

Copacabana SLSC

PO Box 4017

Copacabana 2251

Phone: 4381 1420

Email: functions@copacabanaslsc.org.au

Function Centre Hire Agreement

Below is a list of terms and conditions for the hiring of the Copacabana SLSC. We ask you to retain these for reference and return the Agreement Form to Copacabana SLSC with the required payment in order to finalise your booking.

1. Booking Requirements

- A Deposit of \$500 is payable within 14 days of your booking. The receipt and bank clearance of your bank deposit will act as confirmation of booking. A receipt will then be issued to you and you will be invoiced 45 days prior to your function for the full payment.
- Balance of total cost is payable 30 days prior to function date;
- A Bond of \$800 (\$1200 for 21st parties) in addition to the booking fee, will also be required to cover damage/breakage to Club property which is also payable 30 days prior to function date;
- The Bond will be refunded (less security & bar staff costs) within 14 days after the event provided there is no damage to Club property. The retention of all or part of the bond will be at the discretion of the Copacabana SLSC based on the violation of any conditions of hire.
- Payment can be made by Cheque or direct deposit to Copacabana SLSC.
- Cancellation Fee:
 - In the event the booking is cancelled after payment of deposit (500.00) and prior to payment of hire fee, the deposit (\$500.00) will be forfeited.
 - In the event the booking is cancelled within 30 days of the date of proposal function the club will retain half the total function centre hire fee.
- For prices regarding club hire see Room Hire Rates page

2. Service of Alcohol & Use of the Bar:

- As a condition of its Liquor Licence, Copacabana SLSC is required to adhere to the legal guidelines for the Responsible Service of Alcohol (RSA). These laws must be observed by Copacabana SLSC and any Hirer of the Club facilities. (A copy is attached.)
- All alcohol served within the Copacabana SLSC and adjacent areas associated with the hire of the club must be supplied and served by Copacabana SLSC accredited staff.
- There is to be no BYO alcohol functions at Copacabana SLSC
- Use of the bar facility to serve alcohol is only available if Copacabana SLSC bar staff are used.

3. Staffing:

Bar staff will be provided on the basis of the number of guests and will be at additional cost to hirer:

- Up to 100 guests will require 2 staff
- 100-150 guests will require 3 staff
- 150 + guests will require 4 staff

Table service will require additional staff which may be organized through caterers, at additional cost to hirer.

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4. Smoking:

- Smoking is not permitted anywhere within Copacabana SLSC, including balconies.

5. Decorations:

- Adhesives, pins or any such items on walls, floors, ceilings to affix decorations are not permitted.

6. Conduct within the Club and Environs:

- The Hirer is to take all reasonable steps to ensure that no antisocial behaviour is allowed.
- Copacabana SLSC reserves the right to direct the Hirer to engage (at the Hirer's expense) adequate Security Staff should there be a risk of anti-social behaviour including (but not restricted to) damage to Club property. The cost of the Security staff will be at the hirers expense and be added to the required amount put up as Bond.
- The use of confetti, flower petals or sparkling objects is not permitted.
- Candles are to be contained in holders that allow no wax drips on tables or floors.
- The Club is to be left clean and tidy at the conclusion of the function. No food is to be left out at the conclusion of your function.
- We ask that guests be considerate of nearby dwellings and leave in an orderly and quiet manner.
- Any patrons seen to be damaging surf club property will be escorted from the premises immediately, and the event organisers will be charged for damages
- Patrons throwing any materials from the balcony or creating a disturbance will be escorted from the premises immediately.
- Chairs and tables are to be stacked at end of function or following day as directed by Copacabana SLSC
- Animals are not permitted within the Club under any circumstances. Guide dogs for sight impaired people are an exception.

7. Adjacent area - 'The Green'

- The area adjacent to Copacabana SLSC is owned and administered by Gosford City Council. Applications to use this area for a formal function must be made through Gosford City Council – 0243258222 or goscity@gosford.nsw.gov.au.
- Booking of the reserve will ensure that other functions or events are not booked at the same time.

8. Room Capacity

- Total room capacity shall not exceed 120 seated guests and 200 standing guests for cocktails.

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9. Duration of Functions:

- All functions are to conclude no later than midnight.
- Last drinks will be 'called' 30 minutes prior to the end of your function
- Bands that need more than 30 minutes to pack down must finish earlier to allow for the extra time
- All dirty crockery and food are to be cleared from tables before you depart the premises.
- All items, including alcohol & all decorations are to be removed from premises by 9am the following morning.

