

1. Definitions:

Bond refers to a security deposit to be paid when hiring the Club's Facilities.

Booked Date refers to the date the hire is to take place.

Booking(s) refer(s) to an application for hire of the Club's Facilities for either a Function or General Booking which has been confirmed.

Booking Request Form refers to the form which must be completed by the Hirer or Sponsor applying to hold a Function or General Booking at the Club's Facilities.

Club refers to COPSLSC.

Club's Facilities refers to all facilities under the direct management of COPSLSC, including the Licenced Areas, which are available for hire.

COPSLSC is an abbreviation for the City of Perth Surf Life Saving Club Inc.

COPSLSC Liquor License refers to the Club liquor license.

Function refers to an event or gathering of a social or business nature that may involve the sale or consumption of liquor and food.

General Booking refers to an event or gathering aimed at health, fitness, well-being or personal development and Club bookings.

Hirer means the individual or group representative whose name is on the Booking Request form and who has agreed to the Terms and Conditions of COPSLSC Booking Service Agreement.

Member refers to those individuals who have current paid Club membership to the COPSLSC.

Sponsor refers to a COPSLSC Member who makes a booking on behalf of a non-Club member and who will be in attendance at the event. The Sponsor will be the Hirer for the purposes of the COPSLSC Booking Service Agreement and must agree to and will be responsible for ensuring compliance with the Terms and Conditions and liable for any non-compliance.

Terms and Conditions refers to the terms and conditions of the COPSLSC Booking Service Agreement.

2. Booking Conditions

2.1 COPSLSC reserves the right to:

- Refuse an application for hire of the Club's Facilities.
- Alter a Booking at any time.
- Cancel a Booking at any time.

2.2 An application to hire the Club's Facilities is not confirmed until:

- A written confirmation and tax invoice is received by the Hirer;
- The Hirer has paid for the booking including any necessary Bond; and
- any conditions as specified on the Booking Request Form or by COPSLSC staff including provision of satisfactory security staff have been complied with.

2.3 The Hirer will indemnify COPSLSC against all claims, losses, actions, damages, costs and expenses whatsoever, including for personal injury, or death, or damage to any property, to the extent arising from the use of the Club's Facility and any equipment during the Booking, or caused directly or indirectly by any action or omission of the Hirer or any other person or their guests or attendees failure to comply with the Terms and Conditions.

2.4 The Hirer will not use the COPSLSC's trademark, logo, insignia or name without written consent from the COPSLSC.

2.5 General Booking(s):

- May be made by non-members and the context of the booking must be deemed by COPSLSC to fall in the context of health, fitness, well-being and personal development and must not involve the sale or consumption of liquor.
- Are bookable for a minimum of 1 hour.

1.6 Function(s):

- Involving the sale or consumption of liquor, must be booked by a member of COPSLSC or be booked by a Sponsor.
- Not involving the sale or consumption of liquor may be booked by non-members of the COPSLSC.
- Are bookable for a minimum of 3 hours.

2.7 The following Functions are not permitted at the COPSLSC's Facilities:

- Hens or Bucks nights;
- 18th or 21st Birthday Party's;

- Children's birthday parties; or
- Any other event deemed inappropriate by COPSLSC or likely to cause damage to COPSLSC Facilities.

If any misleading or false information is provided regarding the nature of a Function, COPSLSC reserves the right to cancel the booking and retain the bond.

3. Bond

3.1 A Bond is required for all Functions held on COPSLSC premises and may be required for General Bookings, where deemed necessary by COPSLSC. The Bond must be paid within two (2) days of the requested booking being approved by COPSLSC in order for the booking to be confirmed.

3.2 Full or partial Bonds may be withheld if:

- The Booking is cancelled less than 30 days in advance of the Booked Date for Functions and less than 14 days of the Booked Date for General Bookings;
- The Booking is intact but the booked area is not used;
- Damage has occurred to the Club's facilities or surrounds;
- Damage or theft has occurred to any COPSLSC equipment used or hired by the Booking;
- Additional areas not specified on the original Booking are used;
- Any person involved in the Booking event fails to exit the building at the specified time;
- Unless a cleaning package has been purchased, the booked area is not clean and immediately usable by another booking;

3.3 The Hirer is required to pay for any damage or cleaning requirements caused by the Booking that exceed the value of the Bond. Failure to do so may result in the suspension or cancellation of the Member's or Sponsors' Club membership benefits until the amount has been paid.

3.4 Bonds will be refunded by cheque, EFT or Credit Card made out to the name and refund details on the Booking Request Form within 14 days of the conclusion of the Booking.

4. Payment

4.1 The total booking payment for General Bookings is due 14 days prior to the event. Failure to make payment in full by this date may result in the Booking becoming void and the Bond refunded, less an administration fee.

