



Founded 1958

Affiliated to Surf Life Saving Cornwall and the Surf Life Saving Association of Great Britain

HEADQUARTERS  
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# Portreath Surf Life Saving Club

## HIRER TO PRINT AND RETAIN

## APPLICATION AND AGREEMENT

(a) Application is hereby made to use the **Portreath Surf Life Saving Club Function Room**.

I hereby agree that the venue shall be solely used for the purpose of: (*.give full description.*)

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Over or between the following days/dates:

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Full time slot required on these dates: \_\_\_\_\_ Is Kitchen Required: Yes / No

Is Bar Required? Yes / No (delete as applicable) If Yes please indicate (approx) # Adults \_\_\_\_\_ Children \_\_\_\_\_

(b) I acknowledge receipt of rules of hire and agree that I shall be bound by the conditions as set out in these documents. All conditions referred to shall be deemed to be incorporated in and form part of this agreement.

(c) I agree to promptly pay all monies which may now be payable, or which may become payable in respect of the use of the venue, or otherwise in respect of this Agreement and the said condition of use.

(d) I agree now to pay the security bond pursuant to Section 14 and the under the Conditions of Use document as outlined below

(e) Portreath Surf Life Saving Club gives no undertaking or warranty to any user of the Function Room or any part thereof, as to the suitability of the room for the purposes for which the client envisages.

(f) The client must rely upon their own enquiries as to the compliance of the venue with any law, regulation of by-law of the Parliament or any authority for the purpose for which they wish to use the Function Room.

Name: - \_\_\_\_\_ Contact #-: \_\_\_\_\_ Email:- \_\_\_\_\_

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

Signed ..... Date.....

## **FUNCTION ROOM:- RULES OF HIRE**

*Hirers are to enter into an agreement with Portreath Surf Life Saving Club Inc. (here in after referred to as the "Club") to be bound by the following rules and should read them carefully before signing an Agreement of Hire.*

**ALL FUNDS RAISED THROUGH THE FUNCTION ROOM ARE UTILISED BY THE CLUB FOR THE BENEFIT OF THE CONTUNUED RUNNING OF THE CLUB.**

### **1. BOOKINGS AND BOND/DEPOSIT**

1. All hirers are required to lodge a bond with the Club, to be paid when submitting the "Agreement of Hire" form.
2. The full amount of the bond will be returned to the hirer within 14 days of the function, provided that all the conditions contained in the "Rules of Hire" are complied with. In the case of any excess damage to the premises or excess cleaning during the course of the function, which exceeds the initial bond paid, the hirer will be issued with notice of the excess fees for damage.
3. Tentative bookings are kept for a maximum of 2 weeks from the date of the tentative booking. Dates will once again become available after the 2 weeks.

### **2. SMOKING / FIRE**

1. Portreath SLSC is a "non-smoking" venue, for all interior areas. Smokers may only use the beach areas.
2. At the time of your booking, a representative of the club will take you through all the fire safety rules and show you the clearly defined exit and muster points.

### **3. RESTRICTED FUNCTIONS**

1. The building may not be hired for any illegal purposes.
2. The building shall not be hired for 18<sup>th</sup> / 21<sup>st</sup> birthday parties OR "combined" 18<sup>th</sup>/ 21<sup>st</sup> birthday parties unless all rules with section 11 are adhered to.
3. The building shall not be hired for any functions advertised over the internet.
4. Portreath SLSC retains the right to reject any application to the hire without providing a reason.
5. Unless agreed in advance, parking on the beach will be restricted to CLUB Members only.

### **4. NUMBER OF GUESTS**

As a general rule, the function room accommodates up to 100 people seated at tables, or up to 120 people standing comfortably for such functions as cocktail style etc.

