**Dixon Park Weddings & Engagements**

**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.

1. **Booking and Deposit, Bond and Payment**
2. Costs associated with the wedding will be agreed between the Client and the Venue Manager.
3. 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.
4. 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.
5. Final Numbers & Payment in full is required 2 weeks prior to the event (no refund if numbers decrease from confirmation of guest numbers in writing.)
6. **Smoking Policy**
7. Dixon Park SLSC is a “non-smoking” venue (cleaning charges may be imposed)
8. **Alcohol Policy**
9. Dixon Park SLSC holds an “On Premise” License from the Department of Liquor and Gaming.
10. 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.
11. The bar is equipped with tap beer, wine, champagne, spirit and soft drink, Juice and water for the enjoyment of guests.
12. 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.
13. 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.
14. Alcohol may only be consumed within the 1st floor Venue Hall or adjoining balcony. Alcohol and glassware are not permitted on the main entrance stairway, outside the building, onto surrounding park land, car park and beaches.
15. *Alcohol is not permitted to be brought to, or taken away from, the premises.*
16. **Restricted Events**
17. The Hirer understands that Weddings and Engagements are by invitation only and not open to the public.
18. **Capacity of Venue**
19. The venue room accommodates up to 110 people seated at tables, or up to 200 people for stand- up cocktail events.
20. **Duration of Event**
21. 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 unless pre paid. All pack-down must be included in the 5 hour hire unless negotiated in writing with Venue Manager.
22. Longer *hire periods* can be negotiated with the Venue Manager at least two weeks prior to the event
23. The latest time the venue room can be utilised is 12:00am (midnight) from Monday to Saturday.
24. **Security**
25. The Venue is hired for private events only. Hirers are responsible for the behaviour of their guests.
26. The club has the right to request that security is booked for any event. If required, this charge will be paid by the Hirer.
27. **Cleaning**
28. The cost of preparing the Venue as well as cleaning of the premises following the event is included in the hiring fee. Notwithstanding, the Hirer is required to observe the following:
29. A bond may be required and will be deducted from, for excessive mess, carpet cleaning or damage caused by the event. This will be discussed with the Hirer prior to deduction and bond refund.
30. Whatever the Hirer brings on to the premises must be removed at the end of the event, unless otherwise organised with the Venue Manager. Dixon Park SLSC is not responsible for private property left on the premises before, during or after a private event.
31. Use of the following is NOT PERMITTED: drawing pins, sticky tape, nails, adhesive material, or blue tack to display signs or attach decorations. If these items are used and cause damage, it will be taken from the bond. Eyebolts and hooks around the pelmet of the hall are available for this purpose.
32. No sparklers, confetti, dried flowers or grasses, sequins, confetti numbers, feathers or the like etc. A cleaning charge WILL be charged if these items are used.
33. Please refrain from walking off the beach with sandy feet into the venue. Cleaning charges apply for excessive sand in the carpets.
34. No grazing tables or food stations to be set-up on the carpeted area. Only tiled or timber dance floor may be used. Client is responsible for any foods stuck in carpet prior to vacating. Any excess cleaning charges will be forward onto the client for payment.
35. **Hired Equipment**
	1. All hired equipment delivery and removal is the sole responsibility of the Hirer. Storage of certain equipment beyond the hire period may be possible if it does not impact on other events. Approval for short-term storage should be arranged prior to the event with the Venue Manager.

b. Equipment can be delivered and removed from the club between the hours of 10am and 4pm Monday to Saturday by arrangement. If removal is required of a Sunday, arrangement must be made with the Venue Manager, but in all circumstance shall be removed by 8am. $110 per hour charge after 8am and is restricted to recommended suppliers.

c. There are strict guidelines for the use of Candles within the club premises to meet Fire Regulations. Candles are to be used only when enclosed or floating. Use of candles must be agreed in writing with the Venue Manager prior to the event. Any wax residue will incur a cleaning charge.

