

TERMS & CONDITIONS

CAPACITY

Seated 80 maximum

Standing 120 maximum - (eg for parties without tables)

10 tables (1500x750) and seating for 80 is included in the booking fee. Hire of extra chairs and tables is to be arranged by the hirer.

APPLICATION

Applications must be made on the attached form by the person who:

- will be responsible for payment of fees and any other charges arising from the function
- will be in attendance for the duration of the function
- will ensure that these rules, responsibilities and conditions are observed.

The Manly Life Saving Club Booking Officer must be aware of the hirer's intentions. The facility is NOT available for under 21yrs birthday parties or school formals.

FEES

- **A DEPOSIT OF \$300 IS REQUIRED** to secure your date. No refund of hire fee is payable if notice of cancellation is received less than 7 days prior to the date of the function.
- **BALANCE** payment is to be made a week prior to the function including a \$500 bond.
- **DRINKS** are to be purchased from the bar, no BYO. Tab : A Credit card will be kept behind the bar for tab sales. The entire Bar tab is to be settled on the night.
- **HALL HIRE :**
 - ▶ **40-60people** - \$1200 non members
 - ▶ **60-100people** - \$1300 non members
 - ▶ **100+** - \$1400 non members

For Mon-Thurs seminars(no bar/ staff) - \$500 (up to 5h), \$250 (less than 2h)

CLEANLINESS

Any damage caused to the property contents will be restored by Manly Life Saving Club and the cost charge to the hirer.

The cleanliness and security of the entire building is the responsibility of the hirer.

- All rubbish is to be put in garbage bins provided.
- All decorations are removed including sticky tape /Blu-Tack etc.
- The hall, entrances, stairs, kitchen, bar, deck and toilets are to be left clean and tidy
- **SMOKING IS NOT PERMITTED ON THE PREMISES.**

SECURITY for evening functions – to be discussed with hall booking officer. Hirers may be required to supply at hirers cost up to one professional currently licensed security guard for each 50 guests.

MUSIC AND NOISE

We ask you to show consideration to our neighbours. All music and excessive noise is to cease by 11.30pm including noise made whilst entering and departing from the premises. The back doors to the hall (fire doors) are to be kept closed during the function. **Guests are to vacate by 12.00 midnight.**

SUPERVISION

The person making this application must be over 21yrs of age and must be in attendance for the duration of the function. Where guests are under the age of twenty-one, Manly Life Saving Club requires assurance that ratio of 1 adult (over twenty-one years of age) to every 10 guests less than twenty-one years of age. The adult supervisors must be capable of maintaining order at the function, and are responsible to Manly Life Saving Club. The Hirer is to discuss with Manly Life Saving Club Booking Officer prior to approval of the application to ensure all aspects of the hall hire application are clearly understood.

ALCOHOL

- No alcohol is to be brought onto premises.
- No person under the age of 18 years will be served with alcoholic liquor or be permitted to consume alcoholic liquor.
- No alcohol is to be consumed outside the hall
- The hirer or hirers of the premises shall be responsible for the good conduct of those attending the function.

EQUIPMENT

The hirer is responsible for providing extra furniture and for the setting up for the function.

Any equipment brought to, or left on the premises is the responsibility of the hirer. All equipment belonging to the hirer is to be removed at the conclusion of the event unless special arrangements have been made.

VACATING PREMISES : prior to vacating the facility hall, deck and bathroom areas must be left in a generally tidy condition. All rubbish is to be placed in bins provided in hall and on deck.