## 5. PUBLIC LIABILITY

1. The "Hirer" must provide copies of the Public Liability Insurance for all their providers (i.e caterers, entertainers) at the time of booking.
2. Failure to provide the necessary documents will result in the non-acceptance of the booking

## 6. DURATION OF FUNCTION

1. All functions must have set a start and finish time at least 1 week prior to the function as stated in the "Agreement of Hire"
2. For all social functions, the rates of hire allow for 6 hours, plus 30 minutes for guests to leave the premises. An additional charge may be applied if guests have not vacated the premises within the allocated time. . \* If you require time for room decoration / preparation please discuss at time of booking (Left to the discretion of the club)
3. An additional charge of £50 for hall + £30 per bar staff applies every 1 hour, or part thereof, above the 6 hours if additional time is required. This must be organised at least 1 week prior to the function.
4. The latest time the function room can be utilised is 12.00 to 0.00 (midnight) from Monday to Saturday and 21:00 on Sundays
5. Meetings, conferences, seminars are subject to negotiation with the Function Centre Manager (here in after called the "MANAGER").

## 7. CLEANING

The cost for cleaning the Function Centre is an additional fee to the hiring fee. Note, no cost will be incurred if the room is left as found .The Hirer is required to observe the following:

1. Cleaning fee is £50 and is not negotiable.
2. Whatever the hirer brings onto the premises must be removed at the end of the function, unless otherwise organised with the Manager. Portreath SLSC is not responsible for private property left on the premises before, during or after a private function.
3. The function centre cleaner only responsible for cleaning toilets, floors, bar / kitchen area and general cleaning of the surf club grounds.
4. All excess rubbish must be removed at the end of the function.
5. An extra charge will be incurred if the function centre cleaner has to clean glasses, remove table decorations/cloths, remove chair covers etc. This will be charged at an hourly rate.
6. Use of the following is NOT PERMITTED: **drawing pins, sticky tape, nails, adhesive materials or blue tack to display signs or attach decorations.**
7. The kitchen is only to be used for the preparation of food and must be left in a clean and tidy condition at the end of the function.

## **8. SECURITY**

1. All hirers are responsible for the behaviour of their guests. They must ensure that only invited guests are admitted to their function.
2. If a person is refused service, under the Responsible Service of Alcohol laws, that person **MUST** leave the premises immediately and it will be the Hirers responsibility to ensure this is carried out and logged.
3. If club bar staffs are not used during the hire, it is the hirer's responsibility to turn off all lights and lock the clubhouse. In these circumstances the hirer will also be liable for all damage or lost incurred if club is left unattended or unlocked.

## **9. CLUB BAR AND SERVING OF ALCOHOL AT PRIVATE FUNCTIONS**

1. The Club's licensee is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to.
2. If club bar staffs are not used during the function, it is the hirer's responsibility to ensure that the appropriate licenses are obtained and adhered to. (See function management for further details)
3. Unconsumed alcohol, if provided by the hirer, remains the property of the Hirer, however at the agreed closing time of the function, it shall be secured by the bar staff within the Club for collection by 9am the following day.
4. No alcohol is to be taken away at the end of the function due to the Responsible Service of Alcohol laws.
5. Alcohol may only be consumed within the main function room or adjoining balcony. Alcohol must **NOT** be taken out of the main room, the car park or surrounding beach areas.
6. Under the Responsible Service of Alcohol laws, the Club's bar staffs have the right to refuse service to any guest if deemed necessary.
7. If a person is refused service, under the Responsible Service of Alcohol laws, that person **MUST** leave the premises immediately and it will be the Hirers responsibility to ensure this is carried out.
8. "Last drinks" will be called 30 minutes prior to the agreed finish time of the function, with the bar closing 15 minutes prior to the agreed finish time. Unless special licence obtained, opening times are 12.00 through to 23.30 (Last Orders 23.00)
9. All music to cease 15 minutes prior to the agreed finish time. Unless special licence obtained, music license are 12.00 through to 23.00
10. Regular sound levels will be taken throughout the time the room is hired and recorded within the appropriate log.

## **10. HIRED EQUIPMENT**

1. All hired equipment delivery and removal is the sole responsibility of the Hirer. Storage of certain equipment after the function may not be possible due to other functions.
2. Equipment can be delivered and removed from the club between the hours of 9am and 4pm Monday to Saturday. If removal is required of a Sunday, arrangements must be made with the Surf Club Function Manager.
3. There are strict guidelines for the use of candles within the club premises to meet Fire Regulations. Please contact the surf clubs Function Manager for these guidelines.

## 11. FUNCTION CENTRE EQUIPMENT AND SETUP AVAILABILITY

1. The Surf Club Function Room includes the use of the hall, chairs, tables, the kitchen area, balcony and the use of the bar as described in Section 9 above

2. The Surf Club Function Room is available between the hours of 9am and 4pm.

Monday to Saturday for function setup. The Function Centre is available 1 day prior to the date of the function ONLY if there is no other function being held on the previous day.

## 12. 18<sup>th</sup>/21<sup>st</sup> BIRTHDAY PARTIES - SPECIAL RULES

The Club reserves the right to reject an application for the hire, and also cease immediately an ongoing function, if the Hirer is unprepared to meet any of the following requirements.

1. The Hirer must be able to demonstrate that there is a strong family involvement with parents and other family members in attendance for the duration of the function.

2. A maximum of 100 guests, by formal invitation only, and no "open", "word of mouth" or "word of web" invitations.

3. It may be a requirement that the Hirer is requested to employ Professional Security guards for the duration of the function with a ratio of 1 security guard per 50 guests. This is at the discretion of Portreath Surf Life Saving Club and will be discussed prior to any booking confirmation. If requested, this will be at the cost of the hirer.

## 13. PRICES

The Club reserves the right to review fees and charges at any time.

	Wedding inc bar staff (off peak)	Wedding inc bar staff (mid)	Wedding inc bar staff (Peak)	Half day hire room only	Day room only	Hour rate room only (3hr max)	Function room & bar
Operational Member	£ 500.00	£ 750.00	£ 1,000.00	£ 25.00	£ 40.00	£ 10.00	£ 100.00 *
Member	£ 800.00	£ 1,200.00	£ 1,600.00	£ 30.00	£ 50.00	£ 10.00	£ 140.00 *
Club Partner / Sponsor	N/A	N/A	N/A	£ 35.00	£ 60.00	£ 10.00	£ 150.00
Charity group	N/A	N/A	N/A	£ 45.00	£ 80.00	£ 10.00	£ 160.00
Commercial	N/A	N/A	N/A	£ 55.00	£ 100.00	£ 10.00	£ 200.00
Other	£ 1,000.00	£ 1,500.00	£ 2,000.00	£ 55.00	£ 100.00	£ 10.00	£ 200.00

Wedding rate includes 3 day hire for setup & breakdown.

\* Exceptions apply if members provide approved bar staff and cleaning.

Please note, to qualify for member discount on weddings, you must have been a fully paid member for 1 calendar year at the time of making your booking

## 14. PAYMENT OF BOND/DEPOSIT

1. To confirm a booking, please send a cheque or cash in the amount of £100 to Portreath Surf Life Saving Club. This will be returned to the Hirer (*Exception applies*) within 14 days of the function.

*\*\* Please note, **all** wedding bookings will require a non – refundable £100 deposit.*

2. The Function Room Hire fees **MUST** be paid in full 1 week prior to the commencement of the function.

3. The club holds the right to withhold all or part of your deposit for all damage incurred to either club property or premises during your function. Please also note there will be no limit to the charge liable if exceptional damage is incurred.

## 15. FUNCTION CANCELLATION

1. A cancellation fee will be charged based on the following:

- Outside of 3 months prior to the function - NO cancellation fee
- Within 3 months prior to the function - £20 cancellation fee
- Within 2 months prior to the function - £50 cancellation fee
- Within 1 month prior to the function - loss of bond/deposit

2. The cancellation fee will be taken from the bond/deposit and the remaining money, if any, shall be returned via a club cheque.