



Crowdy Head Surf Life Saving Club *Function Centre*

Type of Function: _____.

Function Date Requested: _____ . Approximate number of guests total: _____.

Full Name of Applicant: _____.

Address: _____.

Contact Numbers

Home Phone: _____ . Mobile: _____.

Email: _____.

Bride's Name: _____ . Groom's Name: _____.

Bride's Parents Name: _____.

Groom's Parents Name: _____.

Are there any guests that require special access or special needs? If so please detail: _____.

_____.

_____.

Please list any further special requirements that you may have: _____.

_____.

_____.



The Process, Terms & Conditions:

- 1) Complete the forms in full
- 2) Print all details
- 3) The club will inform you in writing after receiving your completed application form and deposit if your date has been approved. The selection will be on a first in basis with the exception for Internal club activities
- 4) Crowdy Head SLSC will issue a Tax Invoice, after application acceptance, the deposit of \$500.00 must be paid 7 days after confirmation from our Function Centre Manager to ensure your booking. This can be paid by cash or cheque at a Post Office or by Credit Card over the phone following the directions on the Invoice. (Or it can be paid to our Function Centre Manager).
- 5) Our function Centre is available for 6 hours only (we can extend this on request at an overtime rate.)
- 6) Prepaid beverages will be invoiced separately
- 7) The bond will be refunded by EFT or by cheque within 14 days of your function subject to our terms and conditions.
- 8) You must sign & return all below to secure your booking

Terms & Conditions of Hire:

- 1) The prices and time lines for payment as noted herein are not negotiable, if the timelines are not maintained all booking rights will be forfeited.
- 2) The pricing schedules contained herein for beverage sales are subject to change. Bar staff confirm each pricing on sale
- 3) The Club reserves the right to deduct from the bond fees as stated above for breakages, loss or non schedule cleaning.
- 4) The Club reserves the right to enact under the Legislation for the responsible service of alcohol to refuse service to and request those persons if unruly, disruptive or abusive to leave the premises.
- 5) The Club reserves the right to invoice the applicant for any / all costs as a result of a malicious act constituting damage to club property / equipment.



House Policy

**It is an agreement of hire that the below policy is strictly adhered to.
Failure to comply may result in loss of bond.**

No credit is available. The terms and conditions of the Club are not negotiable.

NO SMOKING is permitted upstairs in the facility or on the balcony area. **It is your responsibility to ensure that your guests are aware of our Non Smoking Policy. Failure to comply with this policy will result in the forfeit of your bond.**

The Bar Staff are accountable, responsible and the authority on all alcohol related matters and legislation.

You are responsible for your guests. Unruly behavior will not be tolerated.

The bar will close at 11.00 pm.

The club is a fully licensed facility. No alcohol is to be bought onto the premises.

Drinks are NOT to be taken downstairs.

The facility is to be vacated by 11.30pm.

You will have access to the function centre from 8.00am on the day of your function or the day before (Friday) by prior arrangement.

You will need to be cleared of all your decorations at the end of your function or cleaners can remove for you at an extra cost.

The lift at the rear of the building is for the disabled and elderly only.

The widescreen television & DVD are only to be operated by the bar staff.

Decorations are only to be fitted to walls where hooks are installed. Under no circumstances are items to be fixed to walls, ceilings or bulkheads using pins, tape, blue tack or any fastener.

The downstairs area of the club with the exception of the entrances and lift access are out of bounds. The downstairs corridor is for access to the Club Surf lifesaving facilities and ongoing bar service. Guests are not permitted in these areas which will be patrolled by bar staff during the function.

Children under 18 yrs of age are not permitted within the tiled bar area and are to be supervised by an adult at all times



Venue Hire

Type of Hire	Charge	Please circle
<ul style="list-style-type: none"> • Standard Function Hire (6 hours only) 	\$1100.00	yes / no
Anything over 6 hours will be charged at a flat rate <i>Note: Standard Function Hire includes cleaning of venue and bar staff</i>	\$175.00 / hr	yes / no
<ul style="list-style-type: none"> • Crockery & Cutlery Hire 	\$1.10 p/p	yes / no
<ul style="list-style-type: none"> • Bond & Booking Fee (Refundable post function after inspection) 	\$500.00	yes / no
<ul style="list-style-type: none"> • Week Day Conference Rate (No Booking Fee or Bar) 	\$330.00	yes / no
<ul style="list-style-type: none"> • Week Day Conference Rate with Bar (1 Bar Staff) 	\$440.00	yes / no

Note: Minimum 4 hours with an extra charge of \$110 for every hour beyond 4 hours

Please list any special bar requirements that you may have: _____

I agree to the Terms and Conditions within this document and to adhere to the House Rules of the Club:

NAME OF APPLICANT.....

SIGNATURE.....

DATE...../...../.....