

DEPARTMENT: Peregian	SUBJECT: Hire of Peregian Clubhouse	
AUTHORISED BY: Board of Directors		
ENDORSED DATE:		PAGES:
ISSUE DATE:	VERSION: 1	
ENDORSED BY: Club Council	DATE: 14 April 2021	

POLICY PURPOSE:

Events play an important role in bringing people and community groups together. NHSLSC seeks to ensure that events/functions held on the Peregian Clubhouse premises are conducive to the communities right to quiet enjoyment of the area surrounding the Peregian Clubhouse. This policy applies to all bodies that seek to hire the Peregian Beach Clubhouse for events.

To create a revenue stream that contributes to current operational costs of lifesaving and nippers at Peregian Beach and eventually the future independent Peregian Beach Surf Life Saving Club.

OBJECTIVE:

To allow the community access to the Clubhouse for events and create a revenue stream as above.

GUIDELINES:

Hire Costs (subject to change as endorsed by the Board) Refer to the Application Form for outline of fees.

EXEMPTIONS:

Hire is only available at times where not in use by NHSLSC members.

ROLES & RESPONSIBILITIES:

Initial Hire enquiries will be directed to the Director of Peregian.
 Event Application Form to be completed (refer to Appendix A) and presented to the Director of Peregian for preliminary appraisal.
 The Director of Peregian (if approved) will forward to the Club Administrator for recordkeeping.
 Finance Administrator to manage the preparation of quotes, tax invoices and debtor collection.

RELEVANT LEGISLATIONS & DOCUMENTS:

Local Government Act 2009
 Local Government Regulation 2012
 Land Act 1994

Further inclusions as relevant to be included

DEFINITIONS:

Events- means organised gatherings of people for functions, meetings, celebrations, sporting competitions, fundraising activities.

Community Event – means events organised by a Not for Profit group.

Tourism Event - an event within the Noosa Shire and endorsed by Tourism Noosa

Corporate Event – means an event staged by a business, corporation or not-for-profit organisation for invited guests, for example with purpose of inspiring or rewarding their employees, or else to promote a brand, service or product. Specific examples include corporate dinners, promotional lunches and team building activities.

Peregian Beach Precinct – means the area including Peregian Village.

Upon application, the hirer will agree to the conditions of hire by way of signature.

Upon approval, the hirer will be provided a quote for acceptance, followed by subsequent Tax Invoice.

The Director of Peregian will facilitate the pre & post event inspections.

The Director of Peregian will facilitate the access to the facility including key handover (where applicable) and collection with event organiser.

Appendix:

- A. Event Hire Application including full Terms & Conditions – includes COVID safe plan, security plan, liquor license (if required) and risk management.
- B. Floor Plan which can highlight what area is covered for hire
- C. COVID Safe plan for completion – as per: <https://www.covid19.qld.gov.au/>
- D. Key collection & return for signing
- E. Internal checklist for Events