



Business Function Room Hire RULES, TERMS & CONDITIONS OF HIRE & USE



The Leisure Centre strives to be a family-friendly community and use of the Club's Function Room must be consistent with that vision. The Leisure Centre Management reserves the right to accept or refuse individual bookings, based on the information provided, or set additional non-negotiable requirements and limitations to facilitate approval.

Business name: _____

Address: _____

Full Name: _____

Mobile: _____

Email: _____

Service / Event type: _____

Date/s & time of function: _____

Number of customers attending service (approx.): _____

How did you hear about us? _____

WHAT IS INCLUDED IN THE HIRE?

- ✓ **Modern, private, airconditioned space**
Timber floor space with an abundance of natural lighting from the wall-to-wall windows. Bifold doors that open into the courtyard with easy access to local park
- ✓ **Café – Funny bone Cafe**
Onsite café opens from 7am – 2pm (can be extended if requested)
Catering available
- ✓ **Wifi / TV / Music system**
High speed WIFI, TV for data presentation and Bose sound system
- ✓ **Kitchenette**
Kitchen stocked with amenities. Coffee and Tea provided
- ✓ **Onsite Parking**

PRICING

Room Category	Time	Hire Fee
Daily Office – Max 2 pax	8am – 2pm or 12:30 - 4:30	\$50
Daily Office – Max 2 pax	8:00am – 4:30pm	\$75
Training / Workshops / Seminars *Max 60 (with conditions)	Half day (morning or afternoon)	\$275
Training / Workshops / Seminars *Max 60 (with conditions)	Full day	\$450
Training / Workshops / Seminars *Max 60 (with conditions)	Night 5/5:30 – 9:30pm	\$275

Half day: 4.5 hours

Full day: 9 hours

Operating hours 7:30am – 9:30pm

*Extended hours – please email or call to confirm

PAYMENTS (all payments are GST inclusive)

Room hire is secured once bond payment is paid; remaining hire fee will need to be paid in full 72 hours before event.

Payment can be made in person at the Leisure Centre reception or over the phone via credit card. Bond refunds needs to be processed in person at reception.

BOND: Refundable if room and property is returned in original state and undamaged

CLEANING FEE: Cleaners are hired by leisure Centre Management to clean the venue (post event) to ensure consistency in standards however this is only payable depending on the service / risk level of impact of the room cleanness.

Bond	\$300
Cleaning	\$88.00
Waste Disposal	\$16.50 (additional bin used) 1 green waste bin supplied for event
Kitchen Cleaning	\$16.50 (If excessive mess left in kitchen area)

Please read through this document in full and sign the last page to accept all terms and conditions

TERMS & CONDITIONS OF HIRE

The Hirer must be present for the duration of the function and accepts full responsibility for ensuring compliance with the guidelines.

The Hirer is obliged to liaise with any individual(s) such as Caterers, entertainment personnel or the like to ensure they are adequately informed of the guidelines.

The Hirer is to provide the Leisure Centre with a Public Liability certificate for each outside company they use for the function.

The Hirer is to supply Management / Security Guard with a door list (all attendees names) and anyone not of the list will be denied entry.

Guests are only permitted to use the Function Room which includes kitchen area, Function Room courtyard and allocated rest room area. Guests may not congregate in, or use, the Club Foyer and or other Club Facilities. The Security guard will be able to manage this when they are on site.

When hiring The Surrounds Function Room, the Hirer may not charge admission to, or sell tickets for, the event for which the Function Room has been hired.

The function must be finished, all guests out and pack up completed prior to the normal scheduled lock up of the Centre.

KEY POINTS

The Leisure Centre's professional cleaners must be utilised after the function has taken place. Management will organise and book in the cleaners once your booking has been confirmed. This will be an additional **\$88.00 fee.**

MAXIMUM CAPACITY

The current room restrictions are **45 guests** for the function. If the bifold doors are open for the duration of the function, the capacity can increase to **60 guests.** The doors **MUST** be fully open for the entirety of the function.

CANCELATION POLICY

Any cancellation must be reported to management and to be done by email or phone call. Cancellations 72 hours prior to you booking **will not** incur a cancellation fee. Cancellations made within 72 hours of your booking will incur a \$150 late cancellation fee.

SECURITY & ACCESS

The Hirer is to collect the keys and complete a Function Room handover prior to the function being allowed to proceed. Pass keys will be issued to permit access to the venue, and the Hirer is responsible for their return, either in person to a Staff member on the day of the function or placed in the secure After-Hours Key Return Box located outside the manager's office.

