is a thriving, dynamic environment and our members are at the forefront of this. As this is our priority, we will not change our regular operations for functions and events. To balance this, we operate two distinct periods allowing our function rooms for hire as follows.

Summer (October to April inclusive)

Monday to Wednesday – All Day and Evening for private hire

Thursday and Friday – All day until 4pm for private hire

Saturday – 7pm onwards for private hire (shared access to set up from 5pm)

Sunday – All day to 4pm for private hire

Winter (May to September inclusive)

Monday to Wednesday – All Day and Evening for private hire

Thursday and Friday – All day until 4pm for private hire

Saturday – All day and evening for private hire

Sunday – All day to 4pm for private hire

*Function times subject to availability

CORONAVIRUS (COVID-19) – SEMAPHORE SLSC OPERATIONS

Semaphore SLSC has our employees, members and guests at the forefront of our minds and will not compromise on their health and wellbeing. Accordingly, if the advice of Federal and or State Government impacts on our operations and your function is cancelled, the Semaphore SLSC takes no responsibility and has no liability for any loss you incur as a result of this cancellation occurring. Any functions impacted will have their monies fully refunded.

The Function Enquiry Form and all Semaphore SLSC Terms and Conditions form part of this hire agreement.

Any requirements outside of this agreement are expressly at the discretion of Semaphore Surf Life Saving Club management.

I, _____ the hirer or on behalf of the hirer, confirm the details above and agree to the Terms and Conditions outlined above and wish to book the venue. I acknowledge that deposit and room bond are to be paid within 14 days to confirm the booking.

Signed: _____ Date: ____/____/____