

**North Haven SLSC**  
**44 Australia Two Ave**  
**North Haven**  
**SA 5018**  
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## APPLICATION FOR VENUE HIRE

**Event Type: Private Functions & Parties**

*Applicants must be over 18 years of age*

### APPLICANT DETAILS

Name of Applicant  
Group or Club

Person Responsible for  
this Booking

Contact Phone Number

Contact Email

Postal Address

THIS FORM IS AN APPLICATION ONLY. PLEASE READ IT CAREFULLY. IT IS YOUR RESPONSIBILITY TO PROVIDE ACCURATE INFORMATION AND UNDERSTAND THE CONDITIONS OF HIRE.

#### **FOR OFFICE USE (HIRER TO SUPPLY DRIVERS LICENSE DETAILS):**

HIRER ID SIGHTED AND COPIED:  YES  NO DRIVER LICENCE STATE: \_\_\_\_\_ NUMBER: \_\_\_\_\_

DETERMINED THAT RESPONSIBLE PERSON IS OVER 18:  YES  NO

IS ALCOHOL PLANNED TO BE SERVED VIA NHSLC BAR?  YES  NO IS FOOD REQUIRED?  YES  NO

#### **Booking Guidelines & Procedures**

1. Conditions of Hire Agreement Terms and Conditions must be read prior to completing the application form.
2. Bookings will only be accepted on the application form. Tentative bookings over the phone or email are only valid for 14 days and are not considered confirmed without the signed agreement being completed and returned to the office for processing. Please allow at least 14 days for applications to be processed.
3. Each applicant is encouraged to make an appointment to meet a NHSLC Committee member in person to discuss the event in order to have the booking accepted and approved.
4. All booking applications must include time for set up and clean up.
5. Applications submitted less than 14 days in advance of booking date may incur a late booking fee.
6. A Community/NFP Group may be required to have a Certificate of Public Liability Insurance cover. If approved, written confirmation will be provided.
7. Confirmation of approved applications will be provided in writing prior to the booking date with any

additional terms and conditions identified which may be specific to the booking.

10. Payment must be made at least 21 days prior to the booking date via EFT. Payments may take 24-48 hours to process before being confirmed.

11. Bond amounts will be refunded to the applicant within 21 working days following return of key and confirmation from venue staff that there has been no damage to the facility as a result of the booking.

## EVENT DETAILS

HIRE DATE

START TIME (Must include set up time)

END TIME (Must include pack up time)

DESCRIPTION OF ACTIVITY

ESTIMATED ATTENDANCE

TICKETS SOLD/ PRICE \*

*\*Note: Tickets cannot be sold on the premises during the hire period.*

EQUIPMENT / DECORATIONS (Please describe)

ENTERTAINMENT (Please list type of entertainment, duration etc.)

IS USE OF THE KITCHEN REQUIRED ?

IS THE EVENT BEING ADVERTISED? (Please describe)

*\*Note: If you are advertising your event on Facebook or other Social Media, we require that you also register your event with the local police. You will need to provide documentation of police registration of your party in order for your venue hire to be approved.*

ARE YOU SELLING ANY ITEMS AT YOUR EVENT? (Please describe)

*It is the responsibility of the hirer to check the condition of the venue immediately prior to occupation of the hall and determine whether the venue is in fit condition for use. If there are any damages prior to use of the hall, photo documentation is strongly suggested to support the hirer in any dispute of liability. The hirer is responsible for all that occurs during the hire period.*

**FOR OFFICE USE (CALCULATION OF FEES/BOND/DEPOSITS):**


*Hall Bookings staff will advise you of fees and bond amount upon enquiry.  
A schedule of Fees and Charges is also provided.*

**PAYMENT INSTRUCTIONS**

Full payment of hire fees and bonds is required in advance. Payments via credit card may be made at the Club any Friday night, Saturday or Sunday (9am-2pm) (44 Australia Two Ave, North Haven SA 5018). A receipt will be issued.

**Direct deposit funds can be transferred to:**

**Account Name: North Haven Surf Life Saving Club Inc - Westpac**

**BSB: 735 031**

**Account Number: 071159**

*If paying by bank transfer please make sure your transaction reference is clearly marked with Hirer Name or Organisation Name so payment can be properly recorded. For faster processing, please provide proof of payment via email to [general@northhavenslsc.com.au](mailto:general@northhavenslsc.com.au) when deposit has been made.*

**TERMS AND CONDITIONS – HIRER MUST READ TERMS & CONDITIONS:**

**DECLARATION:**

*I, ..... being the duly authorised representative of the applicant in endorsing this application accept full responsibility for the above booking and will ensure compliance with the Booking Guidelines & Procedures, Conditions of Hire Agreement and Local Laws.*

Signature: ..... Date: .....