



The Semaphore & Port Adelaide RSL Sub-Branch is a not for profit organisation run solely by volunteers for the benefit of Veterans, Sub-Branch Members and the Community. The team at Semaphore & Port Adelaide RSL Sub-Branch is committed to providing the highest standard of service for your function. The Thomas Currie Diver Derrick Memorial Hall is available for hire for parties, conferences, fund-raising events, meetings etc.

*These Terms and Conditions for hall hire are current as of July 2018.*

## Functions

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### BOOKING THE HALL

- Your chosen date can be held tentatively for seven (7) days.
- To confirm your booking, a deposit *and* bond is required to be paid and a signed hire contract (at the end of this document) must be returned to the Semaphore & Port Adelaide RSL Functions Coordinator.
- If the deposit and bond are not received by the end of the 7 day holding period, your booking may be forfeited.

### PRICES

Our current prices are valid upon confirmation; however prices are subject to change, without notice, to cover unforeseen variations in cost. Prices are inclusive of GST.

#### Hall Hire Fee

The fee covers the cost of hall hire for a 6 hour period. Additional fees apply if you wish to extend beyond the 6 hour agreement – price on application.

- Non Members **\$330 (incl GST)**
- Members **FREE HIRE**  
(must be a financial member for at least 3 months prior to booking) **\$150**
- Not for Profit Organisations, Wakes (for Members & Ex-service personnel), Sponsors **\$110 (incl GST)**

#### Bond

- Applies to everyone. To be paid within 7 days of tentative booking. **\$200**
- The bond will be held to cover any damages / loss that may occur and will be refunded in full by bank transfer to your account within 7 business days after function date if no adjustments are necessary.  
(Please refer to the Damage Safety & Insurance clause included in this document.)

#### Deposit/Cleaning Fee

- To be paid within 7 days of tentative booking **\$110 (Inc GST)**

### PAYMENT OF ACCOUNT

- Hall Hire - full payment of hall hire costs must be paid to the RSL 7 days prior to your function.
- Food - the food account is to be paid directly to Semaphore Port Adelaide RSL 7 days prior to the event.
- Drinks - the bar account is to be settled in full upon completion of your function.
- EFTPOS facilities are available.

## **SURCHARGES**

- A surcharge is applicable, at the discretion of the Semaphore & Port Adelaide RSL, for each additional hour after the agreed completion time.
- Public Holidays - A surcharge of 10% of the amount of your total account will be added.

## **CONFIRMED FINAL NUMBERS**

- Confirmed final number of guests attending is required 10 days prior to your function.
- This number will be regarded as the final number for catering purposes and you will be charged accordingly, even if fewer guests attend the event. Addition of extra guests attending after this time will need to be paid for before the event.

## **CONCLUSION**

- All functions must cease by 12:00am. The function bar will close at 11:30pm. All live music is to cease by 11:30pm.
- An Extended Liquor Licence to 1am can be arranged for an additional fee of \$100 - a minimum 3 weeks' notice is required.
- At the end of your function, organisers and all guests are expected to vacate the function area in a quiet and orderly manner.

## **CANCELLATION**

- If an event is cancelled with more than 2 weeks' notice, a full refund will be available with the exception of the extended licence fee.
- If an event is cancelled less than 2 weeks prior to the booked date a \$100 cancellation fee applies.

## **SMOKING**

- Smoking is not permitted anywhere on the premises of the Semaphore & Port Adelaide RSL.

## **ENTERTAINMENT**

- If you require a DJ or Band for your function, the Semaphore & Port Adelaide RSL Functions Coordinator may be able to assist you. Your request needs to be made at your earliest convenience to ensure availability.
- Entertainment must be paused during the reciting of The Ode of Remembrance each night at 6pm.

## **DECORATIONS**

- You may decorate your function space, however please note that nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the venue.
- Confetti and rice is not permitted within the building of the Semaphore & Port Adelaide RSL. Rose petals are allowed. Should confetti or rice be used, an extra \$110.00 clean up fee will be incurred by the hirer.

