



Contract

Terms and Conditions

Tentative Booking

A tentative booking will be held for 7 days, and may be cancelled automatically unless discussed. Your booking is not confirmed until this document is completed and received.

Deposit

A deposit of \$500.00 + \$60.00 social membership (non-refundable) per function is required as confirmation for any reservation, paid within seven days of receiving the booking contract. Please note this deposit is non-refundable.

Payment Schedule

For your convenience we have a payment schedule to space out the payments for your function.

- \$560.00 to be paid within 7 days of receiving contract, this is to secure your date
- 20% of estimated total cost due 180 days (6 months) prior to date of wedding
- 50% of estimated total cost due 120 days (4 months) prior to date of wedding
- 20% of estimated total cost due 60 days (2 months) prior to date of wedding
- Remaining amount due 10 working days prior to date of wedding

Cancellation of Bookings

Please note that all cancellations must be received in writing. Should you need to cancel your booking, please be aware that the following cancellation charges will apply.

- Deposit and membership payment – Non-Refundable
- Cancellations received between 120 and 180 days prior to the date of the event will be charged 20% of total cost plus deposit and membership payment
- Cancellations received between 60 and 120 days prior to the date of the event will be charged 70% of total cost plus deposit and membership payment
- Cancellations received within 60 days prior to the date of the event will be charged 100% % of total cost plus deposit and membership payment

Final Numbers

Final numbers are confirmed on payment of the final account 10 working days days prior to the date. This will then be the minimum number of people charged for on the day. Additional guest will be charged should your numbers increase.

Lost Property

The Club holds no responsibility for any lost or damaged goods provided for any function

Public Holidays

A 25% labour surcharge applies on public holidays.

Delivery and pickups

All deliveries must be approved of in advance. All deliveries must arrive the day prior to the function and must be collected the following business day. Coogee Beach Surf Life Saving Club is not responsible for any loss or damage to items.



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Noise Restrictions

Noise restrictions apply after mid night and sound levels are managed at the sole discretion of Coogee Beach Surf Life Saving Club.

Function Details

20 days prior to you function all details must be agreed and remain fixed including: times , room layout, catering. Equipment and pricing. Any changes after this will attract a fee.

External Food and Beverages

No external food and beverages may be bought into Coogee Beach Surf Life Saving Club. With the exception of Wedding and Birthday cakes which must be bought to our attention.

Compliance

The organiser is responsible for all function guests to behave in an orderly manner obeying all applicable laws, including the Liquor Act and Health and Safety regulations. Coogee Beach Surf Life Saving management follows the responsible servicers of alcohol and as such reserves the right to refuse service to any patron deemed to be intoxicated. Coogee Beach Surf Life Saving Club reserves the right to exclude or eject any objectionable persons from the venue premises without liability.

Liquor License

The club holds a Restricted Club License; therefore the Club must supply all beverages. The Club has the right to confiscate and beverages brought into the venue. Strictly no BYO permitted within the licensed areas.

License Extensions

Coogee Beach Surf Life Saving Club's Liquor License only allows alcohol to be served and purchased in the below times

Monday to Friday	4.00pm to 12.00am
Saturday	11.00am to 12.00am
Sunday	11.00am to 10.00pm

Should you wish to extend past this time you must advise your coordinator at least Three (3) months prior to your function day in order for an extended license to be applied for. The additional cost involved with the extension is \$400.00 and you may only extend to 1.00am. On Sundays, Coogee Beach Surf Life Saving Club's Liquor License can only be extended until 12.00am

Restrictions

No applications for 18th and 21st birthday parties will be accepted by the club

Smoking

The Club is a Healthway's sponsored venue therefore smoking is NOT permitted in or adjacent to the building. Smoking or other flames are not permitted anywhere in the building. Smoking areas is in the lower carpark

Social Membership

All functions must sign up as a function/social member. The hirer must pay for all alcoholic beverages consumed at function due to licensing. No Cash bar facility is available. The hirer shall comply with the Club Social Membership Terms and Conditions. The Function/Social membership will be valid for 12 months from the function date and will entitle the member to utilize the club food and beverage facilities only



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Damages

The organiser is financially responsible for any damage or theft inflicted on Coogee Beach Surf Life Saving Club by the organiser's guests, subcontracted labour, invitees or persons attending the function. Confetti & rice are not permitted in any area or part of the venue. Any damages discussed may result in the Club charging credit card given for guarantee to rectify the damages

Decorations

The Club encourages decorations in the form of balloons, centrepieces and table runners. The hirer MUST NOT affix any decorations or objects to the windows, wall, club memorabilia, honour boards, displays, photos or similar. No nails or staples are to be used. The use of blu-tac or double sided tape must be approved by the Club. No confetti or rice are to be brought into or used in the venue. The hirer must get approval for any decorations, objects, entertainment, marquees being used on the grassed courtyard area. A full list of decorations, objects, entertainment and the like must be submitted in writing to the Club within 30 days of function booking. The Club has the right to refuse any decorations, objects, entertainment, marquees and the like. Any damages discussed may result in the Club charging credit card given for guarantee to rectify the damages

Basis of Agreement

Coogee Beach Surf Life Saving Club is not responsible for any loss arising out of any occurrences or conditions beyond its control, including but not limited to acts of terrorism, act of God, defects in vehicles, war, strikes, theft, delay, cancellation, civil disorder, disaster, Government regulations or changes in itinerary or schedule. Default and Consequences of Default

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Interest on overdue invoices shall accrue from the date when payment becomes due daily until the date of payment at a rate of 2.5% per calendar month and shall accrue at such rate after as well as before any judgement. If the client defaults in payment of any invoice when due, the client shall indemnify the host from and against all the hosts cost and disbursements including a solicitor and own client basis and in addition of the hosts nominated debtor collectors cost of collection.

Payment

All accounts must be paid in accordance with the payment schedule mentioned above. Final payment for your function is required no later than 10 working days prior to your function date. A credit card guarantee is required for all bookings. Final payment can be made by cash, debit card, credit card, bank cheque or bank transfer. If paying by bank transfer please send a copy of the remittance advice to clubadministrator@cbslsc.com.au



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To secure your reservation, please date and sign this form and return to me via email. Along with your deposit payment.

Name _____

Function Name _____

Function Date _____

Phone Number _____

Postal Address _____

I have read in full, understand and agree to the Coogee Beach Surf Life Saving Club Function and Event Terms and Conditions in relation to my booking.

Signature _____

Date Signed _____

Credit Card Guarantee

A credit card guarantee is required for all function bookings. Please fill in the section below. No payments will be processed onto the credit card with our prior communication or if any damages occur.

Credit Card Number _____

Credit Card Type _____

Expiry Date _____

Card Holder Name _____

Company Name _____

Signature of Card Holder _____

CVV Number _____