

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 for extra tables and chairs is to be arranged by the hirer

APPLICATION

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

- Will be responsible for the payment and any other charges arising from the function
- Will be in attendance for the duration of the function
- Will ensure 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 the date. No refund is payable if notice of cancellation is received less than 14 days prior to the date of the function
- **BALANCE** payment is to be made a week prior to the function, a \$500 bond may also be required
- **DRINKS** are to be purchased from the bar. Tab: A credit card will be kept behind the bar for the tab sales. The entire tab is to be settled on the night
- **FOOD/CATERING** must be present at the function. If there is an absence of food at the function, the hirer will be charged an additional \$250.

DAMAGE AND CLEANLINESS

Any damage caused to the property contents will be restored by Manly Life Saving club and will be deducted from the \$500 bond.

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

- All rubbish is to be put in the garbage bins provided
- All decorations are to be removed including sticky tape and Blu-Tack
- The hall, entrances, stairs, kitchen, bar, deck and toilets are to be left tidy
- **SMOKING IS NOT PERMITTED ON THE PREMISES**
- **A CLEANING FEE OF \$250 WILL BE DEDUCTED BY MANLY LSC FROM THE BOND IF THE ABOVE CLEANLINESS CONDITIONS ARE NOT MET**

BALLOONS ARE NOT PERMITTED. IF BALLOONS ARE BROUGHT ON THE PREMISES THE BOOKING WILL BE CANCELLED. NO PLASTIC PARTYWARE (CUTLERY, STREAMERS, TABLECLOTHS ETC).

SECURITY for evening functions – to be discussed with hall booking officer. Hirer may be required to supply at hirer's cost.

MUSIC AND NOISE

We ask you to show consideration to our neighbours. All music and excessive noise is to cease by 11pm.

SUPERVISION

The person making this application must be over 21yrs of age and must be in attendance for the duration of the function.

ALCOHOL

- No alcohol is to be brought onto the premises
- No person under the age of 18 years will be served with alcoholic beverages or be permitted to consume alcoholic beverages
- No alcohol is to be consumed outside the hall
- The hirer or hirers of the premises shall be responsible for the food conduct of those attending the function – There must be some food provided by the party hiring the hall.

EQUIPMENT

The hirer is responsible for providing extra furniture and for the setting up for the function. All equipment belonging to the hirer is to be removed at the conclusion of the event unless special arrangements have been made.

AGREEMENT & SUMMARY

Please note that additional conditions apply to functions where guests are under the age of 21 years. The venue is NOT available for 18th and 21st birthday parties, bucks parties or school formals.

Please read and sign the Hall Hire Information Sheet and note the additional conditions relating to functions where guests are under the age of 21 years. *Manly Life Saving Club's Public Liability Insurance does not cover the negligence of the hirer. The hirer is **strongly** advised to take out Public Liability Insurance cover for this purpose.*

Declaration

The Hirer will indemnify and keep indemnified Manly Life Saving Club and Manly Council from all actions, suits, claims, demands, proceedings losses, damages, compensation sum or money costs (including solicitor and client costs) charges and expenses whatsoever to which Manly Life Saving Club or Manly Council shall or may be liable for in respect of or arising out of the use of the facility or for or in respect of all losses, damages, accidents or injuries of whatsoever nature or kind or howsoever sustained or occasioned (and whether to any property or to any person or resulting in the destruction of any property or the death of any person) at or upon including entering and leaving the premises or in connection with the use by the Hirer of the facility or any equipment or device thereon or therein and although outside the same.

I am over 21 years of age and I have read and agree to the Conditions of Hire of Manly Surf Pavilion Hall.

Signed

Hirer

Date _____