FUNCTIONS WHERE ALCOHOL IS PRESENT

The Leisure Centre Management engage the services of licensed security guards for the purpose of protecting the Leisure Centre Assets and ensuring the integrity of the function and their guests are aligned with the Leisure Centre Function Terms and Conditions

Holman Security Current award rates for static guard services per hour are:

(4-hour minimum hire)

Monday to Friday (day 0600hrs to 1800hrs):	\$38.00 + GST
Monday to Friday (Night 1800hrs to 0600hrs):	\$48.00 + GST
Saturday:	\$56.50 + GST
Sunday:	\$67.50 + GST
Public Holiday:	\$80.00 + GST

All rates are EX GST & Minimum of 4hrs

The Leisure Centre has provided authority to our Security Contractor at their discretion to request the services of an additional guard to attend events.

Incidents that require an additional guard but not limited to are; anti-social behaviour from function guests, irresponsible service of alcohol and/or exceeding the stated number of guests on the booking form.

If the service of an additional guard is required at a function, additional charges will apply and are to be incurred by the Hirer. Charges for an additional guard will be charged at a rate of \$2.00 GST inclusive, per minute, per guard (public holiday rates will be applied if applicable). All functions requiring the services of an additional guard will be reviewed by Club Management.

Leisure Centre assure that the Security Contractor has the experience and competence in Security Risk Management that ensures the protection of Leisure Centre Assets, Residents and Function Guests.

Due payment, including the bond, must be paid in full THREE (3) days PRIOR to function date or the booking may be cancelled.

**Deductions from the Hirers bond for any additional cleaning costs and/or waste disposal will be charged at standard rates.*

**Any additional costs incurred to the Club from the Function will be deducted from the Hirers bond (i.e., Security costs, equipment and labour costs for the removal of helium balloons from the foyer area).*

**If damage costs exceed your bond payment, the Hirer will be invoiced for any additional work required.*

CATERING

For Catered functions the Hirer must supply detail of an ABN and public liability insurance to gain approval.

SELF-CATERED FUNCTIONS

The use of paper or plastic plates, cups and containers is recommended.

There is access to use the plates, glass cups, mugs and utensils supplied by The Leisure Centre. There is only a certain number of each item though, so we can only cater for smaller functions with this equipment.

All kitchen equipment used must be thoroughly cleaned and returned to the correct cupboard/shelf.

If you do intent to use these, please advise us and be aware there is a cost per item if it is either damaged or broken.

The following electrical items are not permitted in the Function Room:

- Hot water urns
- Coffee urns
- Electric fry pans

- Electric bain-marie

(Due to compliance with the Queensland Electrical Safety Regulations, all electrical items at The Leisure Centre must have a current certification of compliance awarded by an authorised The Leisure Centre Contractor).

DECORATIONS AND SET UP

Decorations cannot be permanently affixed to the walls, for any further clarification please contact Club Management.

The hirer is permitted to enter the premise prior to the event to set up decorations, please liaise with management for the most appropriate time to conduct set up (Not included in hire fee).

RUBBISH REMOVAL & PACK UP

Rubbish is to be placed in the green waste bin provided at no extra cost. If you exceed 1 standard green waste bin for rubbish, there may be an associated costs for removal.

Please leave function room keys & TV remote where management have advised & close all doors upon exit.

CONSUMPTION OF ALCOHOL

The responsible drinking of BYO alcohol is permitted but must be consumed in the Function Room only and cannot be removed from the Function Room. Strict compliance must apply and is non-negotiable.

The sale of alcoholic beverages is illegal at The Leisure Centre.

ANTI-SOCIAL OR VIOLENT BEHAVIOUR

Any acts of anti-social or violent behaviour by a member or guest during a function will not be tolerated and will result in the instigator(s) being asked to leave the premises.

Adult entertainment is not consistent with the Club's vision and is **STRICTLY PROHIBITED**. Functions are to remain invitation only and no functions are to be advertised on social media. All incidents reported will be reviewed by Club Management and may result in further action.

FURNITURE USE

Tables and chairs are available at no additional cost. Tables are to be cleaned and chairs stacked post event. All parties are advised to read the safety, cautionary signage on the tables. There are 6 large oval size tables and approx. 80 chairs in total.

OCCUPATIONAL HEALTH AND SAFETY

Smoking is not permitted anywhere in the building including toilets, outdoor areas or within five metres of the front entrance.

KITCHEN RULES OF USE

Leisure Centre does not provide cooking utensils. Please leave the kitchenette as your found it & clean any mess made from your event.

LIABILITY & DAMAGE TO PROPERTY

The Leisure Centre Management accepts no responsibility for injuries sustained by Members or Guests. Be aware if damage to the property does occur management will review security footage and the hirer may be liable for repair costs

SOCIALS

Please like our social pages and if you take any photos or videos from your event, please tag the Facebook & Instagram pages.



@TheSurroundsLeisureCentre



@thesurrounds_leisurecentre

By signing this form, you acknowledge that all the information you have given here is true and correct. You acknowledge that you have read and understood our Hire Agreement terms and Conditions, and you agree to be bound by those policies. You also agree to pay all relevant fees when they fall due.

Name

Signature

Date