

# the clubhouse

BONDI BEACH - AUSTRALIA

EST. 2013

functions

weddings

corporate

## **BOOKING CONFIRMATION FORM** **& TERMS and CONDITIONS**

In order to secure your booking please complete and return the following booking and confirmation form along with a signed copy of the terms and conditions

EMAIL: [functions@northbondisurfclub.com](mailto:functions@northbondisurfclub.com)

NAME:	
COMPANY: (if applicable)	
ADDRESS:	
EMAIL:	
PHONE:	
EVENT DATE:	
ROOM SELECTED:	
ROOM HIRE AMOUNT:	
EVENT TIME: (Start and finish)	
NUMBER OF GUESTS:	

OCCASION:	
EARLY ACCESS REQUIRED Additional (\$500 fee) for larger events requiring styling	
CATERER ENGAGED	
PACKAGE SELECTED (if corporate use)	
ROOM SETUP:	
AV REQUIRED: (see attached form for details)	
Other:	

**CREDIT CARD DETAILS:**

CARD TYPE: VISA MASTERCARD AMEX (2% Surcharge)

NAME ON CARD: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

EXPIRY: \_\_\_\_\_ / \_\_\_\_\_

CCV: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

## **AGREEMENT TO NORTH BONDI SURF LIFE SAVING CLUB - TERMS AND CONDITIONS**

I hereby acknowledge the information provided herein and agree to the Terms and Conditions in their entirety:

NAME & SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

### **NORTH BONDI SURF LIFE SAVING CLUB - VENUE HIRE & EVENT CATERING TERMS AND CONDITIONS**

Venue Hire & Event Catering is directed under the Terms and Conditions set out herein. The payment by any person of any Venue Hire and/or Event Catering fees or charges for such facilities shall be deemed to be an acknowledgement and acceptance by such person of the Terms and Conditions contained herein.

#### **VENUE/ ROOM HIRE – DEPOSITS, PAYMENTS, CONFIRMATION & CANCELLATION**

1. To confirm & secure a booking, each of the following is required:
  - i. Completion of the Booking Confirmation Form and signature regarding credit card authorisation and agreement to these Terms and Conditions;
  - ii. Full Payment of Venue/Room hire must be made in advance by provision of credit card authorisation;
  - iii. The balance of the final cost of venue hire and event catering will be deducted from the same credit card within 48 hours of the function date, and shall include provision of an itemized receipt for all items charged.
2. Full payment for venue/room hire must be received 4 weeks prior to the date of the function/event.
3. A booking or event will be deemed cancelled BY NBSLSC if full payment of the venue/room hire/catering fee is not received 4 weeks prior to the date of the event.
4. For all bookings, cancellation at any time after confirmation of booking will result in loss of full (100%) venue hire fee and is non refundable.
5. For cancellations made up to 4 – 8 weeks prior to the event 25% of the room hire will be reimbursed.

6. For cancellations made at 8 weeks or more prior to the event: the room hire will be reimbursed.
7. String fairy lights are available for hire (\$250) to hang across & over the outside terrace area on level 2.
8. Cost of security for your event is additional to the Venue hire charge, requirements are that 1 security staff member per 100 guests. Costs vary depending on guest numbers, type of function or length of event.
9. The venue is not available for dance parties, 16th, 18th or 21st Birthday celebrations or School Formals.
10. In accordance with licensing guidelines, all bar service will cease 30 minutes prior to the function completion time.
11. NBSLSC does not permit either BYO or SPONSORED beverages.
12. The Hirer is aware that the venue does not have air conditioning.

#### **DAMAGE COSTS RE: EXHIBITIONS & DECORATIONS**

1. Decoration of the venue/function space is permitted, subject to the following conditions:
  - (i) decorations must not be adhered to walls, ceilings or glass.
  - (ii) Adhesive hooks, tacks, nails, screws are not allowed to be used on any fixtures or surfaces in the venue.
  - (iii) Candles are not permitted: NBSLSC recommends the use of led lights. (iv) No sparklers or confetti may be used.
2. There is no signage permitted on the exterior of the building whatsoever.
3. No NBSLSC pictures are to be taken off or covered over on the existing walls.
4. Any additional decoration requirements must be discussed and agreed to 7 days prior to the function.
5. In respect of **decorations, exhibitions and any other activity arising in the course of the venue hire**: The hirer is liable for any damage to the Club equipment and premises, the cost of which will be debited from the authorised credit card and itemisation of repair costs provided.
6. For example: the hirer may be charged for the cost of repairs or replacement as a result of such damage, including:
  - (i) Repair costs of any damage to the building;

