



## Point Lonsdale Surf Life Saving Club Incorporated

ABN 90 650 713 800

Registered Number A0016072K

PO Box 120 Point Lonsdale Victoria 3225

Telephone: (03) 5258 1257 Facsimile: (03) 5258 2823

email: [info@pointlonsdaleslsc.asn.au](mailto:info@pointlonsdaleslsc.asn.au) Website: [www.pointlonsdaleslsc.asn.au](http://www.pointlonsdaleslsc.asn.au)

Thank you for your recent enquiry about applying to use the Point Lonsdale Surf Life Saving Club's Clubrooms facility located on the corner of Ocean Road and Buckley's Roads Point Lonsdale.

The Point Lonsdale Surf Life Saving Club's Clubrooms may be the ideal venue for your next meeting, training session or seminar and there are a wide variety of facilities and amenities available. These include a hall area, two lounges, the Glaneuse Bar, kitchen and a large outside grassed area.

The Club encourages the use of the Clubrooms as a 'community facility' and actively encourages local 'not for profit' organisations to make use of this facility.

**Please note that alcohol may only be consumed on our grounds (in licensed area) when purchased through the Glaneuse Bar. No BYO alcohol is permitted at any time – whether the Glaneuse Bar is open or not.  
We do not accept bookings for 18<sup>th</sup> Birthday Parties.**

The Club will endeavour to take bookings throughout the year, however the Clubrooms facility is the administrative and social centre of the Club and can be in high use for Club Members. It is in heavy demand by members during the period from November to April and at other periods throughout the year and may not be available for your function, depending on the time of year and facilities required.

**Please note that all applications will be submitted to the Club's Executive Committee and MUST be submitted with sufficient time (see below) to the Club:**

Meeting's, Training sessions and Seminars	– 3 weeks
Social Functions	– 6 weeks
Involve the opening of the Glaneuse Bar	– 10 weeks

Please read through the attached material and should you have any further queries, please direct your initial query to the Club's Office via one of the contact methods below :

Donna Tedoldi – Administration Officer

(03) 5258 1257 – Club Office

(03) 5258 2823 – Club Facsimile

[office@pointlonsdaleslsc.asn.au](mailto:office@pointlonsdaleslsc.asn.au) - Direct e-mail

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# Application for Use of Clubrooms

1. Full Name of applicant :  
\_\_\_\_\_
2. Postal Address of applicant :  
\_\_\_\_\_
3. Telephone number of applicant :  
Home : \_\_\_\_\_ Mobile : \_\_\_\_\_
4. e-mail address of applicant :  
\_\_\_\_\_
5. Name of organisation applying for use of Clubrooms (if applicable):  
\_\_\_\_\_  
ABN : \_\_\_\_\_ (if ABN holder)  
Incorporated Number : \_\_\_\_\_ (if Incorporated body)
6. Application for use of Clubrooms for (please indicate):  
6.1 – Meeting \_\_\_\_\_  
6.2 – Training \_\_\_\_\_  
6.3 – Seminar \_\_\_\_\_  
6.4 – Social Function \_\_\_\_\_  
Please provide further details on the above use proposed :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Proposed start date and time of use of Clubrooms :  
\_\_\_\_\_
8. Proposed finish date and time of use of Clubrooms :  
\_\_\_\_\_

# Application for Use of Clubrooms cont.

9. Areas requested to be used :
- 9.1 – Downstairs Hall \_\_\_\_\_
  - 9.2 – Kitchen \_\_\_\_\_
  - 9.3 – Toilets \_\_\_\_\_
  - 9.4 – Upstairs Lounge \_\_\_\_\_
  - 9.5 – Glaneuse Bar \_\_\_\_\_ (*See note below*)
  - 9.6 – Outside Grassed Area \_\_\_\_\_

The Clubrooms must be left clean and tidy after the booking. An additional fee will be charged if it is necessary for the Clubrooms to be cleaned after the booking.

A limited liquor licence may be required for the Glaneuse Bar to be opened at functions. A **minimum of 10 weeks** notice to the Club must be given, to allow for the processing of limited licence applications forms.

No persons under the age of 18 are permitted at the function.

No 'BYO' is permitted.

Normal hours are 5pm to 12:00am.

**ALL APPLICATIONS FOR SUCH LICENCES REST WITH THE LIQUOR LICENSING AUTHORITIES AND THE VICTORIA POLICE.**

If requesting to have the Glaneuse Bar open, a minimum of 2 staff will be provided by the Club to operate this facility.

10. Bond :
- A \$ 250 refundable bond is required for all applications to use the Clubrooms for Meetings, Training sessions & Seminars.  
A \$ 950 refundable bond is required for all applications to use the Clubrooms for Social Functions.

*Applications will not be processed until the bond is received.*

*Cheques are payable to the "Point Lonsdale Surf Life Saving Club"*

11. Fee :
- The fee for the use of the Clubrooms will vary depending on facilities used and the length of use. Please use the attached fee schedule as a guide.

