



Dixon Park Surf Life Saving Club Inc.

HIRER TO RETAIN

FUNCTION CENTRE RULES OF HIRE

Hirers are required to enter into an agreement with Dixon Park SLSC Inc. to be bound by the following rules and should read them carefully before signing an *Agreement of Hire*.

All funds raised through the Function Centre are utilised by Dixon Park SLSC for the benefit of the Hunter Community.

All Dixon Park SLSC bar staff volunteer their services at functions.

1. BOOKING AND DEPOSIT

- a. All hirers are required to lodge a deposit with the Club, to be paid when submitting the “Booking Form” to confirm their booking. Payment is to be made by cheque made out to Dixon Park SLSC to the amount of **\$800**. This is to be sent to **PO BOX 3024, MEREWETHER, NSW, 2291**.
- b. Tentative Bookings are kept a maximum of 2 weeks from date of tentative booking. Dates will once again become available after the 2 weeks.

2. SMOKING

Dixon Park SLSC is a “non-smoking” venue, including all interior areas and the balcony.

3. RESTRICTED FUNCTIONS

- a. The building shall not be hired for any illegal purpose.
- b. The building shall not be hired for 18th birthday parties or ‘combined’ 18th birthday parties.
- c. The building shall not be hired for any functions advertised over the Internet.
- d. The building shall not be hired for 21st birthday parties, unless the person is a member and has met all conditions under Section 12 of this agreement.

4. NUMBER OF GUESTS

As a general rule, the function room accommodates up to 108 people seated at tables, or up to 160 people standing comfortably for such functions as cocktail style, etc.

5. DURATION OF FUNCTIONS

- a. For all functions, the rates of hire allow for 5 hours, plus 30 minutes to allow guests to leave the premises. An additional charge may be applied if guests have not vacated the premises within the allocated time.
- b. An additional charge \$100 applies for every 1 hour, or part thereof, above the 5 hours if additional time is required. This must be organised at least 2 weeks prior to the function.
- c. The latest time the function room can be utilised is 12:00am (midnight) from Monday to Saturday and 9:00pm on Sundays.
- d. Meetings, conferences, seminars are subject to negotiation with the Function Centre Manager.

6. CLEANING

The cost of preparing the Function Centre as well as cleaning of the premises following the function is included in the hiring fee. Notwithstanding, the Hirer is required to observe the following:

- a. Whatever the hirer brings on to the premises must be removed at the end of the function, unless otherwise organised with the Function Centre Manager. Dixon Park SLSC is not responsible for private property left on the premises either before, during or after a private function.
- b. Use of the following is NOT PERMITTED: **drawing pins, sticky tape, nails, adhesive material, or blue tack to display signs or attach decorations**. Eyebolts around the pelmet of the hall are available for this purpose.

Dixon Park SLSC has a policy of Responsible Service of Alcohol

7. SECURITY

All hirers are responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to the function.

- a. Under the Responsible Service of Alcohol laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.
 - i. If a person is refused service, under the Responsible Service of Alcohol law, that person MUST leave the premises immediately and it will be the Hirer's responsibility to ensure this is carried out. Dixon Park SLSC will call a Taxi FREE of charge if necessary.

8. CLUB BAR AND THE SERVING OF ALCOHOL AT PRIVATE FUNCTIONS

- a. The Club's Licensee is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to. Only staff who are properly trained and qualified operate the bar facilities and serve alcohol at the Dixon Park SLSC Function Centre. The hirer is reminded that guests may be required to show proof of age.
- b. Alcohol may only be consumed within the Function Centre Hall or adjoining balcony. Alcohol and glasses must NOT be taken out of the Western door, the main entrance stair way, onto surrounding park land, car park and beaches. No alcohol is allowed to be taken away at the end of the function due to Responsible Service of Alcohol Laws.
- c. Under Responsible Service of Alcohol Laws, the Club's bar staff have the right to refuse service to any guest if deemed necessary.
 - i. If a person is refused service, under Responsible Service of Alcohol Law, that person MUST leave the premises immediately and it will be the Hirer's responsibility to ensure this is carried out. Dixon Park SLSC will call a taxi FREE OF CHARGE if necessary.
- d. "Last Drinks" will be called 30 minutes prior to agreed finished time of function, with the bar closing 15 minutes prior to agreed finish time.
- e. All music is to cease 15 minutes prior to agreed finish time.

9. FUNCTION CATERING

- a. All catering is by Dixon Beach Pavillion PTY LTD only.
- b. Organisation of ALL catering details is to be through Dixon Beach Pavillion PTY LTD.
Please contact Greg and Jan Hopper on 0418 545 331.

