



# **VENUE HIRE FOR MEMBERS POLICY**

Approved and adopted by the Management Committee

31 Oct 2024

## **1. Venue**

- 1.1. Swanbourne Nedlands Surf Life Saving Club (SNSLSC) Venue Hire may include access to the Rampant Swan Bar, kitchen facilities, outdoor courtyard, training room, board room and upstairs toilets.

## **2. Eligibility**

- 2.1. Member hire will only be considered by members that meet the following criteria:
  - 2.1.1. Be aged 18 years and older.
  - 2.1.2. Be a financial member of SNSLSC for the current season.
  - 2.1.3. Proficient and compliant with patrol hours for the current season
    - 2.1.3.1. Exemptions apply for:
      - 2.1.3.1.1. Life Members
      - 2.1.3.1.2. Long Service Members
      - 2.1.3.1.3. Members approved for Parental Leave by SNSLSC.
- 2.2. Venue hire is not permitted for the following events
  - 2.2.1. 18th Birthday party events.
  - 2.2.2. 21st Birthday party events.
  - 2.2.3. Hens / Bachelorette Parties (or those with same intent).
  - 2.2.4. Bucks / Bachelor Parties (or those with same intent).
- 2.3. Weddings may be considered on a case by case basis.

## **3. Fees and Charges**

### **3.1. Bond**

- 3.1.1. All members are required to pay a refundable bond of \$500 to confirm venue hire.
- 3.1.2. All bond payments must be made by a valid credit card, bond payments will be held by SNSLC for seven days and will be automatically released. This is a rule set by SNSLC bank and can not be changed.

### **3.2. Venue Hire Fees**

- 3.2.1. Standard event hire rates (excluding weddings and/or sit-down meal functions) are as follows:
  - 3.2.1.1. Active Member \$250
  - 3.2.1.2. Long Service Member \$250
  - 3.2.1.3. Life Member \$125
- 3.2.2. Weddings and Sit-Down meal functions hire rates will be determined by the Social Manager & Captain at the point of application. Alternatively a flat fee of \$525 equivalent to evening hire in external policy to be inclusive of items in 3.3 except ETP and bar staff.
- 3.2.3. There is a minimum hire of 3 hours for member functions involving the bar.

### **3.3. Other Fees and Charges**

- 3.3.1. All events where the member to guest ratio is greater than 1:5 or where an extension of trading hours beyond the existing license is requested will require an application for an Extended Trading Permit (ETP) from the Department of Local Government, Sport and Cultural Industries. All members will be required to cover any application and administration fees associated with this application.
  - 3.3.1.1. The associated fees and charges will be confirmed with the member prior to proceeding with the application (at the time of drafting, \$130).
  - 3.3.1.2. All ETP applications will be completed by SNSLSC.
- 3.3.2. Audio Visual equipment may be available for hire upon request.
- 3.3.3. All licensed events will require an approved SNSLSC Bar Manager and approved SNSLSC bar staff. The number of bar staff is dependent on the number of guests and nature of the event.

## **4. Application Process**

- 4.1. All applicants are to complete the SNSLSC Venue Hire Application Form online via the website for consideration.
- 4.2. All applications are to be sent to General Admin via email to [general@swannysurfclub.org.au](mailto:general@swannysurfclub.org.au)
- 4.3. All applications will be considered by a Management Committee delegate.
  - 4.3.1. For events involving the provision of alcohol - applications may also require approval of the Bar Manager.
- 4.4. The General Admin (or member of the Management Committee) will advise the Member of the outcome of the application.
  - 4.4.1. In the event that the Venue Hire is not approved, the Management Committee is not required to provide reasons for rejection and no further negotiation will be entered into.

## **5. General Venue Hire Conditions**

### **5.1. Prior to event**

- 5.1.1. Member is to contact General Admin at least 20 working days prior to the event to ensure appropriate stock and staff are available.

- 5.1.2. Member is to contact Club Administrator to make the bond payment at least 10 working days prior to the event (see section 3.1).
- 5.1.3. Venue Hire fees are to be paid at least 5 working days prior to the event (see section 3.2).
- 5.1.4. Administration will program Members fob to allow access to the facility at agreed time as per approved application.

## **5.2. During the event**

### **5.2.1. Member - Guest Responsibility**

- 5.2.1.1. Venue capacity is 155 persons.
- 5.2.1.2. The Member is responsible for all guests at all times.
- 5.2.1.3. The Member is responsible for ensuring that the venue is left in a clean and respectable condition, and in the same condition it was found.
- 5.2.1.4. The Member is responsible for ensuring the venue is left secure at the completion of the hire.
- 5.2.1.5. SNSLSC reserves the right to refuse the service of alcohol.
- 5.2.1.6. The member is responsible for all damages and breakages.
- 5.2.1.7. All damages or breakages are to be reported to the bar staff, this will be recorded and reported to the Club Administrator.

