NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101
2 Malcolm Street North Narrabeen NSW 2101
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au
www.northnarra.org.au

ABN 84 987 305 207

CONDITIONS OF PRIVATE FUNCTION HIRE (REVISED Jan 2026)
28 days' notice prior to booking is required (shorter notice may be considered at the discretion of the booking officer).

The following conditions apply and are agreed to by the hiree upon signing the Booking Agreement.

- Private function hire charges are - for a standard 6-hour period & includes the use of the Main Hall & Eastern Deck **& if required the Kitchen Oven only**. The hiring charge also includes bar staff and cleaning fee.
- NOTE The deep fryers and other property of the Café and Club are not available for use).

Function Type	Hire Fee	Bond
Standard	$1,500.00*	$1,000.00
Club Member *	POA	$1,000.00

∗ Member must be currently financial and have been a member of the Club for more than one season.

- ****The Hire fee includes cleaning (inc GST) & 2 bar staff employees for up to 60 guests, for every 30 guests an extra bar staff employer is required at $300.00 per employee.***

Club's Bank Details: North Narrabeen SLSC
BSB 062 208
Account Number 1014 0464

- A deposit of $400.00 is required to secure a booking. Please use your event date reference on all online transfers regarding the function, to assist with club processing.

- Private function hire is available Saturdays from 6pm – 11.59pm (except during January and Easter).

- Permission to have Birthday functions for under 25 years of age **will not** be given.

NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101
2 Malcolm Street North Narrabeen NSW 2101
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au
www.northnarra.org.au

ABN 84 987 305 207

- Tentative bookings will be held for 28 days only. Should another party wish to book the function space for the same date, the person with the tentative booking will be immediately required to pay a deposit of $400.00 to secure that booking.

- The hiree will forfeit the deposit if 28 days written notice of cancellation is not given prior to the function.

- The balance of the hiring fee is payable no later than **28 days prior to the function by internet payment** and confirmed by email including final numbers and all hiring party details.

- The bond is to be received no later than **7 working days prior to the function by internet payment** and confirmed by email with hiring party details.

- The bond is refundable, within 5 to 7 working days, provided that the premises have not been damaged, not excessively dirty and property of the Club and Café has not been removed. In the event of damage being caused to the building's fixtures and/or fittings, the hiree shall be responsible for the cost of any replacement / repairs required to the premises or content or excessive cleaning required. The hiree's bank account details should be provided on the Booking Agreement for return of bond.

- Should the hiring period exceed the 6-hour session a charge of $250.00 per hour (or part thereof) will be charged and payable to the Club Supervisor on the night.

- Hiree / Caterers must provide their own crockery, cutlery and cooking utensils. There is no fridge or freezer facility available.

- The Club's barbeques maybe available for use upon special request along with the appropriate fee to be negotiated at time of booking and must be thoroughly cleaned after use, otherwise a cleaning fee will be deducted from the bond.

- Access to the Main Hall can be made available from 5.30pm (subject to prior approval). **All furniture is to be back in its original place by 12.30am or immediately following the conclusion of your event** (i.e.: The grey stackable chairs are to be returned to the furniture storeroom in the same way they were removed. The plastic fold-up tables are to be stacked in the furniture store the same way you found them. The two screens are to be placed along the brick wall. The grey chairs with arms (12) and 3 small round tables are to be returned to the location as found prior to function. There are 110 stackable plastic chairs and 24 plastic fold-up tables. There are also 50 grey stackable plastic chairs on the eastern deck (holes drilled in seat).

-

NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101
2 Malcolm Street North Narrabeen NSW 2101
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au
www.northnarra.org.au

ABN 84 987 305 207

- Hiree's and caterer's equipment must be removed immediately after the event on the night of hire, to ensure easy access for cleaners who attend immediately after your event and to allow for uninterrupted daily activities at the Club.

- The Hiree / caterer is to ensure the kitchen is clean and left as the kitchen was presented at the start of the hire session. Leftover food is to be removed at the conclusion of the function, if any food is left it will be deemed as rubbish and thrown away.

- All furniture from the Main Hall must remain in the Main Hall with the exception of the grey plastic chairs and the plastic fold-up tables.

