

Private Function/Event Application Form



Hervey Bay Surf Life Saving Club
PO Box 5518 Hervey Bay Qld 4655
ABN: 69 758 218 649
Location: Opp. 448 Esplanade, Torquay Qld
Email:
admin@herveybaysurfclub.com.au
community@herveybaysurfclub.com.au

Function Date:		Start Time:		Finish Time:	
Name & Business:					
Address:					
Email:		Phone Number:			
Number of Guests:					
Catering Details:		Music Type:			
Special Requests:					

BEVERAGES: OUR VENUE IS FULLY LICENSED. NO BYO OF ANY KIND.

Type of function:	Fees:	Time:
☐ Birthday Party (Age_____)	\$350.00	3-5 hours
☐ Wedding and/or Reception	\$600.00	5-7 hours
☐ Christmas Party	\$350.00	3-5 hours
☐ Other Event _____	TBA	
☐ Deck Only	\$120.00	2-4 hours
☐ Deck with Access to Kitchen	\$200.00	2-4 hours
☐ Function Hour Extension 10-11pm	\$100.00	1 hour
☐ Training Room		
☐ Half Day	\$100.00	1-4 hours
☐ Full Day	\$200.00	4-8 hours

Option Extras	Fee
☐ Use of Commercial Kitchen	\$50.00
☐ Deep Fryer	\$120.00
☐ Cleaning Fee	\$50.00
☐ Gas Heaters	\$30.00
☐ BBQ & Cooking Accessories	\$20.00

Please note we do not cater for 18th or 21st Birthday Party's or Hens and Buck's nights.

OUR VOLUNTEERS

The Hervey Bay Surf Lifesaving Club is a non-for-profit organization and is run solely by our valued volunteers. Your event/function will be managed by the Director of Community Engagement and your setup crew and bar person/persons will be a volunteering club member. Please respect this person/these persons have given up their time to be there for you and to run your event/function. As a gesture it would be appreciative if a meal or food item to eat is offered to our volunteer/s.

FUNCTION/EVENTS Requiring Club Hire includes: Deck Set Up with club tables and Chairs, Bar Tables, Barrels and stools. You will also have use of the toilets on premises as well as an accessible toilet if required. You will have a bar/function volunteer/manager (or more if required) to manage the bar and have access to the fridges for food storage or cold room for larger items. *(Continued on Page 2...)*

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OPTIONAL EXTRAS:

Commercial Kitchen \$50.00

Our commercial kitchen which includes: Use of kitchen space for food preparation and serving, cooking of hot food using: Hot Plate, Gas Burners, Oven, Bain Marie, Pie Warmer, Urn, Grazing Boards, Pots, Oven Trays, Foil, Glad Wrap, Serving Trays and Cooking/Food Prep Utensils.

Deep Fryer: \$120.00

The twin basket deep fryer if you require is an additional charge which includes the supply of clean oil and disposal of the used oil. Our deep fryer is always empty when not in use for safety, food health and hygiene.

CONDITIONS OF INCLUSION OF KITCHEN HIRE

All areas of the Kitchen need to be thoroughly cleaned at the end of your function and all dishes and items used washed and put away. This includes the hot plate and gas burners to be thoroughly cleaned. All benches need to be cleaned, wiped and sprayed with food grade sanitizer. All cleaning products are provided. Please allow suitable time towards the end of your night for pack up and cleaning.

Optional \$50.00 can be added as a thorough cleaning fee. Please note anything left behind will be disposed of within a week of event if not collected.

☐

I have read and agree to the terms and charges of the Application Form.
I have read and signed pages 3 and 4.

Signed: _____

Dated: _____

Continue to terms and conditions on Page 3 and 4.

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EVENT/FUNCTION TERMS & CONDITIONS

Confirmation & Payment

All applications received will be presented to management committee for consideration and approval. Once your booking is confirmed to you and you accept the confirmation email outlining your events terms and conditions, you are required to pay the invoice within seven days of approval to secure your date. You will be invoiced the optional \$50.00 cleaning fee at time of confirmation and approval or if you opt for on the night can be paid for by credit card.

Setup Timings

Set up timing for events varies, depending on the type of event and availability of the club's facilities. Wedding set ups generally commence two hours prior to guest arrival and other function set ups commence one hour prior to guest arrival. If your event requires a more elaborate set up or more time is required for on-site caterers, additional hours will be charged at an additional fee and are not a part of the initial spend structure.