- (ii) Replacement costs of any items of the building that are damaged beyond repair; eg forecourt tiles, equipment, etc;
  - (iii) steam cleaning of the carpet;
  - (iv) an additional cleaning charge of \$300 cleaning fee will be applied if confetti, glitter etc. is used or NBSLSC deems required post any event;
  - (v) if ANY residue or marks are left following the use of decals on the walls and/or hanging items from the ceiling, an additional repair cost of making good the ceiling and/or wall surfaces and re-painting the entire function area or floor level if necessary, so as to ensure continuity in the painting throughout the entire floor, will be charged.
7. An authorized credit card number must be provided on the Booking Form and returned to NBSLSC to [functions@northbondisurfclub.com](mailto:functions@northbondisurfclub.com) at least 4 weeks prior to the event. The Booking Form will be used as authorisation for any damages repair costs to be deducted.
  8. Any damages made to the venue will be repaired by the NBSLSC contractors post event.

#### **OCCUPATIONAL HEALTH & SAFETY, LIABILITY AND INDEMNITY**

9. NBSLSC take no responsibility for any goods left at the venue by the clients, agents or sub-contractors. This includes any equipment, decorations, wedding cake, gifts and personal items etc. Hirer at the conclusion of the event MUST remove all items, unless agreed arrangements have been made prior to the event with the club. Failure to remove said items may result in their loss.
10. All electrical or mechanical equipment brought onto the premises must be safety tagged. Any and all third party operatives (DJ's, entertainers etc.) must provide a certificate of currency of Public Liability insurance 14 days prior to the date of the function. It is the host's responsibility to ensure this happens. If these requirements have not been met then we have the right to refuse entry of equipment and/or entertainer. Any equipment/furniture remains the responsibility of the host up until the time it is removed off the premises.
11. NBSLSC adheres to RSA (Responsible Service of Alcohol) laws. The venue & club staff has the right to refuse service to any guest if deemed necessary. If a person is refused service, under the RSA, that person MUST leave the premises immediately.
12. The Venue/Club has the right to remove or refuse entry to any person whose behavior is deemed by staff to be improper or objectionable. Anti-social behavior(s) by guests may lead to the early closure of your function and the venue.

13. All drinks must be consumed within the top function space only. Alcohol and glasses must NOT be taken out of the venue space and into public space.
14. Please note that the Venue is non-smoking including the terrace. All smoking is off site.
15. You shall procure and maintain in full force and effect during the terms of this agreement, at your sole cost, a Public Liability insurance policy in your name which provides coverage for this event, of at least \$20,000,000.00 and produce evidence of this insurance policy coverage to the satisfaction of NBSLSC on request (before the event.)
16. Further insurance coverage required: any external party hired by the hirer to provide services (equipment/entertainment etc.) as part of your function must have their own Public Liability Insurance for services.
17. You shall during the term and after termination or expiration of this agreement, indemnify the NBSLSC and hold it harmless from and against all damages, losses, claims, actions, liability, expenses and costs (on a full indemnity basis) for which you are held liable, or which you incur as a result or arising from:
  - (i) a breach of this agreement or any other agreement between the parties by you or on your behalf;
  - (ii) any injury to, or damage / loss of property of any person in connection with this event;
  - (iii) any failure to pay or discharge the taxes, liabilities, costs or other expenses and any neglect or willful act or omission by you or on your behalf including agents, employees, contractors or others for whom you are at law responsible.
18. You RELEASE to the fullest extent permitted by law, the NBSLSC and its agents, employees and contractors, from all claims and demands resulting from any accident, damage, loss, injury or death occurring in any premises provided by NBSLSC and carrying out its obligations under this agreement, except to the extent that it is caused by NBSLSC by a deliberate act, negligence or default of NBSLSC or its agents, employees or contractors.

North Bondi Surf Club  
PO Box 7001  
Bondi Beach NSW 2026  
ABN: 77 272 419 031