

Bilinga Beach Weddings Booking Form

enquiries@bilingabeachweddings.com

Phone: 0400700631

WEDDING DATE

NAME

ADDRESS

START TIME

FINISH TIME

(Last drinks 10pm to vacate by 10.30pm. Maximum 6 hours)

ID eg drivers licence number

SPECIAL REQUESTS

Bar-B-Que REQUIRED

\$30 fee applies _____

CONTACT NUMBERS

EMAIL

NUMBER OF GUESTS

(maximum 60 for sit down menu and 100 for standing / cocktail style menu)

SET UP TIME

(2 hour free access in morning if doing own catering. A charge applies for other times)

CATERERS

MUSIC TYPE

(2-piece acoustics, no drums allowed)

PACKAGE TYPE

BEVERAGES

Our Venue is Licensed.

No BYO of any kind

We stock an extensive range of Tap Beer, Bottled Beer, Wines, Basic Spirits, Premixes, Soft Drinks and Bottled Water.

A full list and price list is available on request

I have read and agree to the terms and conditions of the Booking Form

Signed _____ Date _____

Please note that prices may change without notice

Deposit	\$250.00	Balance	\$300	Bond	\$300	Security
Receipt		Receipt		Receipt		Receipt
Date		Date		Date		Date

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We are a Licenced Venue. It is an offence to bring drinks of ANY kind onto the premises or to drink in surrounding area including the car park.

The Bilinga Beach Weddings Venue is part of the Bilinga Surf Life Saving Club and is governed by the club's rules and regulations. The Club strictly follows the RSA policies and recognises that it is against the law to serve any person to intoxication or to supply alcohol to any person under the age of 18. When asked, guests are required to provide acceptable proof of age.

VENUE/CLUB SET UP

Kitchen: Caterers are welcome to use the 2 x ovens, gas stoves or the BBQ (\$30 fee), the urn, the large refrigerator and the microwave. Caterers should bring their own servers, bowls, trays, tea towels, detergent and utensils and **MUST** clean the kitchen and all appliances used. **Club members' equipment is not to be used under any circumstances**

Function Room: There are 20 square tables (75cmx75cmx75cm high), 60 chairs and 3 round high tables (73xmx1350cm high)

Food must be setup/served in the Bar Area.

All Club Memorabilia MUST remain on walls and unless already screened, must not be covered in any way.

Strictly NO confetti, sand, glitter, sticky tape, masking tape, thumbtacks, nails are to be used to attach anything to the walls. Any damage will be paid for by the Host or deducted from the Bond.

NOISE

Bilinga SLSC is in a residential area and we request that you finish at the correct time and vacate the premises quietly.

Pre-Arranged transport recommended.

SECURITY

It is at the discretion of the Function Manager, not the Host, whether security will be required at your function. Security ranges from \$165.00 - \$330.00 depending on the number of guests.

PAYMENT

EFTPOS (minimal cash out and \$2.50 fee applies) and Credit Card facilities are available for function payments. **If paying by cheque, five (5) clear business days is required.**

BOOKINGS

DEPOSIT: A \$250.00 **Non-refundable deposit** is required with the signed booking form within **ten days** of the enquiry before the Function can be confirmed.

Full Payment: The **\$300.00 Balance** and **\$300 Bond** is required **FOURTEEN** days prior to your Function.

BOND It is the Host's responsibility to ensure that the clubhouse, car park, kitchen, BBQ and surrounding gardens are left undamaged and in a tidy, hygienic (no vomit) condition. The Host must also make sure that the Caterers leave the kitchen and appliances clean & dry. The Bond (less any deductions) will be returned after the cleaners have inspected the premises and the staff have reported nil incidents.

Deductions, other than the STANDARD CLEAN, includes (but is not limited to) \$50.00 for cleaning vomit; \$50 for picking up cigarette butts from surrounds; \$50 for cleaning the kitchen, BBQ or any appliances. Other deductions may also apply at the Club's discretion. The Club reserves the right to determine the cost of any damages and / or extra cleaning necessary above and outside what is normally expected following the function and also reserves the right to retain all or part of the bond to meet such costs as necessary, and/or to bill a hirer for additional costs if the bond does not cover damage caused.