10. HIRED EQUIPMENT

- a. All hired equipment delivery and removal is the sole responsibility of the Hirer. Storage of certain equipment after a function may not be possible due to other functions.
- b. Equipment can be delivered and removed from the club between the hours of 9am and 4pm Monday to Saturday. If removal is required of a Sunday, arrangement must be made with the Function Centre Manager.
- c. There are strict guidelines for the use of Candles within the club premises to meet Fire Regulations. Candles are to be used only when enclosed or floating. Confirm the use of Candles with the Function Centre Manager.

11. FUNCTION CENTRE EQUIPMENT AND SET UP AVAILABILITY

- a. The Function Centre Hire includes the use of the hall, 120 chairs, rectangular and round tables.
Table dimensions:
2100 x 750 x 710mm drop (4), 1800 x 750 x 710mm drop (7), 1200 x 750 x 720mm drop (4), 1800dia x 760mm drop Round (10), 600dia x 1100mm drop bar tables (7, and 16 bar stools) and 600dia cake table.
- b. All plates, side plates, cutlery and salt and pepper shakers, the balcony, and use of the bar as described in Section 8 above.
- c. The bar is fully equipped with beer, wine, champagne, spirit and soft drink glasses, wine coolers, tap beer facilities.
- d. The Function Centre is available between the hours of 9am and 4pm Monday to Saturday for function set up. The Function Centre is available 1 day prior to the date of the function ONLY if there is no other function being held on the previous day.
- e. All function decorations are to be removed from the Centre before 9am the following day.
- f. In setting up the hall for a function, the hirer is reminded to NOT restrict access to recognised EXITS and storage cupboards.
- g. Tables and chairs NOT required for a function are to be stored neatly.
- h. Items NOT AVAILABLE as part of hire are: tablecloths, napkins, P.A system, whiteboard.

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12. MEMBERS 21ST BIRTHDAY PARTIES – SPECIAL RULES

The Club reserves the right to reject an application for the hire, and also cease immediately an ongoing function, if the Hirer is unprepared to meet any of the following requirements:

- a. The hirer must be able to demonstrate that there is a strong family involvement with parents and other family members in attendance for the duration of the function.
- b. A maximum of 100 guests, by formal invitation only, and no “open”, “word of mouth” or “word of web” invitations.
- c. The Hirer is to employ Professional Security guards from our major sponsor ONLY for the duration of the function with a ratio of 1 security guard per 50 guests.
- d. Functions are to be applied for in writing to the committee via the Function Centre (PO Box 3024, MEREWETHER, NSW, 2291).

13. **MEMBERS DISCOUNT** - are to be applied for in writing to the committee via the Function Centre (PO Box 3024, MEREWETHER, NSW, 2291).

14. **PRICES** - The club reserves the right to review fees and charges at any time.

15. **REJECTION OF APPLICATION TO HIRE** – Dixon Park SLSC retains the right to reject any application to hire without providing a reason.

16. FINAL PAYMENT

- a. The Function Centre fees for Catering and beverages MUST be paid in full 2 weeks prior to the commencement of the function. All cheques are to be made out to Dixon Beach SLSC. Direct Deposit is also available and is preferred.
- b. In the case of any excessive damage to the premises during the course of the function, the hirer will be issued with notice of the fees for the damage.

17. FUNCTION CANCELLATION

- a. A cancellation fee will be charged based on the following rates;
 - i. Outside of 3 Months prior to function - NO cancellation fee
 - ii. Within 3 months prior to function - \$50 cancellation fee
 - iii. Within 2 months prior to function - \$100 cancellation fee
 - iv. Within 1 month prior to function - Loss of Bond/Deposit
- b. The cancellation fee will be taken from the Bond/Deposit and the remaining money, if any, shall be returned via cheque.



Dixon Park Surf Life Saving Club Inc.

Booking Form

Please post this form along with YOUR DEPOSIT to:

Dixon Park SLSC Function Centre
PO BOX 3024
MEREWETHER
NSW 2291

PLEASE MAKE THE DEPOSIT OUT TO DIXON PARK SLSC.

This form constitutes an Agreement of Hire.

I agree to these Conditions of Hire:

Hirer to Sign.....

Print Name.....

Date of Hire.....

Nature of Function.....

Approx. Number Attending.....

Approx. Start Time.....*Approx. Finish Time*.....

Ceremony Time (if applicable).....

Catering Package.....

Beverage Package.....

Contact Telephone Number/s.....

Email Address.....

Address.....

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