



Service Provider & Business Function Room Hire

TERMS & CONDITIONS OF HIRE & USE



Business Name: _____

Full Name: _____

Address: _____

Mobile: _____

Email: _____

ABN: _____

Public liability insurance details: _____

Service / Event type: _____

Date/s & times of service: _____

Website _____

Social Media (Facebook & Instagram) _____

How did you hear about us? _____

What qualifications do you currently have relevant to the service being provided?

Do you currently hold a Blue card? Y/N

You must hold a blue card to be a Personal Trainer at the leisure centre.

Do you hold a current First Aid Certificate? Y/N

You must hold a current first aid certificate to be a Personal Trainer at the leisure centre.

When did you last update you First Aid Certificate? / / 20

WHAT IS INCLUDED IN THE HIRE?

- ✓ **Modern, Private, Air-Conditioned Space**
Experience a timber-floored environment bathed in natural light from expansive wall-to-wall windows. Enjoy seamless indoor-outdoor flow with bifold doors opening to the courtyard, providing easy access to the local park.
- ✓ **TV and Audio Capabilities**
Equipped with a TV for presentations and background music to enhance your experience.
- ✓ **Social Media Promotion**
Your business will be featured on the Leisure Centre's Instagram and Facebook pages as an upcoming event, with a reminder post before the event date.
- ✓ **Website Listing**
Get your class listed on our class schedule (a one-time admin fee applies). Visit [our class list](#) for more information.
- ✓ **TV Media Display**
Take advantage of the option to have your content displayed on our TV media screen and in our TV timetable.
- ✓ **Onsite Café and Parking**
Enjoy the convenience of the Funnybone Café and available onsite parking.

	Hourly Hire Fee	Half Day Rate (4 hours)	Full Day Rate (8 hours)
Casual Booking (Minimum 2-hour hire)	\$62 p/hr (Monday – Friday)	\$230 (Monday – Friday) \$275 (Saturday – Sunday)	\$450 (Monday – Friday) \$540 (Saturday – Sunday)
Permanent Booking (Monday – Friday) (minimum of 3 months)	\$35 p/hr	\$130	\$255

Bond	\$150 - \$300 Low to high risk. Bond includes 1 x FOB access charged at \$20
The Surrounds Website & TV Timetable display, Business cards displayed	\$60 once off admin and processing fee (Service Providers only)
The Surrounds Website, TV Timetable display and TV advertising, Business cards displayed	\$100 once off admin and processing fee (Service Providers only)
Bathroom (Clip-sign)	\$30 per month (Service Providers only)
TV advertising, Shelf and Bathroom (Clip-sign), Business cards displayed	\$65 per month or 3 months commitment \$60 per month
Cleaning	\$90.00 (depending on event / classes held)
Waste Disposal	1 green waste bin supplied for 4 + hours events
Kitchen Cleaning	\$25.00 (If excessive mess left in kitchen area)

PAYMENTS: (all payments are GST inclusive)

- Minimum 1-hour for permanent bookings and 2-hour for casual bookings .
- Appropriate time allocation for set up and pack down must be allowed for in your booking times.
- Payment can be made in person at the Leisure Centre reception or over the phone via credit card.
- Room hire is secured once bond payment is paid. Recurring bookings will need to be paid fortnightly.
- Timetable or TV display. \$20 admin fee per change.

BOND:

- Refundable if room and property is returned in original state and undamaged
- Bond refunds need to be processed in person at reception.
- Key replacement fee \$168.00 Fob replacement fee \$20.00
- Permanent bookings: If the 3-month minimum term is not fulfilled, any remaining bookings will be deducted from the bond amount, with a maximum deduction of \$150.

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 cleanliness.

CANCELTION POLICY:

- **Regular Hires**
 - Less than 14 days written notice – No refund
 - More than 14 days written notice – Full refund
- **Once off Bookings and Events**
 - Once off bookings and events less than 30 days written notice – No refund
 - More than 30 days written notice - Full refund less 10% administrative fee

TERMS & CONDITIONS OF HIRE

KEY POINTS

The Hirer is required to provide the Leisure Centre with a valid Public Liability Certificate of Currency.

The Hirer must be present throughout the entire function and assumes full responsibility for ensuring adherence to all guidelines.

Guests are restricted to the use of the Function Room, including the kitchen area, Function Room courtyard, and designated restroom facilities. Guests are not permitted to gather in or utilize the Club Foyer or other Club amenities.

As the Leisure Centre is committed to maintaining a family-friendly environment, the use of the Club's Function Room must align with this vision. The Leisure Centre Management reserves the right to accept or decline bookings based on the information provided and may impose additional non-negotiable requirements or limitations as a condition of approval.

CLEANING, RUBBISH REMOVAL & PACK UP

Service Providers / Classes with minimal mess (dance, music, yoga etc)

Please ensure the room is left in its original condition. This includes sweeping and spot-cleaning as needed, wiping any fingerprints from the windows, and disposing of all rubbish in the provided bin.

Ensure the air conditioning is turned off, and all doors are securely closed. Function room keys should be returned to the storage cupboard.

For the bi-fold doors, the Hirer may need to use the fob to close them completely. Please note that if the doors are not fully secured and the alarm is triggered, the Hirer will be responsible for any associated security call-out fees.

Events with catering or high traffic

The Leisure Centre requires the use of our professional cleaning service following your event. Management will arrange and schedule the cleaners once your booking is confirmed. This service incurs an additional fee of \$90.00.

For events lasting 4 hours or more, one green waste bin will be provided. All rubbish must be placed in the supplied bin. If the waste exceeds the capacity of one standard green waste bin, additional removal fees may apply, with each extra bin costing \$30.

Please ensure that the air conditioning is turned off and all doors are securely closed before leaving. Return the function room keys and TV remote to the location specified by management.

For the bi-fold doors, the Hirer may need to use the fob to close them completely. If the doors are not properly secured and the alarm is triggered, the Hirer will be responsible for any security call-out fees.

MAXIMUM CAPACITY

The current room restrictions are **60 guests** for the function. If the bifold doors are open for the duration of the function, the capacity can increase to **80 guests**. The doors **MUST** be fully open for the entirety of the function.

SECURITY & ACCESS

Casual bookings:

The Hirer is to collect the keys and complete a Function Room handover prior to the Event 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.

Ongoing bookings:

Service providers are issued with a Fob access card
Key replacement fee \$168.00 Fob replacement fee \$20.00

DECORATIONS AND SET UP

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

FURNITURE USE

There are 6 large oval size tables and approx. 80 chairs in total. 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. Bookings of 4 hours or more, tables and chairs will be set up on our behalf.

CATERING / 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 intend 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).

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.

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.