Decorating and Theming

Self Decorations must be no higher than standing arm's length height. No standing on chairs or ladders allowed. All decorations that use string, tape or zip ties must all be removed at the end of your function. Please leave nothing behind for clean up by our volunteers. We ask that NO BALLOONS be used by yourself or outside decorators.

Professional event planners and decorators are to organize for their own pack up within a suitable time frame and are not to encroach on time of other events the club may have prior or afterwards. No responsibility will be taken by the Hervey Bay Surf Lifesaving Club for other businesses' property safety against damage or theft. We do not have the capacity to store anything left behind and all items must be collected within a suitable time frame by your contractors, decorator or self.

Cakes

Any event holder wishing to bring their own cakes may do so. You will need to provide you own cake knife, plates, forks and napkins for serving. We do not supply these consumables.

Music & Entertainment

We have available a sound system that you are able to use as well as our Spotify Premium Account or you can use your own in our system. Outside live entertainment will be regulated by our terms and conditions on our Queensland Liquor License and noise levels are required to be measured and documented on a regular basis. This will be managed by the Hervey Bay Surf Lifesaving Club. All noise, music and entertainment are to cease at 10pm. When leaving the premise please advise guests prior that we are in a residential area and to keep noise to a minimal and non-disruptive within the surrounds.

Saturday Functions & Events

Every Saturday between 3-7pm (October to April) & 2-6pm (May to September) we open the club and bar for our members and guests. If you require a Saturday booking within or including this time frame you are restricted to only half a deck which will be partitioned with barriers till 6 or 7pm then opened for exclusive use by you. Every other day of the week our club can be booked for private and exclusive use for functions and events. Please discuss your options with our Director of Community Engagement to better understand and plan your function/event.

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Training Room

Private and air-conditioned room which includes: 185cm TV HDMI Connection, Board Room Table capable of seating 12, Fridge, Tea and Coffee supplied.

Consumables - Liquor

We are a fully licensed venue operational under the Liquor Licensing Queensland Laws for the supply of both alcoholic beverages and non-alcoholic drinks. Therefore, we do not allow for the supply or consumption of BYO drinks. Anyone found to be in breach of our Licensing rules and regulations will be asked to leave the premises immediately. If this breach is repeated during your function, we have the right to shut down your event and you all will be asked to leave. This includes guests consuming BYO outside of the venue within a distance of which places them still as a guest of our venue.

Bar Tabs may be established prior to or on the night of the function or event. A credit card must be held behind the bar during a bar tab. Beverage list and bar tab combinations can be made available on request. Event holder may request certain drink types to be stocked specifically for the event, within reason and pending approval by the Director of Community Engagement. Any excess special-order stock is to be bought back in full by the event holder at the end of the night at club cost.

Last Drinks will be served 15 minutes prior to your event time expiration or 9.45pm, whichever is first. If you have paid for the hour extension between 10-11pm, last drinks will be served at 10.45pm. Hervey Bay Surf Lifesaving Club, volunteers and management are bound by laws including but not limited to local government food safety and liquor Licensing Queensland laws. Directions given by staff and management must be always adhered to by patrons.

Behaviour of Guests and Patrons

If guests of private function or event are found to be non-compliant with requests from volunteers and management, Hervey Bay Surf Lifesaving Club reserves the right to ask non-compliant guests to leave the venue at any time. Abusive and disrespectful behaviour will not be tolerated.

Smoking Area:

Our Club has a strict "No Smoking" Policy and does not provide for a 'Designated Outdoor Smoking Area' within our Licensed premises'. ***Any guests wishing to smoke will have to leave the Club's Licensed premises and are asked to restrict any smoking to the footpath outside of the Club Car Park, keeping away from the perimeters of the building and all access points. NO DRINKS are to be taken outside of the Club Premises by Guests wishing to smoke.*** All cigarette butts should be properly extinguished and disposed of. If cigarette butts are found in the Club Surrounds, this will be included in a cleaning fee.

Public Space

The front grassed/beach area and the grass to the East of the Clubhouse is public space and in Queensland it is an offense to drink in this area.

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I agree to the terms and conditions that form this Private Function/Event Application Form.
I agree to inform my guests of the terms and conditions and agree to abide by.

Signed: _____

Date: _____