



The Leisure Centre Function Room

RULES, TERMS & CONDITIONS OF HIRE & USE



Name: _____ Mobile: _____

Date of Function: _____ Start and finish time: _____

Reason for hire / event type: _____

Tables Required: Oval (6): _____ Rectangle (3): _____ Chairs (60): _____ Member: Y / N (please circle)

How did you hear about us? _____

Instagram handle _____

Event / Party hirer Supplier _____

Room Hire Fee:

Leisure Centre Member	Non-Leisure Centre Member
\$480 per event (Full Day: 8 hours)	\$540 per event (Full Day: 8 hours)
\$380 (Night booking: 6 hours)	\$420 (Night booking: 6 hours)
\$260 (Half day: 4 hours)	\$275 (Half day: 4 hours)
\$60.00 per hour Additional hours added to morning, afternoon, or night bookings	\$62.00 per hour Additional hours added to morning, afternoon, or night bookings

Setting Up and Packing Down: Appropriate time allocation for set up and pack down must be allowed for in your booking times irrespective of who is arranged to do the work

Booking Hours: Monday – Sunday

Bookings can be made from 8:00am until 10:00pm
All Minimum bookings are half day / Night Booking 4pm – 10pm

Bond *Refundable	\$250	Your bond payment secures your date in the bookings calendar. Credit card accepted (phone) EFTPOS (Reception only)
Cleaning	\$90.00	Cleaners are hired by Leisure Centre Management to clean the venue (post event) to ensure consistency in standards.
Waste Disposal	\$20.00	(additional bin used) 1 wheely bin supplied for event
Kitchen Cleaning	\$25.00	(If excessive mess left in kitchen area)

Cost Summary

HIRE	COST
Bond	\$250
Hire Fee	
Cleaning	\$90
Security	
TOTAL COST	

TERMS & CONDITIONS OF HIRE

- **Prohibited Items:**
 - Smoke machines, gender reveal smoke bombs, or emitters are not permitted inside the Function Room or Leisure Centre.
- **Jumping Castles and Inflatable Amusement Devices:**
 - These are not allowed inside the Function Room. However, they may be installed on the grounds in Buckler Park, subject to completing a form through Gold Coast City Council. The form is available here: [Gold Coast City Council - Park Booking Form](#).
- **Hirer Responsibility:**
 - The Hirer must be present for the entire duration of the function and is fully responsible for ensuring compliance with all guidelines.
- **Closure Procedures:**
 - Unless otherwise advised, the Hirer must ensure the following at the conclusion of the hire:
 - All taps are turned off.
 - Air conditioning is turned off.
 - All doors are securely closed.
 - Decorations and party items are removed.
 - The building is vacated before alarms activate at 11:00 PM.
 - Failure to comply will result in standard security call-out fees, which will be charged to the Hirer.
- **Coordination with Service Providers:**
 - The Hirer is responsible for consulting with caterers, entertainment personnel, or other service providers to ensure they adhere to the guidelines.
- **Designated Areas:**
 - Guests may only use the Function Room, including the kitchen area, courtyard, and allocated restroom facilities.
 - Guests are not permitted to congregate in the Club Foyer, Cafe during closed hour or use other Club facilities.
 - If the foyer is used, an additional \$100 fee will be charged on top of the hire fee.
- **Admission and Ticket Sales:**
 - The Hirer may not charge admission or sell tickets for events held in the Function Room.
- **Pack-Down Instructions:**
 - Pack-down must be completed before the scheduled lock-up time for the Centre.
- **Family-Friendly Environment:**
 - The Leisure Centre is committed to being a family-friendly community. All use of the Function Room must align with this vision.
- **Booking Approval:**
 - Leisure Centre Management reserves the right to approve or decline bookings based on the provided information.
 - Additional non-negotiable requirements or limitations may be imposed as part of the approval process.

- **Bond Deductions:**

- Deductions from the Hirer's bond will apply for additional cleaning or waste disposal costs, charged at standard rates.
- Costs incurred by the Club, such as security callouts, fire alarm activation, or equipment and labour for decoration removal, will also be deducted from the bond.
- If damages or costs exceed the bond amount, the Hirer will be invoiced for the additional charges.

MAXIMUM CAPACITY

The Function Room has a maximum capacity of **60 guests**. If the bifold doors remain fully open for the entire duration of the function, the **capacity increases to 80 guests**. It is **mandatory that the bifold doors remain completely open** for the entirety of the event to accommodate the increased capacity.