4.2 The total booking payment for Function Bookings is due 30 days prior to the event. Failure to make payment in full by this date may result in the Booking becoming void and the bond refunded, less an administration fee.

5. Cancellations or Amendments

5.1 After receiving confirmation of the Booking, amendments to the Booking may be made by the Hirer up to 48 hours prior to the event where approved by COPSLSC management.

5.2 General Bookings:

- 14 days written notice from the Booked Date must be provided to cancel a booking for full refund of the booking payment and Bond, less an administration fee.
- Cancellations made less than 14 days and more than 48 hrs from the Booked Date will result in a loss of 50% of the booking payment and potential loss of the Bond.
- Cancellations made within 48 hours of the Booked Date will receive 0% refund of the booking payment and potential loss of the Bond.
- Cancellations made within 14 days of the Booked Date due to extenuating circumstances may be brought to the COPSLSC's General Manager for special consideration.
- Member bookings pertaining to club activities that do not have a usage fee may incur penalties in the form of suspension of member privileges for booking cancellations within 48 hours and failure to make use of the booked area.

5.3 Function Bookings:

- a) 30 days written notice from the Booked Date must be provided to cancel a booking for full refund of the booking payment and Bond, less an administration fee.
- b) Cancellations made less than 30 days and more than 14 days from the Booked Date will result in a loss of 50% of the booking payment and potential loss of Bond.
- c) Cancellations made within 14 days of the Booked Date will receive 0% refund of the booking payment and potential loss of Bond.
- d) Cancellations made within 30 days of the Booked Date due to extenuating circumstances may be brought to the COPSLSC General Manager for special consideration.

5.4 COPSLSC reserves the right to cancel a Booking at any time including the right to close down a venue during an event if in the opinion of COPSLSC staff the event is objectionable, dangerous unlawful, infringes the intellectual property rights of third parties or is potentially detrimental to the reputation of COPSLSC.

5.5 The COPSLSC is not liable for any interference or cancellation of an event in a venue which is caused by civil disruption, industrial action, terrorism, act of God, or any circumstances beyond the direct control of the COPSLSC and will not be obliged to settle any dispute or control any disruption which has been caused.

6. Conduct

6.1 The Hirer is solely responsible for the conduct of all persons at the facility during the hire period, including those who have not been invited but have gained access to the area.

6.2 Minors must be supervised at all times and underage consumption of alcohol is prohibited.

6.3 The area surrounding COPSLSC is a community area, so all attendees or guests of the Function or General Booking must behave in a respectful manner when leaving the venue.

7. Prohibited Items

7.1 Prohibited items not allowed in the Club's Facilities or surrounds include, but are not limited to:

- a) Illegal substances/items;
- b) Amplification devices not approved by COPSLSC;
- c) Items with open flames including candles;
- d) Smoke / fog machines;
- e) Glitter / Confetti; or
- f) Blu-tack, sticky tape, tacks, nails and staples.

7.2 Decorations must be discussed with COPSLSC staff prior to use and are permitted provided they do not damage any surface or equipment and are removed concluding the event.

7.3 The Hirer agrees:

- a) Not to attach anything to the walls unless the attaching materials are preapproved by COPSLSC.
- b) To abide by any rules or laws applicable where sound is involved.

7.4 The COPSLSC Facilities and its surrounding perimeter is a non-smoking venue, and no smoking is permitted.

8. Set-up & Pack-down

8.1 The Hirer agrees to set-up, pack-down and clean the area within the allotted Booking times.

8.2 Failure of the Hirer to vacate the premises at the scheduled time may incur additional costs for Booking time.

8.3 Items and equipment requested on the Booking Request Form to be provided by COPSLSC will be available in the booked area but any further set-up is the responsibility of the Hirer.

8.4 If there is no Booking immediately after an evening booking, the Hirer may be permitted to leave equipment to be collected the following morning. The Hirer must submit a request and have written permission from the COPSLSC to do so.

9. Cleaning

9.1 An additional cleaning package can be added to the Booking. If an additional cleaning package has been purchased, guests or attendees are required to collect rubbish and ensure it is one location for easy collection and must ensure any equipment not belonging to COPSLSC is not left in the room. Failure to comply with this requirement may result in additional cleaning charges, which will be debited from the Bond.

9.2 If a cleaning package is not purchased, the Hirer is responsible for ensuring the COPSLSC function room and surrounds is left in a clean and tidy condition. Additional cleaning charges, will be debited from the Bond for Club's Facilities or surrounds left in an unsatisfactory state.

9.3 Cleaning is to be completed directly after the function by the Hirer and is included in the Booking time. This includes, but is not limited to:

- a) Removing all rubbish from all booking areas including bins and placing in the garbage bins.
- b) All surfaces and equipment to be wiped down and clean.
- c) Floor to be vacuumed.