1. **Venue Set Up and Pack Down**

The venue includes:

1. The use of the hall, 100 chairs and tables. Table dimensions:

Round tables: (10) 1800dia x 760mm drop ($5 per table charge)

Rectangle tables: (8) 2100 x 750 x 710mm drop, (1) 1800 x 750 x 710mm drop, (4) 1200 x 750 x 720mm drop.

Cocktail tables: (10 and 20 stools) 7600dia x 1100mm drop. Cake table: (1) 600dia

1. The Club does not hire/own any plates, side plates, cutlery and salt and pepper shakers, etc.
2. External caterers **do not** have access to kitchen crockery, cutlery etc – this is the recommended suppliers equipment.
3. The bar is fully equipped with beer, wine, champagne, spirit and soft drink glasses, wine coolers, tap beer facilities.
4. The Venue is available between the hours of 10am and 4pm Monday to Saturday for event set up so long as another event has not booked a day function. The Venue MAY be available 1 day prior to the date of the event ONLY if there is no other event being held on the previous day. Please check with the Venue Manager prior to booking.
5. All event decorations are to be removed from the Centre before 9 am the following day.
6. In setting up the hall for an event, the hirer is reminded to NOT restrict access to recognised EXITS and storage cupboards.
7. Tables and chairs NOT required for an event are to be stored neatly and may need to stay in the room if weather is bad.
8. Items that are **NOT AVAILABLE** as part of the hire are: lighting, tablecloths, napkins. Whiteboard and WiFi is NOT guaranteed but is available when connected.
9. Catering
	1. Newcastle Catering and Feast Catering are the preferred caterers of Dixon Park Surf Life Saving Club.
	2. Other catering options will be considered on a case by case basis and all kitchen use will incur a kitchen use charge if required of $300
	3. Restricted use of the kitchen may be possible on a case by case basis at $150 – please see Venue Manager.
10. **Cancellation Policy**

EVENT CANCELLATION (Monday to Thursday)

A cancellation fee will be charged based on the following rates;

a. Outside of 3 Months prior to function - NO cancellation fee

b. Within 3 months prior to function - $100 cancellation fee

c. Within 2 months prior to function - $200 cancellation fee

d. Within 1 month prior to function - Loss of Deposit (hall hire)

* The cancellation fee will be taken from the Deposit and the remaining money, if any, shall be returned by direct deposit. Bond will be refunded, minus any supplier deposits that are non refundable.

EVENT CANCELLATION (Friday to Sunday)

A cancellation fee will be charged based on the following rates;

a. Outside of 3 Months prior to function - $200 cancellation fee

b. Within 3 months prior to function - $400 cancellation fee

c. Within 2 months prior to function - Loss of Deposit (hall hire)

* The cancellation fee will be taken from the Deposit and the remaining money, if any, shall be returned by direct deposit. Bond will be refunded, minus any supplier deposits that are non refundable.

**THIS FORM CONSTITUTES AN AGREEMENT OF HIRE FOR A WEDDING/ENGAGEMENT:**

I agree to these Conditions of Hire:

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| --- | --- | --- | --- |
| **First Name** | Click here to enter text. | **Surname** | Click here to enter text. |
| **Contact Number** | Click here to enter text. | **Address** | Click here to enter text. |
| **Email** | Click here to enter text. | **Date of hire** | Click here to enter text. |
| **Ceremony onsite?** | Click here to enter text. | **Spouse** **Full name** | Click here to enter a date. |
| **Package Y/N** | Click here to enter text. | **Approx guest numbers?** | Click here to enter text. |
| **Start time** | Click here to enter text. | **Finish time** | Click here to enter text. |
| **Kitchen required?** | Click here to enter text. | **Bev package/****TAB?** | Click here to enter text. |
| **Comments** | Click here to enter text. |
| **Any Suppliers that have been booked:** Click here to enter text. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature/Initial** | Click here to enter text. | **Date** | Click here to enter a date. |

Please email this form to **functions@dixonparkslsc.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.