A full \$300 deduction applies for any altercations whether verbal or physical towards staff, or if the police are called or if the hire agreement has been breached.

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CLEANING FEE: A Standard Cleaning Fee is taken from the **Bond**. Cleaning is charged at **\$25.00 per hour with a minimum fee of \$75.00** for 3 hours of cleaning. Additional cleaning may be required and will be charged at \$25.00 per hour or part thereof. The remainder of the bond is returned after the cleaners have been and staff have reported nil incidents. Usually the cleaners come through the next day but sometimes on a Monday.

FURNITURE is not to be removed from the Function Area. The Host may rearrange or stack the unused furniture in a corner or the storeroom. Any damage to furniture or walls will be deducted from the Bond.

FUNCTION AREA: Your function hire includes the top floor of the clubhouse, the deck and the use of the kitchen. Under no circumstances are guests allowed in the members' area. This includes the bunkrooms, lounge area, gear rooms and amenities. Penalties will apply if anyone is found in out of bounds areas.

THE DECK closes at **9.00 pm** Strictly no drinks allowed on the deck after 9pm. The doors must be closed due to the close proximity of residences.

MAXIMUM SIX HOURS Functions can be anytime on a Saturday between the hours of 11am to 10pm or on Fridays from 4pm – 10pm. During the Summer the venue is used one Sunday per month by the Nipper Club members. Functions may be held on a Summer Sunday between 11am and 5pm by consultation with the Function Manager

GUEST LIST A guest list with names and addresses must be supplied to the Management for signing in purposes and for Emergency Procedures. The Host must also keep a list and adjust if guests leave. The Host must make themselves familiar with the Evacuation Procedure Plan displayed on walls and bring to the attention of their guests.

SMOKING AREA The Venue and Club have a strict No Smoking Policy and does not provide for a Designated Outdoor Smoking Area within our Licenced Premises. Any Guests wishing to smoke will have to leave the Venue's Licenced Premises and are asked to restrict any smoking to the Northern End of the Car Park. An ashtray will be provided in this area. No drinks are to be taken outside of the Premises by Guests wishing to smoke and all Guests are asked to be mindful of noise levels whilst they are in the Car Park. If cigarette butts are found in the Club surrounds a fee will be deducted from the bond.

PUBLIC SPACE The front grassed/beach area is public space and in Queensland it is an offence to drink in this area. All usage (eg: wedding ceremonies) must go through the Gold Coast City Council. A copy of the permit must be supplied to Management. The Function Manager will direct you to the appropriate documentation

NOISE RESTRICTION The Venue/Club has strict noise level regulations. A jukebox, DJ, I-pod, soloist or small two piece usually fit within the noise levels. All speakers must be inside the clubhouse and not exceed 75dB when measure 2 meters away. The music must be set up in the southeast corner of the Bar with all speaker facing the highway – not towards the beach or on the deck.

SAFE TRAVEL It is the Host's responsibility to organize safe travel for guests with prearranged taxis or designated drivers. The Function Manager can supply bus timetables and phone numbers.

FUNCTION HOURS Functions can only be held within trading hours. All other times are for Club Members. During the Patrolling Season, Club Members will be around the clubhouse and using the venue's kitchen. They will cooperate when possible. The Management or its representative reserves the right to enter a function to check that the Conditions of Hire are being adhered to. The Management has the right to cancel without notice a Function if it deems that the Function is not being used as stated on the original booking.

If access and setup to the Venue is required prior to the date of booking then an additional fee of \$550.00 per day will be payable. Please record this in the "special request" section of the booking form

SPIT ROASTS Under no circumstances is there to be cooking inside the Function Room or Bar Area.

FUNCTIONS Please remember that all functions are at the discretion of the Club Management Committee. **No 18ths or 21st.** Preference will always be given to Surf Life Saving Events or Club Members Functions.