

Dixon Park Weddings

Terms and Conditions and Booking Form

1. Preamble

Dixon Park SLSC Inc. hire sections of the Club for private and community events. The Club holds an On-Premise Liquor License which can operate during an event.

Hirers are required to enter into an agreement with Dixon Park Surf Life Saving Club (SLSC) Inc. to be bound by the following rules and should read them carefully before signing an Agreement to Hire.

2. Booking and Deposit, Bond and Payment

- a. Costs associated with the wedding will be agreed between the Client and the Venue Manager
- b. The deposit shall be paid within 7 days of the agreement to hire the Venue. The Date will become available to others if the deposit is not received within a further 7 days.
- c. A security bond must be deposited to the Club's account minimum one week prior to the event with repayment to the client, subject to conditions contained herein, within 10 days post event.
- d. Payment in full is required 2 weeks prior to the event

3. Smoking Policy

- a. Dixon Park SLSC is a "non-smoking" venue (cleaning charges may be imposed)

4. Alcohol Policy

- a. Dixon Park SLSC holds an "On Premise" liquor from the Department of Liquor and Gaming.
- b. Dixon Park SLSC is also a Level 3 Accredited Member of the Good Sports Foundation, a Government initiative which supports the responsible consumption of alcohol in the interests of community health and well-being.
- c. The bar is equipped with tap beer, wine, champagne, spirit and soft drink, Juice and water for the enjoyment of guests.
- d. The Club's License Manager or his delegate is directly responsible for ensuring that all laws relating to the Responsible Service of Alcohol are adhered to. The Hirer is reminded that guests may be required to show proof of age.
- e. If a person is refused service, under the rules governing Responsible Service of Alcohol, that person MUST leave the premises immediately and it will be the Hirer's responsibility to ensure this is carried out.
- f. Alcohol may only be consumed within the 1st floor Venue Hall or adjoining balcony. Alcohol and glassware are not permitted on the main entrance stair way, outside the building, onto surrounding park land, car park and beaches. Alcohol is not permitted to be brought to, or taken away from, the premises.

5. Restricted Events

- a. The Hirer understands that Weddings are by invitation only and not open to the public.

6. Capacity of Venue

- a. The venue room accommodates up to 110 people seated at tables, or up to 200 people for stand- up cocktail events.

7. Duration of Event

- a. For a “*standard hire*”, the venue is to be vacated after 5 hours. An additional charge will be applied if guests have not vacated the premises within the allocated time at the rate of \$110 per hour or part thereof. This cost will be deducted from the bond.
- b. Longer *hire periods* can be negotiated with the Venue Manager at least two weeks prior to the event
- c. The latest time the venue room can be utilised is 12:00am (midnight) from Monday to Saturday.

8. Security

- a. The Venue is hired for private functions only. All hirers are responsible for the behaviour of their guests.
- b. The club has the right to request that security is booked for any event. If required, this charge will be paid by the Hirer.

9. Cleaning

- a. The cost of cleaning the Venue following the event is included in the hiring fee.
- b. Excessive mess, extra carpet cleaning, breakages or damage caused during the wedding will be charged for and deducted from the bond.
- c. All items bought to the venue by the Hirer or their agents, must be removed at the end of the event, unless otherwise organised with the Venue Manager.
- d. The Club will not be responsible for private property left on the premises before, during or after an event.

10. Hired Equipment

- a. Equipment provided by the Hirer is the sole responsibility of the Hirer.
- b. Equipment can be delivered and removed from the club during business hours by arrangement.
- c. Equipment stored overnight must be removed by 9am on the following day

11. Venue Set Up and Pack Down

- a. The Venue is available for set up between the hours of 10 am and 4pm Monday to Saturday by arrangement. The Venue may be available 1 day prior to the date of the event ONLY if there is no other event being held on that day.
- b. Use of the following is NOT PERMITTED: drawing pins, sticky tape, nails, adhesive material, or blue tack to display signs or attach decorations.
- c. Eyebolts and hooks around the pelmet of the hall are available for this purpose setting up the hall for an event, the hirer is reminded to NOT restrict access to recognised EXITS and storage cupboards. The Venue **does not provide** tablecloths, napkins etc., which must be arranged through the caterer. Wi-Fi is not available to guests
- d. Fire Regulations require that Candles may only be used when enclosed or floating.
- e. Included in the hire are 114 chairs and

Tables as shown below

Round	1800dia x 760mm drop,	(10)
Rectangular	2100 x 750 x 710mm drop,	(8)
	1800 x 750 x 710mm drop,	(4)
	200 x 750 x 720mm drop,	(4)
Cocktail	7600dia x 1100mm drop.	(6)
Cocktail Stools		(16)
Cake table:	600dia	(1)

12. Cancellation Policy

- a. A cancellation fee will be charged based at the following scenarios;

Outside 3 Months prior to function	-\$100 cancellation fee
3 months prior to function	- \$200 cancellation fee
2 months prior to function	-\$300 cancellation fee
1 month prior to function	- Loss of deposit
- b. The cancellation fee will be taken from the Bond/Deposit/Hall hire fee and the remaining money, if any, shall be returned to the Client by direct deposit.

THIS FORM CONSTITUTES AN AGREEMENT OF HIRE FOR A WEDDING:

I agree to these Conditions of Hire:

First Name		Surname	
Contact Number		Address	
Email		Alternate email	
Company		Date of hire	
Package Y/N		Approx #	
Start time		Finish time	
Catering package		Beverage package	
Comments			

Clients Acknowledgment

☐ By checking this box I agree to be bound by the terms and conditions provided to me in this document. I acknowledge that Dixon Park Surf Life Saving Club has a cancellation policy which applies to cancelled reservations for groups of people. I note that by making this reservation I am entering into a binding agreement with Dixon Park Surf Life Saving Club.

Signature/Initial		Date	
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Please email this form to functions@dixonparksllsc.com.au

Once accepted by Venue Manager and invoice emailed:

Please follow invoice instructions for payment once received (may come from different email.)

Please send remittance of payment to above email.