

Sea Spray Function Centre

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TERMS AND CONDITIONS OF HIRE

I / we the agreed party whose name and signature appear on the Sea Spray Function Centre booking form, do hereby agree to the terms and conditions as outlined below, for the hire of the Sea Spray Function Centre.

1. Bond must be paid on acceptance of conditions.
2. Function booking is strictly on a casual basis and is for a period of **6 hours**. Hire in excess of 6 hours requires separate negotiation with centre manager and may attract an extra fee. Cancellation within 6 months of function date causes hirers bond to be forfeited.
3. 30% of function cost is payable 3 calendar months prior to function date. Cancellation after this date causes hirers deposit to be forfeited.
4. Final payment of balance will be paid in full on the day prior to function.
5. All functions will be catered by the Sea Spray Function Centre.
6. The attached booking form must be completed and returned to the above address, with the bond, to confirm the booking
7. Provided no damage has been done to premises the bond will be refunded after inspection by the Centre Manager, following the function. A fee may be deducted from the bond if the facility is left in an excessively dirty or untidy condition.
8. If damage is caused to the premises, or property stolen and it exceeds the amount of the bond, the Hirer is then liable for the full amount of those damages or replacement costs.
9. Access prior to the scheduled function time is available by arrangement with centre Manager.
10. The Sea Spray Manager and Staff are not liable for any items or goods of the hirer or their guests left in the area prior to, during or after the function.
11. *No alcohol is to be brought onto the premises for consumption by the hirer or the hirers guests.*
12. Service of alcohol will cease no later than 12 midnight and area must be vacated within 30 minutes of that time.
13. It is acknowledged that the bar staff will observe the Code for the Responsible Service of Alcohol as described by the NSW liquor act.
14. No decorations can be attached to the walls, furnishings, fittings, inside or outside of the Function Centre without prior permission
15. Floral arrangements supplied by the Function Centre remain the property of the Function Centre and are not to be removed.
16. ALL items belonging to the hirer are to be removed at the conclusion of the function.
17. No smoking is permitted inside the Function Centre
18. A surcharge will be made should table linen be defaced by writing.