10. Birthday Parties

- Copacabana SLSC does not hire the club for 18th Birthday parties. Should it be proven that the hire of the club is to be used for such an event, the function will be terminated immediately with a cancellation of the booking and a non return deposit and bond.
- Copacabana does hire the club for 21st Birthday Parties on the provisions that:
 - Copacabana SLSC provides Professional Security Staff
 - Professional Security Staff are present for the entire event
 - Professional Security Staff are at the hirers expense
 - The cost of Professional Security Staff are prepaid and added in addition to the standard Bond rate.
 - Cost of Professional Security Staff for an event may vary and be non negotiable.
 - All 21st Birthday Parties are to be on an application only to the Copacabana SLSC committee
- It is a condition of hire that Copacabana SLSC has the right to refuse hire to any person or group on the grounds that the function be deemed inappropriate and may bring damage to Copacabana SLSC and the Copacabana community
- The purpose of the function is to be named in the hire agreement

11. Cleaning

- All functions involving food/drinks will require to be professionally cleaned after the event at the hirer's expense.

12. Confirmation

- Functions will not be considered confirmed until the deposit of \$500 has been received.
- The signature of the applicant hirer is recognition that the application and information contained within the application relative to the hire of the Copacabana SLSC and the conditions of hire have been read, understood and accepted.
- The hirer of the function centre shall indemnify and keep indemnified the Copacabana SLSC from against all actions, claims, loss and damage of any nature whatsoever, including loss of life, personal injury and damage to property, including damage to Copacabana SLSC and facilities, arising out of the hire or use of the Copacabana SLSC by the hirer of the function centre.

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AGREEMENT TO TERMS AND CONDITIONS OF HIRE OF COPACABANA BEACH SURF LIFE SAVING CLUB

This Form is to be returned to the Club on Completion

Hire of Copacabana SLSC Agreement:

I (Name in print)

Have read, understand and agree to comply with the Function Center Hire Agreement, which has been supplied to me, for my function at Copacabana SLSC.

Date of Function:

Function Purpose:

Signed:

Phone:

Email:

Dated:

RSA Agreement:

I have also read, understood and agree to abide by the Responsible Serving of Alcohol requirements, which have been supplied to me, at this function at Copacabana Surf Life Saving Club:

Signed & Dated:

Dated:

Payments:

Payments can be made by cheque or Direct Deposit with a signed agreement form to:

Copacabana SLSC
SLSC
PO Box
Copacabana. NSW 2251

or

Account Name: Copacabana
BSB: 032545
Account No: 270218

*Thank you for your interest and booking.
We wish you all the best in the preparations for your function!*

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RESPONSIBLE SERVICE OF ALCOHOL:

1. Persons under the age of 18 are not to be served alcohol. Check proof of age (If in doubt).
2. Prevent intoxication by recognizing the signs of intoxication and refuse service to anyone who is reaching this state.
3. Deny entry or service to anyone who is already intoxicated. Guests / patrons who willfully flaunt or disregard these principles should / will be asked to leave. Likewise guests who knowingly supply alcohol to another guest who has been denied service by Bar staff will no longer be served and should / will be asked to leave.
4. In conjunction with the Liquor Act and Responsible Service of Alcohol our Club rules state that we do not serve double strength spirits.
5. We want our guests to enjoy our Club facilities, the company of other guests and to comply with the NSW Liquor Act on Sale Service and the Consumption of Alcohol.

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APPLICATION FOR FEE REDUCTION, FUNCTION CENTRE HIRE

This form is for the use of those bodies or club persons wishing to be considered for a reduction in the standard Function Centre hiring fees or alternative hire arrangements. It is used to help evaluate potential applicants in a more objective manner. Please fill in the following questionnaire, and return to the appointments officer.

Name of Body or Person requesting reduction

Registered Address of Body requesting reduction

Date/Time/Duration required for Hire of Function Centre

Will Food or Drink be consumed at this Function? – Yes / No

Specify Type of Function

Is this Function directly used in Fundraising (on the premises)? – Yes / No

Will this Function benefit the Copacabana Community? – Yes / No

Will this Function benefit the Copacabana Surf Life Saving Club? – Yes / No

How long have you been an Active / Associate member of Copacabana SLSC?

0-2 yrs

2-5 yrs

5-9 yrs

10 + yrs (life)

Are there any further comments you wish to make?

Please return this completed form to Copacabana SLSC