



# HALL HIRE – 2019 INFORMATION PACK

## WHO ARE WE?



Hampton Life Saving Club (HLSC) is one of 53 Victorian lifesaving clubs. HLSC has been patrolling Hampton beach for over 100 years. We have over 900 members of all ages and abilities and have a fairly active and diverse member program. We are a family-friendly club, focused on providing inclusive programs, activities and events for all our members. Most importantly, we have fun – whether that be through lifesaving, sports (competition), junior activities or social events.

## GENERAL INFORMATION ABOUT THE HAMPTON LIFE SAVING CLUB HALL

Hampton Life Saving Club (HLSC) is located on Beach Road Hampton (150 meters North of Small Street). Our venue offers magnificent ocean views, good metered street parking, nearby shops and the beach.

The venue is available for engagement parties, kids and adult birthdays, wakes, corporate functions and most general gatherings. However, the hall is **not** available for 14 to 21-year-old birthday celebrations or sporting club functions.

The Hall Dimensions are approximately 15 metres long (view) by eight metres wide and facilities include a kitchen and bathrooms, comprising female (2 toilets), male (1 toilet + urinal) and disabled facilities. We have excellent “stair-free” access, which is ideal for set up and clean up. Included for your use are a microwave oven, gas stove and large oven. We also have a BBQ (gas not provided), 10 large round function tables and 100 chairs.

HLSC is a not-for-profit organisation, operated entirely by volunteers. Any assistance you can give in helping to make us a better club is appreciated. You must let us know prior to booking the hall if you are a HLSC member and if you have assisted the club with volunteer work, or if your event is raising funds for charity, as you may be eligible for a discount.

It is the hirer’s responsibility to return the venue to the same condition as received.



## COSTS

| Hire Period   | Hire Rate inc GST |
|---|-------------------|
| Mon/Tues/Weds/Thurs (9am – 11pm)                        | \$150/hr          |
| Friday (9am- 5pm)                                       | \$150/hr          |
| Sat/Sun daytime (9am-5pm)                               | \$175/hr          |
| Fri/Sat/Sun evening (3pm – 9am)                         | \$1,000 flat fee  |
| All Weddings:<br>5pm Fri – 9am Sun or 5pm Sat – 9am Mon | \$1550 flat fee   |
| Public Holidays   | Please contact us |
| Regular, repeat bookings                                | Please contact us |

In addition to the hire costs above, a **\$300 bond** is payable for all bookings without exception. A bond refund will be reduced by:

- \$100 for additional cleaning costs per incidence of the following as after the hire period has ended:
  - rubbish/refuge left in the venue
  - decorations (including tape), blue tack and other items left in the venue
  - BBQ left uncleaned
  - Kitchen and/or oven left uncleaned
- \$100 if any equipment such as dance floors, large decorations etc. remain in the clubroom at the end of the hire period.
- The cost of repair/replacement for any damage caused to the facility and/or its contents.
- \$300 if the premises are not vacated by 1am (for evening hires)
- \$100 if it is found that cigarettes have been smoked on the premises

### Deposit

A deposit representing 50% of the booking costs will be required to secure the booking, along with a signed hire contract. The balance of the booking cost is due one month prior to the event.

### Cancellation fees

- More than 14 days to the event - \$0 – full refund of any hire costs paid
- 8 to 14 days to the event - 50% of hire cost
- 7 days or less to the event - 100% of hire cost (zero refund)





### Further Important Information AND CONDITIONS

1. The venue must be returned at the end of the hire period in the same condition as it was at the start of the hire period. This means all rubbish is to be removed, floors and surfaces are to be clear of debris, decoration are to be removed, oven and/or BBQ are clean. HLSC will be responsible for mopping of the floors and cleaning of the toilets only.
2. Event dates will not be reserved – payment of 50% of the hire cost is the only way to secure the booking.
3. The HLSC Hall Hire Manager will only deal with one person in relation to all aspects of the booking. Caterers, DJ's, hire companies etc. must not contact the Hall Hire Manager directly.
4. Hampton Life Saving Club has a BYO Liquor Licence, and so guests can bring their own liquor without the event needing a licence.
5. If you intend to sell liquor, you are responsible for arranging your own Liquor Licence. For further details or applications please see: <http://www.vcglr.vic.gov.au/>
6. Guests are not permitted to take alcohol outside the hall area under any circumstances.
7. Persons under the age of 18 years and intoxicated people must not be supplied with alcohol and intoxicated persons must be refused entry to the premises,
8. Glassware is not permitted onto the balcony.
9. Security is the responsibility of the hirer and must comply with the Victorian Police Party Safe guidelines  
[http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media\\_ID=12175](http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=12175) If the function attracts adverse attention from Police, Fire Brigade or any other social control agency, HLSC reserves the right to close the function immediately;
10. There is a strict noise policy, so guests must have finished their drinks by 12.30am and the hall vacated by 1am;
11. The hall-hirer must ensure that music levels do not disturb the neighbours and that guests behave responsibly and leave quietly. Not adhering to these rules could significantly impact on the future financial viability of the club and result in the bond being forfeited;
12. There is a strict no Smoking policy in the hall, bathrooms and on the balcony. If any smoking occurs outside the building, please ensure that all cigarette butts are cleaned up;



13. You are responsible for costs associated with any damage to the premises. Any damages that exceed the bond will be charged at the appropriate cost;
14. You must ensure that all lights, equipment and air-conditioning are turned off the alarm is turned on when vacating.
15. Hall Hire fee allows access to hall, balcony, kitchen and upstairs bathrooms only. Use of the premises does not extend into any outside area or the lower level.
16. Providing false or misleading information will render the application void and forfeiture of all monies paid to or held by the HLSC;
17. There must be one person on site who is designated as the person in charge at all times.
18. HLSC reserve the right to reject any application in their sole discretion.
19. You are not permitted to block the fire escape located in the SE corner of the hall.
20. The hirer of the hall indemnifies HLSC from and against all actions, claims, loss and damage of any nature whatsoever, including loss of life, personal injury and damage to property and shall be held responsible for any out of pocket expenses incurred by HLSC or claims against HLSC, arising from the hire or use of the hall by the hirer of the hall.

## FAQs

### ***Can I view the venue?***

Of course! Please contact [the Hall Hire Manager](#) to arrange a convenient time.

### ***What is parking like in the area?***

There is metered parking on beach road up until 8pm. Please note that Beach road is a clear zone Saturday and Sunday morning until 10am for cyclists. There is parking in the back streets parallel to Beach Road, and there is a footpath alley to these streets directly opposite the club.

### ***Is the hall available during Summer?***

Every Saturday night and most Friday nights between end October and Easter are occupied for Life Saving Club activities.

## CONTACT US

Any further queries should be directed to Helen at: [hallhire@hlsc.org.au](mailto:hallhire@hlsc.org.au)