- All Amplified Music / Bands / DJ's / Duke boxes etc are required to be set up in and played within the main hall have the volume reduced by 10.30pm again at 11pm and be turned off / finished by 11.30pm.

- The premises must be vacated no later than 12.30am.

- Decorations are allowed, subject to the direction of the Function Hire Manager. Respect must be given to the Club's Honour Boards and Memorabilia. All blue tac and string / invisible string must be removed at the end of the hire. Cellotape or sticky tape is **NOT** permitted to be used.
  PLEASE NOTE-Balloons, party poppers, confetti (or similar) or smoke machines are **not allowed**.
  Candles must be battery operated LED type only (no open flames allowed).

- Marquees are not to be affixed to any part of the building structure or furnishings. Installation and demounting of any marquee must be co-ordinated with the Function Hire Manager.

- Audio and Visual equipment, screen, remote wireless microphone, speakers (internal and on deck) are available for use. Please indicate on Booking Agreement if you wish to use any of this equipment.

- A dry till (Bar Tab) can be made available upon request. Please note this on the Booking Agreement.

- All drinks must be consumed within the function area and are **NOT** to be taken off the premises.

- The hiree is responsible for the behaviour of guests at their event.

-

NORTH NARRABEEN SURF LIFE SAVING CLUB Inc

PO Box 49 Narrabeen NSW 2101
2 Malcolm Street North Narrabeen NSW 2101
tel: (02) 9913 8810 fax: (02) 9970 6936 email: admin@northnarra.org.au
www.northnarra.org.au

ABN 84 987 305 207

- Smoking is **NOT** permitted anywhere within the building. There are two dedicated smoking areas – one on the eastern deck (signed) and the other at the bottom of the access ramp on the western side of the Club.

- The hiree and their guests are not permitted to bring onto, sell or take any alcohol off the premises. This does not include wrapped or boxed birthday presents or gifts of alcohol which may have been given to the hiree. Gifted alcohol cannot be consumed on the premises.

- No person under the age of 18 years will be served or be allowed to consume alcohol on the premises.

- Children attending the function are to be properly supervised by adults.

- No drinks will be served after 11.45pm. The hiree will be notified by the Club Supervisor prior to last drinks being called 30 minutes prior to end of function.

- All Club bar staff are Responsible Service of Alcohol accredited and have the **RIGHT TO REFUSE SERVICE OF ALCOHOL TO ANY PERSON AT ANY TIME** in accordance with the Licensing Act.

- The hiree must ensure that all rubbish and decorations are placed in the bins provided.

- All kitchen surfaces, ovens and floor must be thoroughly cleaned by the hiree and/or caterer.

- An additional cleaning fee will be deducted from the bond should extra cleaning be required if the venue is left in an unacceptable condition. (e.g. if the carpet has any large amounts of spillage the hiree will need to compensate the Club for the cost of carpet cleaning and/or other abnormal cleaning required).

The Function Hire Manager is available to clarify any of the above conditions.

The Club accepts no responsibility for loss or damage to personal property or be held responsible for any injury occurring in or around the Club premises.

THE COSTS, TERMS AND CONDITIONS ARE SUBJECT TO CHANGE PRIOR TO PAYMENT WITHOUT NOTICE.

NNSLSC

PRIVATE FUNCTION HIRE BOOKING AGREEMENT 2026

Name _____

Address _____

_____

Phone Number(s) _____

Email Address _____

Type of function _____

Preferred Function Date _____

Function Start Time _____

Please indicate below your requirements:

- **Audio/Visual Equipment –** yes / no
- **PA/Sound System** – yes / no
- **PA/Microphone System** – yes / no
- **Dry Till** – yes / no
- **Marquee** – yes / no (To be sourced by Hiree, who is solely responsible for the marquee. Club to be advised of the supplier of marquee)

Club Member – yes / no
Approx number of Guests _____ **Approx age** _____

Contact person at function _____

Hiree's Bank Details (for return of bond):
BSB _____ Account _____

I have read and agree to the Club's Conditions of Private Function Hire.

Signature_____ **Date**_____

Office Use: Fee $_____ Deposit $_____ Balance $_____Bond $_____