### **5.2.2. Responsible Service of Alcohol**

- 5.2.2.1. All licensed events will require an approved SNSLSC Bar Manager and approved SNSLSC bar staff.
  - 5.2.2.1.1. Staffing requirements and hourly rates will be determined by the SNSLSC Bar Manager or General Admin and communicated prior to the event (see Section 5.1).
  - 5.2.2.1.2. Staff costs will be calculated at the conclusion of the event and invoiced to the member.
- 5.2.2.2. All bar staff have the right to refuse service of alcohol as per the SNSLSC liquor licence.
  - 5.2.2.2.1. The hiring member is responsible for any guests who refuse to cooperate with instructions given by the bar staff.
- 5.2.2.3. All tabs are to be settled at the end of the event
- 5.2.2.4. Bar service will stop at least 15 mins prior to the end of licensed hours or 15 mins prior to end of the Venue Hire (whichever is earlier).
- 5.2.2.5. No alcohol is to be brought onto the premises by the member or guests.
- 5.2.2.6. No alcohol is to be taken outside the licenced area.
- 5.2.2.7. The bar operates using Member Drink Prices as set by the Bar Manager. No negotiation will be entered into regarding these prices.

### **5.2.3. Catering**

- 5.2.3.1. SNSLSC does not provide catering and is not responsible for food handling or food safety. SNSLSC will not be liable for any injury, illness, loss or damage in connection with external catering.

### **5.2.4. Children**

- 5.2.4.1. At any function where alcohol is served, all children under the age of 18 must be accompanied by a responsible adult at all times.

### **5.2.5. Smoke Free Venue Hire**

- 5.2.5.1. Smoking or vaping is not permitted in the Club Building or on Club Premises.

#### **5.2.6. Decoration**

- 5.2.6.1. Decorating of the hall is permitted, the type of decoration intended must be clearly described in the application and be approved by the delegate.
- 5.2.6.2. Under no circumstances are permanent fittings such as nails etc. to be used.
- 5.2.6.3. Club Honour Boards, displays, photos etc. must not be interfered with in any way.

#### **5.2.7. Audio Visual Equipment**

- 5.2.7.1. Venue hire includes access to and use of the sound system in the bar. This includes mobile / laptop connector and 1 portable wireless microphone.
- 5.2.7.2. Other audio visual equipment may be available upon request and may attract additional costs.

#### **5.2.8. Cleaning**

- 5.2.8.1. The member is responsible for leaving the premises in good order and leaving the Club Building in a clean and respectable condition.
- 5.2.8.2. All rubbish is to be removed (including emptying bins) from the Club Building and placed in the council collection bins situated near the southern entrance to the Club Building.
- 5.2.8.3. All SNSLSC furniture must be returned to its original location
- 5.2.8.4. If utilised all oven and/or kitchen utilities are to be cleaned and switched off.
- 5.2.8.5. All lights are to be switched off upon leaving and the facility armed.
- 5.2.8.6. In the event of furniture / decorations etc. being left on the premises or the premises not being left in a tidy state, SNSLSC reserves the right to withhold part or full bond to cover the cost of cleaning.

#### **5.2.9. Club Access**

- 5.2.9.1. Members of the Management Committee reserve the right to attend any function to ensure the building is being used in the correct manner and the conditions of hire are being followed.

#### **5.2.10. Invoices**

- 5.2.10.1. On the Monday immediately following the venue hire, SNSLSC will invoice the Member for the following:
  - 5.2.10.1.1. Bar Staff Fees and bar tab.
  - 5.2.10.1.2. Any damages or breakages
  - 5.2.10.1.3. Any additional cleaning costs as required.
- 5.2.10.2. All invoices are to be paid in full no later than 5 days from the date of the invoice.

## **6. Cancellation Policy**

- 6.1. Should the function be cancelled for any reason please inform SNSLSC as soon as possible by contacting [general@swannysurfclub.org.au](mailto:general@swannysurfclub.org.au)

#### **6.2. Cancellation Fees**

- 6.2.1. SNSLSC reserves the right to charge additional fees upon cancellation to cover prearranged staff hire, loss of income and incidentals.
- 6.2.2. Any charges incurred as a result of applying for an ETP will be deducted from the bond.

- 6.2.3. Any special bar purchases will be charged for and will remain the property of SNSLSC.
- 6.2.4. The balance of any bond and venue hire fees will be refunded within a week of being notified of the cancellation.