HIRE CHARGES & SERVICE FEES

All charges for Hire and services must be paid to The Leisure Centre strictly in advance. The Leisure Centre reserves the right to alter all fees and charges at any time without prior notice to the Hirer. If date of Hire is less than 30 days from when invoice is issued, full payment of Hire fee and bond (if applicable) is required immediately to confirm booking. If date of Hire is greater than 30 days from when invoice is issued, full payment of Hire fee must be made to confirm booking (including bond if applicable) 30 days prior to the event. In the event of another entity requesting to book the same advanced reservation date, the full invoiced amount will be required to be paid immediately to acknowledge commitment to the booking. The Leisure Centre reserves the right to hold bonds until the General Conditions of Hire are met and that any costs to repair/replace items damaged as a result of the activities related to the event staged are received. All repairs/replacements are to be done by The Leisure Centre. The Leisure Centre reserves the right to hold the bond until additional Hire charges for extended use times (beyond original booked hours) are received. Additionally, the bond will be held until all agreements to make payments for cleaners or other associated costs are met.

CANCELLATION POLICY

All cancellations must be submitted to management via email.

- Cancellations with less than 30 days' written notice: 100% of the Room Hire fee will be forfeited.
- Cancellations with more than 30 days' written notice: A full refund will be provided, minus a \$20 administration fee.

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. 60 chairs in total.

DECORATIONS AND SET UP

The Surrounds Leisure Centre Function Room floors, walls or any other parts of the facility must not be broken or pierced by nails, screws, sticky tape, or other contrivances, nor by any writing, printing, painting, or other decorations made on the walls. No proscenium, scenery, fittings, decorations, posters, are to be fixed, hung, or displayed in or upon the building without the previous consent of the Centre Manager. Common area furniture and fixtures including plants must not be moved without prior permission of the Centre Manager.

CONSUMPTION OF ALCOHOL

The responsible consumption of BYO alcohol is permitted but must always remain within the Function Room. Alcohol cannot be removed from the Function Room under any circumstances. Strict compliance with this rule is mandatory and non-negotiable. The sale of alcoholic beverages is strictly prohibited at The Leisure Centre.

Functions Where Alcohol is Present:

- **Daytime Bookings:** Security is not required.
- **Nighttime Bookings:** The type of event must be discussed with Club staff to determine if security services are required.

The Leisure Centre Management may engage licensed security guards to protect the venue's assets and ensure that the function and its guests comply with the Leisure Centre's Terms and Conditions.

Holman Security's current hourly rates for static guard services are as follows:

- All rates are exclusive of GST.
- A minimum booking of 4 hours is required.

Monday to Friday (day 0600hrs to 1800hrs):	\$46.50 + GST
Monday to Friday (Night 1800hrs to 0600hrs):	\$53.00 + GST
Saturday:	\$61.50 + GST
Sunday:	\$75.50 + GST
Public Holiday:	\$90.50 + GST

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

Situations that may necessitate an additional security guard include, but are not limited to, anti-social behaviour by function guests, irresponsible alcohol consumption, or exceeding the guest limit stated on the booking form.

If an additional guard is required, the Hirer will be responsible for the associated costs. These charges will be applied at a rate of \$2.00 per minute per guard (GST inclusive). Public holiday rates will apply where relevant.

All functions requiring additional security services will be reviewed by Club Management. The Leisure Centre ensures that its contracted security provider possesses the expertise and experience in Security Risk Management to safeguard the Centre's assets, residents, and function guests.

SECURITY & ACCESS

The Hirer must collect the keys and complete a Function Room handover before the function can commence. Access will be provided via pass keys or fobs, which must be returned by the Hirer either directly 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.

SELF-CATERED FUNCTIONS

Recommended Tableware:

- The use of paper or plastic plates, cups, and containers is recommended for functions.
- Plates, glass cups, mugs, and utensils provided by The Leisure Centre are available for use; however, quantities are limited and suitable only for smaller functions.

Kitchen Equipment:

- All kitchen items used must be thoroughly cleaned and returned to their designated cupboards or shelves.
- If you plan to use these items, please inform us in advance. Be aware that a fee will be charged for any items that are damaged or broken.

Prohibited Electrical Items in the Function Room:

- Hot water urns
- Coffee urns
- Electric fry pans
- Electric bain-maries

Note: To comply with Queensland Electrical Safety Regulations, all electrical items used at The Leisure Centre must have current certification of compliance issued by an authorised Leisure Centre contractor.

RUBBISH REMOVAL & PACK UP

Exit Procedures:

- Ensure all doors are securely closed when exiting the event or hire. For the bi-fold doors, the Hirer may need to swipe the fob to ensure the door is fully closed.
- If the doors are not properly closed and the alarm is triggered, the Hirer will be responsible for the security call-out fee.

