



## Venue Hire Charges

<i>Weddings</i>	<i>(9am – 1.30am)</i>	<i>\$1,000</i>
<i>Evening Functions</i>	<i>(4pm – 1.30am)</i>	<i>\$650</i>
<i>Day Functions (no bar facilities)</i>	<i>(9am – 5pm)</i>	<i>\$250 first day</i>
		<i>\$150 per further consecutive day</i>
<i>Day Functions (with bar facilities)</i>		<i>price by negotiation</i>

Prices are inclusive of GST and include kitchen facilities, furniture and a standard clean. In the case of weddings and evening functions the prices above also include a special liquor licence, full bar service and bar staff.

Wedding hire includes bar facilities from 3pm unless otherwise negotiated. Friday night setup for weddings may be available if the venue is not otherwise booked. A charge of \$250 applies; this may be negotiable depending on time of year.

Please note: Charges for functions which are on public holidays or on the day prior to a public holiday will vary from the above due to increased employee costs regarding bar staff and cleaning. Please contact us for more information on charges for your event.

## Terms and Conditions for the use of the East End Surf Life Saving Club Facilities

### Hire of Premises

- 1 To confirm your booking we require a completed, signed booking form and 50% deposit of your function hire charge.
- 2 Any notice of cancellation or change of booking must be given in writing.
- 3 Cancellation fees apply as follows:
 

More than six weeks notice	- \$50
Two to six weeks notice provided	- Half of deposit amount
Less than 2 weeks notice provided	- Full deposit amount
- 4 SMOKING: The inside of the building is totally **smokefree**. The outside deck may be used by smokers.
- 5 East End Surf Life Saving Club reserves the right to decline applications for use of Clubhouse or to stipulate that the user hires security.

## **Bar**

We are a licensed premises and offer a full bar service for all evening functions, day time bar facilities by negotiation.

Bar prices provided with your booking enquiry are indicative only. East End SLSC reserves the right to amend these at any time.

*Please note:*

- 1 We are strictly no BYO.
- 2 Any breakages, including glasses or damaged items will be charged to hirer.
- 3 A Special Liquor License is issued for each function & under the conditions of this license bar services & music must cease at 1am, with the premises vacated by 1.30pm.
- 4 The areas surrounding the Club are a permanent liquor free zone and as such, no liquor can be consumed outside of the building & front deck.

## **Furniture**

- 1 Hirers are responsible for setting up the venue for their function.
- 2 The venue has
  - 16 fold out tables (seat 6) and 6 square tables (seat 4)
  - 160 chairs plus 12 deck chairs
  - 6 Bar tables and 12 Bar stools

## **Catering**

- 1 Kitchen facilities include stove, microwave, pie warmer, hot water tap, sinks & fridge.
- 2 No crockery, cutlery or kitchen equipment is provided.
- 3 Caterers are to leave the kitchen and appliances used in a clean & tidy condition. Caterers' equipment to be removed on the day of hire.
- 4 Barbeque available - \$50 hire fee.

## **Music**

- 1 Hirer entitled to hire a band, DJ or juke box for entertainment.
- 2 A sound system is available for use.
- 3 Hirer must abide to NPDC noise control by-laws.

## **Cleaning, Damage or loss to venue or fixtures**

A standard clean is included in the hire charges.

The hirer will be responsible for excessive mess or damage.

The hirer must report damage to the bar manager immediately, the hirer will be held responsible for the full cost of repairing any such damage or loss.

## **Decorations**

Decorations are only to be affixed to using hooks that are already attached to the walls. The use of nails, staples or other such products are forbidden. Any damage caused by fixing decorations or other products to the walls, floors or ceiling (including painting costs if appropriate) will be charged to the hirer.

<p>For further information and availability, email: <a href="mailto:eastendbookings@gmail.com">eastendbookings@gmail.com</a> or phone Denise 7579359 (9am – 7pm).</p>
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## East End Surf Life Saving Club: Venue Hire Booking Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone: (evening) \_\_\_\_\_

Email \_\_\_\_\_

Date(s) Required: \_\_\_\_\_

Type of Function: \_\_\_\_\_ No. of Guests \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Other Details: \_\_\_\_\_

\_\_\_\_\_

**Acknowledgement:** I, \_\_\_\_\_, hereby acknowledge that my/our use of the East End Surf Life Saving Club's venue is subject to compliance with all the attached Terms & Conditions and that I/we agree to comply with all such Terms & Conditions. **I/we further agree to inform guests attending the function that there is strictly no BYO for alcohol.** Note: The Club reserves the right to shut-down any function where the Terms & Conditions are being breached by those attending the function.

I also agree that East End SLSC has the right to amend any prices or Terms and Conditions up to four months prior to my event/function. Any changes to pricing will be notified to the hirer in writing via the supplied address or email and will replace any previous Terms and Conditions entered into between the parties.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please attach your cheque for deposit as per the attached Terms and Conditions when returning this form or make payment by internet banking to TSB 13-3953-0421174-00. If using internet banking please include the booking name as a reference. We are unable to confirm any bookings until the deposit is received and full details of the function have been received and approved by East End SLSC. Booking confirmations will be provided via email.*

When complete please return to:

Venue Hire  
East End Surf Life Saving Club  
PO Box 3399  
Fitzroy  
New Plymouth 4312

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Office Use:    Deposit Paid                        Booking confirmed                                        Signed: \_\_\_\_\_