



## Semaphore SLSC Function Terms and Conditions

### Welcome to Semaphore SLSC!

At Semaphore Surf Life Saving Club, we offer a relaxed, community-oriented venue perfect for a variety of functions and events. Before proceeding with your booking, please take a moment to carefully read our terms and conditions outlined below.

We are excited to welcome private events to our club! While our regular activities are an essential part of our club operations and will continue as usual, we are able to offer flexible hire options to ensure your event fits in perfectly with our schedule.

Our venue is ideal for smaller, casual events. However, we are happy to discuss your specific requirements to ensure they align with the club's atmosphere and operations.

We can comfortably fit 120 seated with tables (this is a mixture of high bars and normal tables), 100 theatre style using the low/normal chairs and around 250 people for a cocktail style function.

### Club Operations and Venue Hire Times

#### Summer (October to March)

- **Monday to Wednesday:** All day and evening.
- **Thursday and Friday:** Daytime functions only until 3pm.
- **Saturday:** From 7:30pm (access from 7pm to set and decorate).
- **Sunday:** Daytime functions only until 3pm.

#### Winter (April to September)

- **Monday to Wednesday:** All day and evening.
- **Thursday and Friday:** Daytime functions only until 4pm.

- **Saturday:** All day and evening.
- **Sunday:** Daytime functions only until 3pm.

### **Pricing and Payment Details**

**Price Validity:** January 2025 (Subject to change).

### **Room Hire Price**

- **Summer (October to March):** \$660.00 inc. GST
- **Winter (April to September):** \$550.00 inc. GST
- **Public Holiday Surcharge:** \$550.00 inc. GST

Semaphore SLSC financial members receive a discounted rate of \$400.00 inc. GST. Members must be financial at the time of booking and the time of the event. (Please note – there is no member discount for food and beverages during functions).

### **Food and Beverage Minimum Spend**

- Beverage: \$2500.00 inc. GST
- Food: \$750.00 inc. GST
- BYO catering (food only): No charge.
- Hire catering food floor staff \$30.00 per hour per staff with a 2hr minimum. (\$35 per hour per staff with 2hr minimum on Sundays.)

**Please note: Kitchen is not available to use for BYO catering**

**Guests are not permitted to bring their own alcoholic beverages to the function without specific permission from Management.**

### **Deposit and Bond**

To secure your booking we require your full room hire fee plus a \$550.00 deposit/bond.

The security bond shall be refunded within fourteen days after the event, provided that the venue is returned in the same condition as it was prior to the event, with no damage, loss, or violation of the terms of the booking agreement. Any deductions from the security bond for cleaning, repairs, or damages incurred during the event will be

itemised and deducted from the bond amount. The remaining balance, if applicable, shall be refunded within the specified time frame.

Payments can be made by:

- **Bank Transfer:** Beyond Bank, BSB 325-185, Acct 039 483 61  
(Reference: Your name and function date).
- **Cash:** Deposit over the counter at Beyond Bank into above bank details with your name and function date as the reference.

### **Account Payment**

Your food total must be paid in full 7 days prior to your function. Any beverage costs spent during your function can be settled in full at the end of your function by either card or cash (surcharges apply for credit card).

### **Final Numbers**

Final guest numbers, food orders and floor plans must be provided 14 days before the event. These details will be considered final, and you will be charged accordingly.

### **Cancellations**

Any cancellations must be made in writing.

- Cancellations made more than 30 days before the function will receive a 50% refund of room hire.
- Cancellations within 14 days: No refund of the deposit.
- Cancellations within 7 days: No refund of the deposit, room hire or food costs.

### **Cancellation by Semaphore SLSC**

Semaphore SLSC reserves the right to cancel bookings in extraordinary circumstances, including safety concerns or unforeseen club priorities. In such cases, a full refund will be provided.

### **Your Responsibilities**

- You are responsible for the conduct of your guests and liable for any damage to the venue or property, fixtures or fittings, whether through your own or through

actions of your guests. Semaphore SLSC reserves the right to intervene and remove guests where it sees fit.

