



<b>Functional Area:</b>	Facilities – Hall Hire	<b>Version:</b>	2023.2	<b>Issue Date:</b>	12/12/2023
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**Hire Terms and Conditions**

1. Hampton Life Saving Club (**HLSC** or **Club**) is a volunteer-run, not-for-profit charitable organisation that offers parts of its Premises (**Premises**) as a service to the community and to help fund HLSC’s important lifesaving mission. Please help HLSC care for the space and help make things easy for the Club’s volunteers.
2. The Club makes no warranty that the Premises are fit for the purpose of the Hiree’s (**You/Your**) hire.
3. Unless otherwise agreed, in writing, You must pay a security deposit (bond) of \$1,000.
4. Your event date cannot be reserved until 50% of the hire fee has been received.
5. Full payment is required 14 days prior to the event.
6. The Club’s hall hire manager will communicate with Your representative in relation to all aspects of Your hire. Unless otherwise agreed, caterers, DJs, hire companies, etc. are not to contact the Club directly.
7. During Your hire period, there must be one person on site designated to be in charge at all times.
8. At the end of the hire period, the Premises must be returned in the same condition they were in at the start of the hire. This means all rubbish must be removed, floors and surfaces are to be clear of debris and cleaned, decorations ((including tape, blue tack etc.) are to be removed, and all facilities including ovens, BBQs and toilets must be clean.
9. The hire fee allows access only to the upstairs foyer, hall, balcony, kitchen and bathrooms. Your hire of the Premises does not allow access into any other areas of the Club.
10. You must not block any fire escape at the Premises.
11. If You intend to sell liquor, You are responsible for arranging Your own liquor licence and following all regulations regarding service. For further details or applications, visit the [Victorian Commission for Gambling and Liquor Regulation](#). You indemnify HLSC, its directors and members (**HLSC Personnel**), and will keep the HLSC Personnel indemnified in respect of any fine, penalty, loss or claim which may be made or brought against HLSC as a consequence by You to comply with any law or regulation relating to the sale or supply of alcohol by You from the Premises.
12. If You intend to run any gaming or gambling activities, You are responsible for arranging Your own gaming licence. For further details and/or licence applications, visit the [Victorian Commission for Gambling and Liquor Regulation](#).
13. You or Your guests are not permitted to take alcohol outside the Premises under any circumstances.



14. Persons under the age of 18 and intoxicated people must not be supplied with alcohol, and intoxicated persons must be refused entry to the Premises.
15. Glassware is not permitted outside the Premises and is not to be taken onto the balcony.
16. Security is Your responsibility, and You must comply with the [Victoria Police event guidelines](#). If Your function attracts adverse attention from police, fire brigade or any other agency, the Club reserves the right to close the function immediately.
17. There is a strict noise policy. You and Your guests must finish any drinks by 12:30 am and the Premises must be vacated by 1:00 am. If you return the following morning to pack up, You may have access between 6 – 7.30 am unless agreed otherwise in writing.
18. It is Your responsibility to ensure that music levels do not disturb the neighbours and that guests behave responsibly and leave quietly.
19. Smoking is not permitted in the Premises, including in the bathrooms and on any balcony. If any smoking occurs outside the Premises, please ensure that all cigarette butts are cleaned up.
20. You will comply and will ensure Your guests comply with:
  - any Government or Chief Health Officer related health directives; and
  - all laws.
21. You are responsible for all costs associated with any damage to the Premises. Any damages that exceed the bond will be charged to You at the appropriate cost. You agree to pay any such additional costs within 7 days after being invoiced for the same.
22. You must ensure that all lights, dishwasher, ovens, other equipment, and air conditioning are turned off, and the alarm is turned on, when vacating. This applies at all times during your hire if you are not on the Premises.
23. Providing false or misleading information will render Your application for hire void and forfeiture of all monies paid to or held by the Club.
24. The Club reserves the right to not accept or reject any application for hire in its sole discretion.
25. In an emergency, the Club may cancel the hire at any time up until, and on, the day of hire. If it cancels under this clause, You will be refunded all monies paid.
26. If You cancel the hire:
  - 15 or more days prior to the event, You will be refunded all fees less a \$100 administration fee
  - 8 to 14 days prior to the event, You will receive a refund of 50% of hire fees
  - within 7 days of the event, there is no refund.
27. You indemnify and will keep indemnified the Club from and against all fines, penalties, actions, claims, loss and damage of any nature, including for loss of life, personal injury and illness and



damage to property. You will be responsible for any out-of-pocket expenses incurred by the Club or claims against the Club, arising from the hire or use by You or Your guests of the Premises.

- 28. During patrol season weekend/public holiday daytime You acknowledge and agree that the Club's lifesavers will need to access the patrol room during the hire period.
- 29. Not adhering to the above rules could significantly impact on the future financial viability of the Club and may result in the security bond being forfeited.

**Document Governance**

<b>Date Created</b>	05/12/2022	<b>Date Approved</b>	08/12/2022	<b>Date Reviewed</b>	22/1/2023
<b>Created By</b>	HLSC Director: Member Services	<b>Approved By</b>	HLSC President	<b>Reviewed By</b>	HLSC Board

<b>Hall Hire Purpose</b>	
<b>Hire Date and Time (Inclusive of set up and pack up time)</b>	
<b>Hire Fee</b>	\$
<b>Bond</b>	\$1,000

**Hiree Details**

<b>Full Name</b>	
<b>Address – Street Number and Name</b>	
<b>Address – Suburb</b>	
<b>Address – State/Territory</b>	
<b>Address – Postcode</b>	

I certify that I have read and agree to the Terms and Conditions listed above

<b>Signature</b>	<b>Date</b>

Signed on behalf of Hampton Life Saving Club

<b>Signature</b>	<b>Date</b>