The Hirer is required to provide their own cleaning equipment.

9.4 Failure to comply with clauses 9.2 or 9.3 will result in additional charges for Booking time and the cost of an external cleaner.

10. Liquor & Catering Conditions

10.1 Any Booking involving liquor must make use of the COPSLSC Liquor License. Under no circumstances is the Hirer or their guests permitted to bring alcohol for sale onto the premises.

10.2 The COPSLSC promotes the Responsible Service of Alcohol.

10.3 No alcohol is permitted to be taken outside of the areas specified in the Booking.

10.4 Any Booking requiring catering must use the onsite caterer if available. Alternate catering arrangements may be considered for groups upon request to the COPSLSC's staff.

11. Safety & Security

11.1 COPSLSC will not be liable for the loss, theft or damage occurring to the personal items of any individual attending the Booking, or equipment provided by the Hirer.

11.2 COPSLSC will not be liable for any injury or death occurring to any individual attending the Booking.

11.3 Vehicles parked in and around the vicinity of COPSLSC are parked at the individuals own risk and COPSLSC will not be held liable for the theft or damage to the vehicle or its contents.

11.4 Security, in the form of a COPSLSC Staff member, COPSLSC representative, Caterer representative or hired external security personal, is required for:

- a) Functions of more than 100 attendees where alcohol is being served;
- b) Bookings deemed high risk;
- c) Where requested by COPSLSC.

11.5 Security Services must be approved by COPSLSC before the Booking is confirmed.

11.6 Security issues arising from the Booking may incur a loss of Bond.

11.7 Access to fire doors, fire extinguishers and emergency exits must not be blocked at any time.

11.8 The Booking capacity specified on the Booking agreement must not be exceeded.

These conditions and any further terms are governed by and are to be interpreted in accordance with the laws and by mutual consent to be subject to the jurisdiction of the Courts in the State of Western Australia and the Hirer agrees to pay any expenses, costs or disbursements incurred.

I the Hirer, _____ (Print Full Name) acknowledge that this is a legally binding agreement and that I have read and agree to all of the provisions and terms and conditions outlined in this document.

Signed: _____

Date: _____

**City of Perth Surf Life Saving Club Booking Service Agreement:
Booking Request Form**

This Booking Request Form is not a confirmation of your hire. This form must be returned to City of Perth Surf Life Saving Club (COPSLSC):

- In person to City of Perth Surf Life Saving Club reception at City Beach club rooms
- Electronic mail to reception@citysurf.asn.au.

Please note bookings can only be made by a current member of the COPSLSC or a Sponsor being a COPSLSC member who makes a booking on behalf of a Non-member may complete this form but will be required to become a member before the booking can be confirmed.

Details of Hirer

First Name: _____ Surname: _____

Are you a current member of the City of Perth Surf Life Saving Club YES NO

Postal Address: _____

Mobile: _____ Other Contact Number: _____

Email: _____

If applying on behalf of an Organisation or non-member:

Name of Organisation/non-member: _____

Details of Booking

Date: ____ / ____ / ____ Day: _____

Start Time: _____ AM / PM Finish Time: _____ AM / PM *(This time includes set up and pack down)*

Type of Function: _____

Estimated number of guests: _____

Areas Required:

Training/Function 1 (North) *max 50 pax* Courtyard 1 *max 150 pax*

Training/Function 2 (Centre) *max 50 pax*

Training/Function 3 (South) *max 50 pax*

Equipment Required: no extra charge

Tables *max 20 pieces* Projector/Audio System *only available in Training/Function areas*

Chairs *max 100 pieces*

Catering Required: YES NO Details of proposed caterer: _____

Do you intend to sell alcohol: YES NO

Any booking involving sale of liquor must make use of the City of Perth Surf Life Saving Club Liquor Licence. An approved manager will be required to be present and will be subject to availability and at hirers cost.

Bank Details for Return of Bond as per Terms and Conditions:

Account Name _____

BSB: _____ Account Number: _____

By signing this Booking Request Form you, the hirer, are agreeing to pay for bookings as accepted and invoiced by the City of Perth Surf Life Saving Club.

Full Name: _____

Signed: _____ Date: _____

OFFICE USE ONLY

Date Received: _____	Staff Initial: _____	Requested Booking Available: <input type="checkbox"/>
Club Membership Confirmed: <input type="checkbox"/>		
Date Approved: _____	GM Signature: _____	
Communication: _____		



Phone: (08) 9385 9232 Email: reception@citysurf.asn.au Mail: PO Box 387 Scarborough, W.A. 6922, AUSTRALIA
181-183 Challenger Parade, City Beach, WA 6015, Australia