Rubbish Disposal:

- All rubbish should be placed in the green waste bin provided at no extra charge. If the waste exceeds the capacity of one standard green waste bin, additional removal costs may apply.

Key and Remote Return:

- Please leave the function room keys and TV remote in the location specified by management and ensure all doors are closed before leaving.

Cleaning:

- The Leisure Centre's professional cleaning service must be used after the function. Management will arrange and book the cleaners once your booking is confirmed. An additional fee of \$90.00 will apply for this service.

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.

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

The Surrounds Leisure Centre does not provide cooking utensils. Please leave the kitchenette as you 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



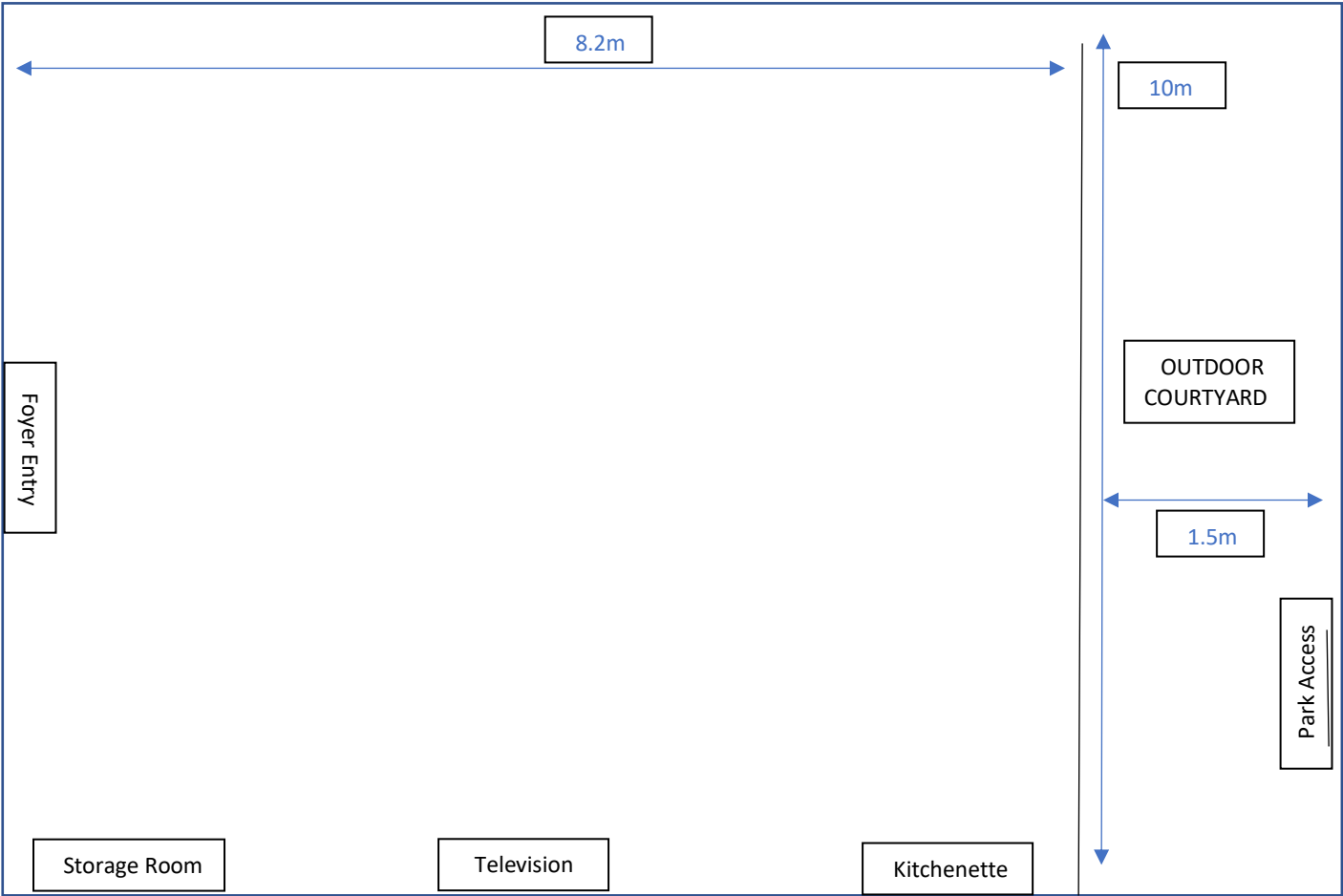
@thesurrounds_leisurecentre

Name

Signature

Date

Room Layout: Please let us know how you would like the tables and chairs positioned.



OFFICE USE ONLY

HIRE	COST
Bond	\$250
Additional Hire Costs	
Damages	
Other	
TOTAL REFUND	