

Port Hedland RSL Sub-Branch Venue Hire Terms & Conditions

1 Booking and Payment

- 1.1.1 A booking is considered tentative until the completed Venue Hire Application Form is received and confirmed by the venue.
- 1.1.2 A deposit or bond (if applicable) must be paid by the date specified to secure the booking.
- 1.1.3 Full payment of venue hire fees must be made prior to the event unless otherwise agreed in writing.

2 Cancellations

- 2.1.1 Cancellations must be submitted in writing with a minimum of 48 hours' notice.
- 2.1.2 The venue reserves the right to apply cancellation fees, including forfeiture of deposits, depending on how close to the event date the cancellation is made and any costs incurred.
- 2.1.3 The venue may cancel the booking due to unforeseen circumstances. In such cases, any fees paid will be refunded in full.

3 Access and Use of Venue

- 3.1.1 Access is permitted only during the times booked. Additional hourly rate will be charged for early access or/and late departure.
- 3.1.2 The hirer must ensure all attendees comply with venue policies, signage and staff instructions.
- 3.1.3 The hirer may only use the areas and equipment specified in the confirmed booking.

4 Responsible Person

- 4.1.1 The hirer must designate a responsible person who will be onsite throughout the event.
- 4.1.2 This person must ensure all conditions are met and act as the primary contact for venue staff.

5 Equipment and Set-Up

- 5.1.1 The hirer is responsible for ensuring all equipment supplied by the venue is used appropriately and returned in its original condition.
- 5.1.2 Any damage, loss or misuse of venue equipment will be charged to the hirer.

- 5.1.3 Any additional equipment or decorations brought in by the hirer must be approved by the venue prior to the event.

6 Cleaning and Waste

- 6.1.1 The venue must be left in a clean and tidy condition.
- 6.1.2 All rubbish must be placed in the bins provided.
- 6.1.3 Cleaning fees apply for all bookings and the rate is non-negotiable.
- 6.1.4 If excess rubbish is expected, the hirer may be responsible for arranging additional bins at their own cost in line with the Town of Port Hedland fees and charges.

7 Alcohol and Liquor Licensing

- 7.1.1 As a licensed venue, all alcohol service must comply with the venue's liquor license conditions and WA legislation.
- 7.1.2 Only venue staff or approved personnel with the appropriate RSA (Responsible Service of Alcohol) certification may serve alcohol. Self-service or BYO alcohol is strictly prohibited.
- 7.1.3 The venue reserves the right to refuse service to any person in accordance with RSA obligations, including individuals who are intoxicated or behaving inappropriately.
- 7.1.4 Under no circumstances may alcohol be supplied to minors. Valid identification must be provided upon request. Failure to provide valid identification will result in the refusal of service.
- 7.1.5 The hirer must ensure attendees comply with all alcohol-related laws and venue policies. Failure to do so may result in the event being immediately terminated.
- 7.1.6 If the hirer wishes to offer alcohol service, this must be arranged in advance with the venue to ensure appropriate staffing and compliance.

8 Safety and Security

- 8.1.1 The hirer is responsible for the safety and behaviour of all attendees.
- 8.1.2 All exits, access ways and emergency equipment must remain clear at all times.
- 8.1.3 The venue is not responsible for lost, stolen or damaged personal items.
- 8.1.4 The hirer may be required or requested to have security present at their own cost through a private security provider such as, [Pilbara Remote Security Services](#).
- 8.1.5 The Port Hedland RSL Sub-Branch may notify South Hedland Police Station of specific bookings at its discretion.



9 Damage and Liability

- 9.1.1 The hirer is liable for any damage caused to the venue, its fittings, furniture or equipment during the hire period.
- 9.1.2 The venue may invoice the hirer for repair or replacement costs.
- 9.1.3 The venue accepts no responsibility for injury, loss or damage suffered by the hirer or attendees unless caused by venue negligence.

10 Noise and Conduct

- 10.1.1 The hirer must ensure noise levels remain within acceptable limits and comply with local laws.
- 10.1.2 Offensive, unsafe or unlawful behaviour may result in immediate termination of the event and removal from the premises.
- 10.1.3 The Port Hedland RSL Sub-Branch reserves the right to ban or blacklist persons or organisations for unacceptable conduct which may result in the refusal of future bookings and access.

11 Compliance

- 11.1.1 The hirer must comply with all relevant laws, regulations, and venue policies.
- 11.1.2 The venue reserves the right to modify or update these terms at any time.

12 Agreement

By submitting a booking and/or using the venue, the hirer agrees to these Terms and Conditions.