

SEACLIFF SURF LIFESAVING CLUB TERMS AND CONDITIONS

Booking confirmation

To confirm your booking a non-refundable deposit of \$550.00 is required within 21 days of making a tentative booking.

If no deposit is received your tentative booking will be cancelled without notice.

Booking exclusions

Seacliff SLSC reserves the right to not accept bookings for bucks nights, 18th and 21st birthday parties.

This is due to the high security risk they potentially pose.

Payments

Payments can be made via cash, visa, mastercard, cheque or direct bank transfer.

Credit cards incur a 3% surcharge.

Full payment of all function costs is required 14 business days prior to your function date. If cleared funds are not received at this time your function may be cancelled.

Additional charges incurred or beverages on consumption during the function shall be payable at the conclusion of the function. A valid credit card number will be required prior to commencement of the function (see booking confirmation).

Account queries can only be made within 7 working days after the function.

Menu confirmation

Confirmation of your menu and beverages is required at least 14 days prior to your function. In the event of changing the previously confirmed menu, the client may incur a price variation.

Special dietary requirements must be advised within 5 working days of the function.

Pricing

Prices quoted include GST. All prices are based on current costs and are subject to change to meet increases as they arise.

External food and beverage is not permitted inside the Seacliff SLSC function centre for consumption at the function by the client or any of the client's guests, invitees or persons attending the function unless authorized in writing by the function manager.

Wedding and Celebration cakes permitted but need to ensure labelled and covered.

Minimum numbers

We do not have a minimum guest number, however a minimum spend of \$1000.00 on the bar is required.

Cancellation by the client

In the event of the function being cancelled within 90 days prior to the function date, all deposits will be forfeited.

Guest numbers

Confirmation of guest numbers is required a minimum 14 days prior to your function.

It is the responsibility of the client to contact the function manager regarding final attendance numbers.

Damages & liability

Whilst every care will be taken, Seacliff SLSC will not accept responsibility for any injury, loss or damage of any nature, prior to, during or after the event suffered by the client, client's guests or any persons involved with the event.

We understand that at times breakage of glassware or plates can occur, however in the event of excessive and deliberate breakages or damage to any equipment or property, including building surfaces, furniture, fittings, fixtures and function centre by the client, any of the client's guests, attendees or personnel associated with the client prior to, during or after the event, the client will be financially responsible and charged with a replacement, cleaning or damage fee.

Deliveries & setup

All deliveries to the Seacliff SLSC must be notified and accepted by the function manager before delivery occurs. Suitable access times for deliveries on the date of the function will be advised by the function manager. All deliveries must be clearly marked with the name of the event. All goods or items must be collected and removed from the venue at the immediate conclusion of your event unless otherwise negotiated with the function manager. Seacliff SLSC accepts no responsibility for goods or items left on the premises. Tables and chairs are to be returned to the standard club configuration or additional charges may apply

Signage and decorations

Nothing is to be in any manner fixed to any wall, door or other part of the building.

Permission must be sought if the client wishes to decorate the venue and if so, must all be removed at close of the function.

Confetti, glitter/scatters and candles are not permitted, as are any flammable materials and smoke / bubble machines.

Entertainment

Seacliff SLSC reserves the right to control sound levels of any live entertainment or amplified music at the function and no amplified music is permitted after midnight. Bands are permitted to play at any private function held in the Seacliff SLSC Venue but this must be approved by function manager. Access times for set up will be advised by the function manager.

General conduct

The client is responsible for the orderly manner and behaviour of all guests, attendees or personnel associated with the client and their function. All guests must be mindful of sound/behaviour on balcony, otherwise they will be moved inside by 10pm to minimise noise complaints.

Any guest deemed to be creating an unduly disturbance, annoyance or inconvenience to other patrons or staff, at any time prior to, during or after the event will be vacated from the Club premises without liability.

Liquor licence

Seacliff SLSC is a responsible server of alcohol and is bound by conditions of the venue liquor licence, the liquor industry code of practice and the SA Liquor Licensing Act 1997. We therefore reserve the right to refuse service to any guest.

A responsible adult must accompany all minors (guests under the age of 18) attending functions and all minors must be off premises by midnight. The Seacliff SLSC does not accept responsibility for guests under the age of 18. Under no circumstances may minors be provided alcohol and we reserve the right to request suitable identification to prove their age.

Licence extensions

Requests for licence extensions/alterations will be declined, as the current licence is in line with the Liquor Licensing Commission, Seacliff SLSC House Policies and City of Holdfast Bay Council Regulations.

