



## **Function Hire Charges 2018/2019**

Weddings (9am – 1.30am) \$1000

Evening Function (4pm – 1.30am) \$650

Day Function (no bar) (8am – 5pm) \$160 full day, Half day \$100.

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

East End SLSC has the right to review and change any of the above prices at any stage to ensure charges are covering outgoing costs incurred by East End SLSC.

Wedding hire includes bar facilities from 3pm, evening function bar facilities from 6.00pm unless otherwise negotiated. The day (12pm onwards) prior to the day of booking is included for set-up of Weddings if not already booked.

Weddings that fall over the weekend need to vacate the hall on the Sunday by 9am due to our Junior Surf program starting at 10am. All external hire companies will need to be advised of this.

*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 Facility**

### **Hire of Premises**

- To confirm your booking we require a completed signed Booking form and a 50% deposit of your function hire charge.
- Any notice of cancellation or change of booking must be given in writing.
- Cancellation fee apply as follows
  - 1) More than six weeks notice - \$100
  - 2) Two to six weeks notice provided – Half of deposit amount.
  - 3) Less than 2 weeks notice provided – Full deposit amount.
- Any balances remaining are to be paid on the day of hire (including any bar purchases). A \$50 accounting fee will be charged for any outstanding balances after the day of hire.
- East End Surf Club reserves the right to decline applications for use of Clubhouse or to stipulate that user hires security.
- **SMOKING:** The inside of the building is totally SMOKEFREE. The outside deck can be used by smokers.

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

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### **Bar**

We are a licensed premises and offer a full bar service for all evening functions. Please note:

- We are strictly no BYO. All drinks including wine, beer, spirits and *non-alcoholic* drinks must be purchased through the East End Surf Lifesaving Club bar.
- Any breakages, including glasses or damaged items will be charged to hirer at the new purchase cost.
- A Special Liquor Licence is issued for each function & under the conditions of this license bar services & music must cease at 1am, with the premises vacated by 1.30am.
- 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.
- The Sale of Liquor Act - all the conditions as set out in the Act must be adhered to by all persons on the premises. The Bar Manager can refuse entry & service to any person/s that do not comply with the Act.
- Bar prices may be altered at the discretion of the East End Surf Lifesaving Club at any time. Should this occur, updated price lists will be supplied to all hirers who have confirmed a booking at the facility.

### **Furniture**

- Hirers are responsible for setting up and the pack down of the facility for their function.
- The facility has 10 fold out tables (seat 6) and 6 square tables (seat 4)
- The club owns 130 formal black chairs which are at available for hire at \$2 each (any damage will incur a \$15 charge per chair).
- 8 deck chairs
- 5 Bar tables and 10 Bar stools.

### **Catering**

- Kitchen Facilities: Stove, Microwave, pie warmer, hot water zip, sink & fridge.
- No crockery, cutlery, linen or kitchen equipment is provided.
- Caterers are to leave the kitchen and appliances used in a clean & tidy condition. Caterers' equipment to be removed on the day of hire.
- Barbeque and gas bottle hire available - \$50 hire fee.

### **Music**

- Hirer entitled to hire a band, DJ or juke box for entertainment.
- Hire must abide to NPDC noise control by-laws.

### **Cleaning Damage or loss to facility or fixtures**

- A standard clean is included in the hire charges. The hirer will be responsible for excessive mess or damage.
- Any excessive mess will incur a deep clean charge subject to the cost of the extra cleaning which includes any external cleaning/repair agency.
- 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.

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

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### 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.

## Function Venue Booking Form

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

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

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

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

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

Email: \_\_\_\_\_

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

Type of Function: \_\_\_\_\_

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

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

No. of Guests: \_\_\_\_\_

No. of formal chairs required: \_\_\_\_\_

Special Bar stock  
requests: \_\_\_\_\_

\_\_\_\_\_

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 Conditions of Use and that I/we agree to comply with all such Conditions of Use. **I/we further agree to inform guests attending the function that there is strictly no BYO.**

*Note: The Club and or any staff employed by the club reserves the right to shut-down any function where the Conditions of Use are being breached by those attending the function.*

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

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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 15-3953-0421174-00.  
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:

[bookings@eastendslsc.org.nz](mailto:bookings@eastendslsc.org.nz)

OR

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

Office Use:

Deposit Paid

Booking confirmed

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

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

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