

**SOUTH MELBOURNE LIFE SAVING CLUB
VENUE HIRE AGREEMENT**



Terms and Conditions

You acknowledge that you have read and agree to the terms and conditions as stipulated in this document. By accepting the quote that has been issued to you and typing your full name when indicated on thatVenue.co, you are electronically signing these terms and conditions. You also agree that you are the hirer, or authorised by the hirer, when making this declaration.

- 1. Booking:** The full bond money is payable to confirm your booking, (50% non-refundable, if function cancelled), together with the signed quote and terms and conditions acceptance through our booking portal on thatVenue.co. A deposit will be payable within 7 days of booking. The balance of total cost is payable 30 days prior to your function date. If the booking date is within 30 days of the invoice issue date, all money must be paid to confirm booking. The Bond is in addition to the venue hire fees and is required. No money is refunded if booking cancelled within 14 days of function.
- 2. Venue Capacity:** Total room capacity shall not exceed 120 guests.
There are twelve large tables with chairs to comfortably seat 72 guests.
- 3. Service of Alcohol & Use of the Bar:** As a condition of its Liquor License, South Melbourne LSC (SMLSC) is required to adhere to the guidelines for the Responsible Service of Alcohol (RSA). These laws must be observed by SMLSC and any Hirer of the Club facilities. All alcohol served within the SMLSC, and adjacent areas associated with the hire of the club, must be either supplied and served by SMLSC accredited staff or supplied by the Hirer free of charge to the guest. The area for alcohol consumption must be observed and includes the Function Room, Kitchen, Hallway, Entrance Foyer and ONLY the area of external decking that is defined by the glass balustrade. It is an offence to bring drinks of any kind on to licensed premises without permission, supply alcohol for sale, or to consume alcohol in the Clubhouse surrounds including the public decking, beach, and driveway areas.
- 4. Staffing:** No availability of staffing options at present, sorry.
- 5. Decorations:** Adhesives, pins or any items or materials of similar types are not permitted to be used to affix decorations to walls, ceilings, windows or floors. The use of confetti or sparkling objects is not permitted. Candles are to be contained in holders that do not allow wax to drip on tables, walls, windows, or floors.

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- 6. Conduct within the Club and Environs:** The Hirer is to take all reasonable steps to ensure the responsible behaviour of all guests. Persons creating a disturbance will be required to leave the premises immediately. We ask that guests be considerate of our neighbours & nearby dwellings and leave in an orderly and quiet manner. The Club has strict noise levels regulations. All speakers must be inside the clubhouse and not exceed 75dB when measured 3 metres away.
- 7. Smoking:** SMLSC is a non-smoking venue. It is an offence to smoke or vape within 4 metres of the building's entrance. Smoking and vaping are not permitted anywhere within SMLSC or on the external decking. It is the Hirer's responsibility to be familiar with the Smoking Management Plan and to alert guests. If cigarette butts are found in the Club surrounds a fee will be deducted from the bond.
- 8. Illegal activity:** Your bond may be forfeited if any activities at the venue or surrounds warrant attendance or investigation by the police either during or after the function, or if any evidence of illegal activity is noticed by SMLSC.
- 9. Exclusions:** SMLSC does not hire the Clubhouse to the public for Bucks Parties, Hens Nights, 18th Birthday or 21st Birthday parties.
- 10. Club Areas:** The operational areas and surrounds (including driveway) on the beach front are used to train, prepare, and maintain lifesaving equipment and are not available during patrol operational times.
- 11. Professional Security Staff:** Subject to SMLSC committee discretion, evening functions and day functions that serve alcohol will be required to have professional security staff on site for the duration of the hire. Hirers must use licenced security staff who must be present for the entire function. Such costs for Professional Security Staff will be at the cost of the Hirer. The Hirer is fully responsible for the cost of a false alarm relating to fire or security call out.

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- 12. Duration of Functions:** All evening functions are to conclude in accordance with SMLSC liquor license. 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 kitchen equipment, dirty crockery and food are to be cleaned and stored, and tables, chairs and any other equipment provided by SMLSC, cleaned, and stored before you depart the premises. All other items, including decorations, are to be removed from premises before you depart the premises. These terms may affect your bond being returned unless other arrangements have been negotiated in writing.
- 13. Cleaning:** All floors and kitchen space must be clean and tidy. Polymer drinkware is available for use. However, if any glassware is used and breakages occur then, for safety reasons, the broken glass must be thoroughly cleaned up. Further cleaning materials such as a dustpan with brush, mops, etc are in the disabled toilet space off the hallway. All rubbish is to be bagged and recyclable cans and bottles placed in the pink bins provided. Any extra cleaning required, as determined by the SMLSC, may be deducted from the bond.
- 14. Door Locking:** There are three external sliding doors. Please **DOUBLE CHECK** all external sliding doors are locked and secure before leaving:



We hope you have enjoyed your function! Please also ensure that the front entry door is securely closed behind you as you leave the building. Your bond may be forfeited if attention is required by our Security team after you leave.

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- 15. Confirmation:** Functions will not be considered confirmed until the deposit has been received by SMLSC together with this signed agreement. There will be confirmation via email that money has been received and your booking has been accepted. The Hirer of the function centre shall indemnify and keep indemnified SMLSC against all actions, claims, loss and damage of any nature whatsoever, including loss of life, personal injury and damage to property including damage to SMLSC and facilities, arising out of the hire or use of the SMLSC by the hirer of the room space.
- 16. Induction:** Hirer must complete an induction to the building for security purposes prior to accessing the building. This includes, but not limited to, fob access and operation, AV equipment operation, function equipment storage and emergency procedures. Please ensure you book a time for induction as club is not manned 24/7 and you will NOT be able to gain access for your event unless this is completed. Please note that you will forfeit any funds already paid should this not occur.
- 17. Priority of Use:** All functions are at the discretion of the SMLSC Committee. Preference will always be given to Surf Life Saving Events or Club Members Functions. The hirer must allow unrestricted access to SMLSC members on official business and City of Port Phillip employed security personnel. In the case of case of emergency services requiring access to the building, the hirer must ensure the building is vacated immediately as directed by the emergency service.