



## ROOM HIRE AGREEMENT

Name: \_\_\_\_\_

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

Phone: (MOB): \_\_\_\_\_

Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Estimated No. of Guests: \_\_\_\_\_

Time of Commencement: \_\_\_\_\_

Seated/Standing: \_\_\_\_\_

Entertainment: \_\_\_\_\_

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### PAYMENT FACILITY

CASH	CREDIT CARD	CHEQUE
	<input checked="" type="checkbox"/>	
For payment of	<b>Hire of the Bronte Surf Club Functions Room</b>	
Payable to	<b>Bronte Surf Club</b>	
For the total amount of \$	_____	

Or please charge my credit card (*please circle*)

**VISA**       **MASTERCARD**       **AMERICAN EXPRESS (+ 3% surcharge)**

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_ CVV \_\_\_\_\_

Cardholders name \_\_\_\_\_

**I agree to the terms and condition set out in the hire agreement.**

**SIGNED (by the Hirer)** \_\_\_\_\_



## Terms and Conditions

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1. This Hire Agreement must be filled out for all functions to be held in this room. No verbal bookings will be accepted.
2. A non-refundable deposit (which is part payment of the hire fee) is required with all bookings on submission of this form.
3. The remaining fees plus any additional staff is payable 7 days prior to the function.
4. Catering Companies are responsible for the cleaning of the kitchen and returning it to the state it was found in. Any additional cleaning fees will be billed to the hirer.
5. All decorations and equipment brought in by the hirer must be picked up from the Bronte Surf Club by 10.00am the following day.
6. For the duration of the function the hirer and their guests must agree to abide by all Club policies and regulations especially in regards to the Responsible Service of Alcohol Laws.
7. All guests must follow the directions of the appointed Bronte Surf Club event manager during the function.
8. Bronte Surf Club has the right to remove or refuse entry to any person whose behaviour is objectionable, improper or undesirable.
9. Security can be organised by Bronte Surf Club, costs are to be paid by the hirer of the room.
10. All music must be turned off 15 minutes before the scheduled end of the function. All guests must vacate the premises and be away from the environs of the Clubhouse half an hour after the scheduled end of the function. We require complete respect shown to our neighbours at all times.
11. Bronte Surf Club will supply liquor and bar staff for the function. The beverages account is payable on completion of the function.
12. Any damage caused during the function is payable by the hirer of this room.
13. All requests for hanging of material is to be discussed with the function manager prior (ie. thumbtacks, staples, nails)
14. It is the responsibility of the hirer to ensure that all decorations are removed from the tables before the end of the function to allow staff to pack up club furniture. Failure to do so may incur extra charges.
15. Bronte Surf Club will not be held responsible to theft or damage of the guests' personal property or belongings.