## **CHILDREN**

- Children are always welcome at the Semaphore & Port Adelaide RSL, but must be supervised by an adult and stay inside the function room at all times. Children under 16 are not permitted to play on the 8 ball or snooker tables.
- Highchairs are available on request

## **SECURITY**

- Certain functions will require security. The "Proline Protection" security company will only be used in this instance and generally 1 guard for 100 guests, 2 guards for 100 - 150 guests & 3 guards for 150 - 200 guests will be required.

# Food and Drinks

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## CATERING

The Semaphore & Port Adelaide RSL offers Finger Food or Set Menu options at very reasonable prices. If you have not already been provided with a copy of the menus, please ask the Functions Coordinator to forward them to you.

- Final menu selections must be made fourteen days prior to your function.
- Special menu items are available on request and we can cater for guests with special dietary requirements e.g. Vegetarian, Celiac and allergies.
- Semaphore & Port Adelaide RSL recommends guest invitations to be printed with 'food allergy and dietary requirements to be advised with acceptance'. Management cannot guarantee traces of allergy items not present. Health regulations state that no leftover food is to be taken by a client or guest from club premises. If by chance food is taken from the premises no responsibility will be taken by Semaphore & Port Adelaide RSL Club or Club Management

### Outside caterers not permitted

- Semaphore & Port Adelaide RSL is fully licensed which prohibits the bringing of food and or beverages onto the premises with the exception of celebration cakes e.g. Wedding / birthday cakes (Whilst we will endeavour to ensure your cake is stored with care, no responsibility will be taken for any damage caused during storage).
- The bistro kitchen is not available for self-catering. No food or beverage of any kind will be permitted to be brought in for preparation at the Semaphore & Port Adelaide RSL for consumption at the function by the hirer or any of the function guests unless prior approval has been given.

## BEVERAGES

The Semaphore & Port Adelaide RSL is a licensed venue and is open to the public Wednesday to Saturday from 4pm to close and Sunday from 2pm till close. Depending on the time of your function, it is likely the bar and pool hall will be also be open to the public.

- You can elect to run a consumption account at the bar for your function and choose which beverages you wish to provide to your guests.
- Please ensure the Senior Bar staff are aware of your maximum limit for spending.
- You may opt to identify your guests for bar service by providing a paper wrist band or a stamp.
- If you have specific requests for particular beverages, the Semaphore & Port Adelaide RSL may be able to arrange to stock these for the function. Please discuss in advance – at least 2 weeks prior to your function - with our Functions Coordinator.

## DELIVERIES / PICK UP OF GOODS

- All deliveries to Semaphore & Port Adelaide RSL must be advised in advance to our Function Coordinator.
- Deliveries must be clearly marked with the contact name and function date/title. Deliveries can only be made during the Semaphore & Port Adelaide RSL business hours.
- All goods belonging to persons holding or attending a function (including left over celebratory cakes) must be claimed and removed from the venue within 12 hours of completion.

# Legal Obligations

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## RESPONSIBLE SERVICE OF ALCOHOL

Semaphore & Port Adelaide RSL enforces the *Responsible Service of Alcohol* laws. By law any person under the age of eighteen (18) years may not consume or purchase an alcoholic beverage. Semaphore & Port Adelaide RSL enforces the *Responsible Service of Alcohol* Laws including the duration of any Beverage Package.

Due to licensing laws, no alcoholic beverages can be brought onto the premises by any guest at any function and BYO is not offered as an option when dining in the bistro.

The Management of Semaphore & Port Adelaide RSL reserves the right to:

- Refuse service and remove from the premises any person believed to be intoxicated.
- Close the bar and terminate a function if guests do not practice responsible consumption of alcohol.
- It is the responsibility of all staff and security, and their right, to ask a customer to produce ID for the purpose of proof of age.
- Persons without sufficient ID will not be permitted to consume alcohol within the premises.
- It is also an *offence for an adult to supply alcohol to a minor*, and if found supplying a minor with alcohol, they with the minor, will be asked to leave the premises.
- Persons, who are unduly intoxicated or show disorderly behaviour, will be refused service and asked to leave the premises.

The Semaphore & Port Adelaide RSL reserves the right to cancel an event at any stage of proceedings with no refund of hire fees if management believes the event or its guests to be conducting themselves in a threatening or disorderly and unacceptable manner.

## PROPERTY AND PERSONAL DAMAGE

The staff of Semaphore & Port Adelaide RSL will take all possible care in looking after guests and their belongings, however we cannot accept any responsibility for any loss or damage incurred to any items in the venue prior to, during or after any function. The client will be responsible for any damage to or sustained to the Semaphore & Port Adelaide RSL property by the client, or their guests or appointed contractors, other than damage caused by the management or staff. The Semaphore & Port Adelaide RSL will not accept responsibility for any injuries sustained to any person as a result of equipment installed at the venue by the client or parties acting on behalf of the client.

We accept **NO RESPONSIBILITY** for any goods or gifts at the function or any left behind at the conclusion of the function

## DAMAGE, SAFETY & INSURANCE

The client will be financially liable for any damage sustained or items stolen from Semaphore & Port Adelaide RSL property whether through their own action or through the action of their guests or appointed contractors. Should any damages occur your \$200.00 bond may be forfeited. Additional charges may be incurred for substantial damage or loss.

## **OUTSIDE CONTRACTORS**

All out sourced contractors such as decorators, DJ's and musicians must have their own public liability insurance. A copy of the contractor's public liability must be supplied to Semaphore & Port Adelaide RSL at least 7 days prior to the function. Please ensure any outside contractors are aware of this when they arrive for set up and collection of equipment.

## **FIRE SAFETY**

The use of compressed gas, flammable liquid / gas, heaters, lamps, lanterns and other heat producing devices is forbidden in the Semaphore & Port Adelaide RSL. All table display candle flames must be enclosed.

## **EMERGENCY CALL OUT FEES**

The client will be financially liable for all fees for call outs of emergency services, including Police, Fire and Ambulance Services whether through their own action or through the action of their guests or appointed contractors.

## **ELECTRICAL**

Any use of electrical equipment beyond that supplied by the Semaphore & Port Adelaide RSL will incur the cost of installation or rewiring/reconnection.

## **INSURANCE**

The Semaphore & Port Adelaide RSL will not accept responsibility for damage or loss of merchandise/gifts left at the Semaphore & Port Adelaide RSL prior, during or after the function. The client should arrange their own insurance and or security.

## **FEEDBACK**

The Semaphore & Port Adelaide RSL is committed to providing a high level of service for your function. It is important that we continually assess and improve on the service we provide. Soon after your function, you may be asked by the Functions Coordinator to complete a feedback form to rate the event. It would be very much appreciated if you could do so.

Thank you for your booking.

## **The Semaphore & Port Adelaide RSL Sub-Branch Committee**

## Hire Contract

Name / Organisation (of hirer)			
Address (of hirer)			
<b>Contact Phone numbers (2 required) 1.</b>		<b>2.</b>	
Email			
Date Hall required		Time Hall required	
Occasion / reason for hire (i.e. 50 <sup>th</sup> Birthday)			
Numbers attending			
Financial Member (circle applicable)	Yes / No	Not for Profit Association	Yes / No
Request for 1am Liquor Licence extension	Yes / No		
Will entertainment be provided (circle applicable)    Yes / No    If yes, details			
I acknowledge that I have read and fully understand the above terms and conditions and I am willing to abide by them. Furthermore I am also aware that should I or any guest attending my function fail to comply with these terms and conditions, it may result in the cancellation or termination of my function which will also result in the loss of any monies paid.			
<b>Signed:</b>		<b>Date:</b>	
<b>CLUB STAFF MEMBER TO COMPLETE THE FOLLOWING</b>			
Booking received by:		Date:	
Booking recorded in diary – Yes / No		Catering Required? – Yes / No	
Hall Hire Fee: \$			
Cleaning Fee: \$			
Liquor License Extension Fee: \$100			
Bond: \$			
Other: \$		TOTAL: \$	
Date Deposit paid	Amount \$	Receipt #	
Date Balance paid	Amount \$	Receipt #	
Date Bond refunded	Amount \$		
Has the hirer signed this Hire Contract?    Yes / No			