12. Club Contact Details :
- Donna Tedoldi  
Administration Officer  
Point Lonsdale Surf Life Saving Club  
PO Box 120  
POINT LONSDALE 3225  
(03) 5258 1257 – Club Office  
(03) 5258 2823 – Club Facsimile  
[office@pointlonsdaleslsc.asn.au](mailto:office@pointlonsdaleslsc.asn.au) - Direct e-mail

Date Received: \_\_\_\_\_ Bond Amount Received: \$ \_\_\_\_\_ Executive Committee Decision: \_\_\_\_\_  
Applicant Informed : \_\_\_\_\_ LLQ: \_\_\_\_\_ Clubrooms Cleaning: \_\_\_\_\_ Bar Staffing: \_\_\_\_\_ Fee: \$ \_\_\_\_\_  
Notification for Official Club Calendar: \_\_\_\_\_



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### FEE SCHEDULE FOR USE OF CLUBROOMS

*(All prices include GST)*

*(As of 1<sup>st</sup> May 2010)*

#### 1. Bond :

A \$ 250 refundable bond is required for all applications to use the Clubrooms for Meetings, Training sessions & Seminars.

A \$ 950 refundable bond is required for all applications to use the Clubrooms for Social Functions.

*Applications will not be processed until the bond is received.*

*Cheques are payable to the "Point Lonsdale Surf Life Saving Club"*

#### 2. Fees :

Use of Clubrooms for Meeting, Training session or Seminar including hall, kitchen, lounge, toilets and outside grassed area :

**@ 25 per hour.**

**@ 15 per hour for 'not for profit' groups.**

Use of Clubrooms for Meeting, Training session or Seminar including hall, kitchen, lounges, toilets and outside grassed area, with Glaneuse Bar, please add :

**@ 30 per hour for the minimum number of 2 staff members.**

**Please add \$ 15 per hour per additional staff member required. (Minimum of 3 hours).**

Use of Clubrooms for Social Functions including hall, kitchen, lounge, toilets and outside grassed area, with Glaneuse Bar :

**@ \$ 350 standard booking, includes the minimum number of 2 staff members for 5 hours.**

**@ \$ 40 per hour for above bookings greater than 5 hours**

**@ 25 per hour per additional staff member required.**

# Use of Clubrooms - Fee Schedule



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**Hirers are required to have a designated Person in Charge of the function who will be present at all times.**

In case of an emergency, the Bar Manager will act as 'Chief Warden'.

If the Bar Manager is not present, a senior Club member or the Person in Charge of the function will act as 'Chief Warden.'

**Any person making a booking for the use of the Point Lonsdale Surf Life Saving Club Clubrooms is required to be familiar with the following.**

- The **First Aid Kit is located in the Kitchen and in the Office.** If any items are needed from the Kit, the Bar Manager, senior Club personnel or Person in Charge will assist.
- The Person in Charge is responsible for enforcing non-entry to any areas designated as Out of Bounds.
- The Clubrooms telephone ( 5258 3300 ) is located inside the back door outside the kitchen, and is to be used in the case of an emergency. In case of an Emergency **Dial 000**
- The Evacuation Plans located at various points throughout the building, indicating the location of fire blanket and fire extinguishers, **EXIT** doors and appropriate **EXIT** routes. The **Emergency Assembly Area** is located **west of the Clubrooms** towards the tennis courts. Open, safe spaces are located in this direction, with toilets nearby. Evacuees are to follow the signage placed on the Clubhouse property.  
Evacuees **MUST NOT** assemble in Buckley's Road.
- If an evacuation of the premises is required, the 'Chief Warden' will ensure that -
  - ✓ Emergency Services are contacted appropriately
  - ✓ All toilets and other areas are checked and windows and doors closed
  - ✓ A responsible person is assigned to assist any occupants requiring physical assistance, who are evacuated LAST
  - ✓ All occupants evacuate in an orderly fashion, using the designated Emergency **EXIT** doors
  - ✓ All evacuees move to the designated **Emergency Assembly Area** and are accounted for
  - ✓ No-one re-enters the building without direction from emergency service personnel

The 'Chief Warden' will communicate with emergency service personnel as required.

- Any occupants potentially requiring assistance during an emergency must be briefed prior to the commencement of the function so that they are aware of emergency procedures. This includes occupants who are hearing or sight impaired, or physically impaired (for example on crutches).
- The Bar Manager has completed an approved course in the Responsible Service of Alcohol and will exercise authority in accordance with this training. The person(s) in charge of the function are responsible for ensuring that any members of the group do not behave in such a way as to discredit their group.

I \_\_\_\_\_ representing \_\_\_\_\_  
(Print name) (Indicate Private Function OR insert name of your group)

have read and understood the above information, provided to me by \_\_\_\_\_

of the Point Lonsdale Surf Life Saving Club on \_\_\_\_\_ for my function to be held on \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_