Contingency

In the unlikely circumstance of Seacliff SLSC being unable to comply or meet the terms of an event due to an unforeseen circumstance or emergency, Seacliff SLSC reserve the right to cancel the booking and refund the deposit paid.

An authorised representative of Seacliff SLSC has the authority to evacuate all patrons from all catering areas should it be deemed that an emergency situation exists or if the safety of patrons is at risk.

An authorised representative of Seacliff SLSC and security staff reserve the right to eject guests for non-compliance to Occupational Health & Safety regulations and Liquor Licensing laws.

Smoking policy

In line with Clubs SA, Department of Health new proposed legislations and House Policy the Seacliff SLSC is a 100% smoke free venue, within all indoor and outdoor areas. However from 7pm a designated area and butt bin will be provided for on the outside southern wall, at the top of the car ramp.

Security

Security is a requirement of Seacliff SLSC for all private functions which run beyond 9.00pm. This will be charged at an additional cost of \$60 per hour for a minimum of 4 hours (8.30pm-12.30am). This will ensure all client guests are escorted to their transport safely and noise disturbances to local residents are prevented.

Departure

Departure time is as per agreed under the contract or as per stipulated bar closure times.

The client and guests must vacate the premises within a 30 minute period, upon conclusion of the function and bar closure.

As per Seacliff SLSC licence conditions, the liquor licence ceases at midnight Monday-Saturday and at 10pm on Sundays.

Failure to do so within this time frame will incur a labour surcharge.

It is an obligation of the client to ensure all guests are aware of this licence condition.

A labour surcharge is applicable for each additional hour or part thereof after 12.30am being \$45 per staff member per hour.

Please note the club strictly abides by the Liquor Licensing hours and no alcohol will be served after that time.

Accepted by client

I acknowledge that I have read and understood the above terms and conditions and fully understand that in accepting these terms and conditions I am liable and bound by them.

SignedDated

Seacliff Surf Lifesaving Club Booking Confirmation

To confirm your booking, please date and sign this function/event booking information sheet below and return with the requested deposit

Contact Details

Name of Client / Company

.....

Postal Address

.....

SuburbPostcode

Contact Name

Time of Function.....

Phone

Number of Guests

Mobile

Type of Function.....

Fax

Type of Catering.....

Email

Beverage Requirement.....

Function Details

Special Dietary Requirements.....

Date Required

.....

Optional Equipment Requirements (please specify those required and note that charges will apply)

- Data projector and screen TV / DVD Microphone Flipchart Whiteboard
- Tablecloths Water jugs & Glasses Lectern Pens & Paper
- Other

Deposit

A minimum deposit of \$550.00 is required to secure the booking and must accompany the Seacliff Surf Life Saving Club Booking Confirmation. All bookings are considered tentative until the Seacliff SLSC has received the required non-refundable deposit, booking confirmation and signed terms and conditions.

Correspondence

Seacliff Surf Life Saving Club, PO BOX 29 Brighton SA 5048 Ph: 08 8377 0788 Fax: 08 8298 1603

Email: catering@seacliffslsc.com.au

Payment Methods

Payment Options: cash, cheque, credit card (visa mastercard) or eftpos

Electronic funds transfer to Seacliff SLSC

BSB: 805 050 Account Number: 1001 263 21 (please specify name and function invoice number)

If paying by credit card, please record details below (please note a 3% surcharge applies)

Type of card

.....

Card Number Expiry Date / CCV

Cardholders Name

.....

I authorize Seacliff SLSC to deduct any additional charges to my account following the function as specified in the above terms and conditions

SignedDated

NB: Final numbers and full payment is required 14 days prior to the function

SEACLIFF SURF LIFESAVING CLUB

HIRE AND CAPACITY

CAPACITY	Function Room	Training Room	Balcony
Formal Dining	120	25	35
Theatre	120	25	35
Cocktail	150	25	35
Buffet	80	25	35
FEES (\$)			
Saturdays	550	N/A	550*
Sundays	N/A	N/A	N/A
Thursday / Friday evenings	N/A	N/A	N/A
Mid week full day	500	400	400
Mid week half day	400	250	250
Mid week evenings	500	400	400

Please note that club members receive a 20% discount on venue hire fees all year round.

*NB – wedding ceremony on balcony permitted but extra \$150.00 if having reception inside and full hire fee required if ceremony only.

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