- We 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.
- Our venue maintains a strict non-smoking and non-vaping policy, which extends to the balcony area. Smoking and vaping are not permitted anywhere on the premises. Designated smoking areas for guest use are outside the building and downstairs at ground level. Please note, our smoke alarms are highly sensitive; should the alarm be triggered due to smoking or vaping, the full cost of the security call-out (approximately \$700) will be charged to you. The use of illegal drugs on our premises will lead to the immediate cancellation of your event and the removal of all guests. This will also include a loss of your security bond. The hirer is responsible for ensuring their guests adhere to this rule.

### **Decorations**

- Decorations require prior approval. Confetti, glitter, rice and flower petals are prohibited. Candles or anything with an open flame are not permitted.
- Smoke machines are not permitted and will incur a \$700 fire appliance call-out fee if used.
- Nothing can be nailed, screwed, or adhered to walls, doors, or other parts of the building. Blu tac can be used on the windows, not sticky tape. Charges apply for unauthorized damage.

### **Damage, Loss, and Security**

- Semaphore SLSC is not liable for any damage or loss of goods before, during, or after the function. All items must be removed promptly unless prior arrangements are made.
- The hirer is responsible for any damage or breakages caused by themselves, their guests, or attendees. Charges apply for any repairs due to unauthorized actions.
- For functions with over 120 people attending, security may be required. This decision will be at the discretion of Management. This will be at the cost of the hirer. The Semaphore SLSC will arrange the security and advise the cost (this is

dependent on the start and finish time of your function and the security company hourly rates). You are required to pay for this 7 days prior to your function.

- **A security guard is required for all 21st birthday parties without exception.**

## **Cleaning**

Standard cleaning is included in the cost of the event. However, if the event results in cleaning needs that Semaphore SLSC deems to be beyond normal requirements, the hirer will be responsible for any additional cleaning charges.

## **Entertainment**

You have access to our AV equipment. We have Spotify through our AV system, TVs for presentations/photo displays and a PA system. We strongly encourage you to come in prior to your function if you wish to use our AV system to test as technical help may not be available at the time of your event. Please supply your own cables to connect to our AV system and TVs to ensure compatibility.

## **Function Management**

Our duty managers will run your function on the day/night. All questions or queries can be directed to them at the start of your function as well as throughout the event.

## **Liquor Licence and Venue Exit**

### **Liquor Licence Hours**

- **Monday to Thursday:** 8:00 am – midnight
- **Friday and Saturday:** 5:00 am – midnight
- **Sunday:** 8:00 am – midnight
- For events outside these hours, a temporary extension may be considered and applied for at the discretion of Management, with all associated costs and conditions borne by the hirer. Please allow plenty of time for this process if required.

## **Venue Exit**

- You and your guests must vacate the venue by midnight. Everyone is required to leave the immediate vicinity of the building within a 15-minute period. The hirer and guests should always be considerate of our neighbours and the general

public. It is the obligation of the hirer to ensure their guests are aware of this license condition.

- Additional room hire charges, labour charges and any associated costs incurred by Semaphore SLSC may apply at the discretion of Management should the function exceed beyond the agreed completion time.

### **Responsible Service of Alcohol**

Semaphore SLSC is dedicated to the responsible service of alcohol and will not serve alcohol to individuals under 18 years of age or to those who are intoxicated. Alcohol received as a gift during your event is not permitted for consumption on the premises. Semaphore SLSC reserves the right to discontinue bar service at any time during the event if it is deemed necessary, and in line with Australian legislation relating to responsible service of alcohol, our Management reserves the right to terminate a function, refuse service to any guest deemed intoxicated, or take responsible action to assist any intoxicated guest from the premises.

### **Event Restrictions**

We do not accept bookings for:

- 16th birthday parties
- 18th birthday parties
- Bucks or hens shows

### **Weather Conditions**

While we would love to guarantee perfect weather for your event, it's unfortunately beyond our control. If you plan on using the balcony during your function, please keep in mind that you'll be responsible for any weather-related considerations.

### **Contact Us to Book Your Event:**

For more details or to book your event, please contact us at:

- **Email:** [functions@semaphoreslsc.com.au](mailto:functions@semaphoreslsc.com.au)
- **Website:** [www.semaphoreslsc.com.au](http://www.semaphoreslsc.com.au)

## Agreement

<b>Name</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Function</b>	
<b>Date / Time</b>	

We, the undersigned, agree to the terms and conditions above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Comment: