



A Registered Charity No.1035244



Founded 1958

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

HEADQUARTERS Portreath Beach, Portreath, Cornwall UK. Tel.

WEBSITE www.portreathslsc.co.uk

# 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)*

\_\_\_\_\_

Over or between the following days/dates & Times:

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

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

Is Bar Required? Yes / No Please indicate (approx.) # Adults \_\_\_\_ Children \_\_\_\_

Late License Required? Yes / No - 3 months' notice required plus additional fees will be required

- (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 11 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.
- (g) I agree that the Fire Safety and Risk Assessments have been provided by Portreath Surf Life Saving Club and that I fully understand requirements

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. Health and Safety requirements**

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. The club are only liable on private hire up to 120 guests standing and 100 seated as per our H&S regulations and ask that accurate guest numbers are provided prior to the event.
4. The use of candles within the club premises is **NOT** permitted, due to Fire Regulations. Battery alternatives can be used, please speak to the events manager.

### **2. Public Liability**

1. The "Hirer" must provide copies of their 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

### **3. Duration of Function**

1. All functions must have a set 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 5 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. The latest time the function room can be utilised is 0.00 (midnight) from Monday to Saturday and 21:00 on Sundays. A late licence can be arranged on request, but will incur an additional charge to cover the licence fee and staff cost.
4. Meetings, conferences, seminars are subject to negotiation with the Function Centre Manager

#### **4. Cleaning**

1. The cost for cleaning the Function room after an evening function/party/event hire is an additional fee to the hiring fee. Unfortunately, due to previous events where by club members have had to clean up after the hirer at the club's expense, we have taken the decision to clean the venue ourselves and charge the hirer for evening functions. For all day bookings/children's birthday parties, it is the hirers responsibility to leave the function room as they found it, this includes all excess rubbish to be removed at the end of the function.
2. The hirer must inform the club on agreement of hire, what to leave for personal collection the following day after an event or else the club will dispose of everything left in the function room.
3. Portreath SLSC is not responsible for private property left on the premises before, during or after a private function.
4. Use of the following is NOT PERMITTED: drawing pins, nails, adhesive materials to display signs or attach decorations.
5. 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. Any use of the kitchen must be agreed prior to hire of premises.

#### **5. Security**

1. All hirers are responsible for the behavior 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. If this is not carried out, the club has the right to ring the police to deal with the matter.

#### **6. 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. The club has sole purpose of the bar and only club members are permitted to serve from behind the bar.
3. Under no circumstances can the hirers bring their own alcohol onto the premises for functions/parties/events. Unless for a wedding, whereby the agreed alcohol/corkage limit will be applied.
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 times 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.

### **7. 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.

### **8. 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 6 above.

2. The Surf Club Function Room is available between the hours of 9am and 4pm. Monday to Saturday for function setup.

### **9. 18<sup>th</sup>/21<sup>st</sup> Birthday parties – Special Rules**

1. 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.

2. 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.

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

4. 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.

## **10. Prices**

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

	Wedding	Half day Hire of Room only *	Day hire Room only*	Function/Event hire **	Cleaning Charge***
Member	£1,750	£30	£50	£160	£50
Non Member	£2,000	£55	£100	£200	£75

\* Hire for meetings, conferences, training and children's birthday parties only

\*\* Price includes use of bar and cost of bar staff. All day functions may incur additional costs

\*\*\*Additional Charge for function/event hire - price includes full clean of function hall, toilets, bar area, kitchen, recycling, bins/rubbish removal & other waste (included in wedding cost)

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

## **11. Payment of Bond/Deposit**

1. Provisional booking - The club will hold a provisional booking for 14 days without obligation. If no deposit is received or no extenuating circumstances agreed, then the booking will automatically be released.
2. Confirmed Booking - A deposit of £300 is required when booking a wedding, all other functions (excluding training hire) will require a 50% deposit. This acts as a damages deposit as well as cancellation deposit. When the Booking Form has been returned a pro-forma invoice will be issued. The balance of funds for the hire will be due no less than 2 weeks before the date of hire, when all costs have been agreed and an invoice issued. The deposit will be returned no later than 7 days after the venue hire has finished.
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.

## **12. Function Cancellation**

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

- Wedding 6 months prior to event date – No fee
- within 6 months prior to event date – loss of bond/deposit
- All other functions/events will be non-refundable

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