



SOUTH MAROUBRA SURF LIFE SAVING CLUB INC

PO Box 69, Maroubra NSW 2035 | 1R Arthur Byrne Reserve Maroubra NSW 2035

P: 02 9314 0070 | E: office@southmaroubrasurfclub.com.au | www.southmaroubrasurfclub.com.au | ABN 20 186 191 094

HIRE INFORMATION PACKAGE FOR HERITAGE ROOM



Thank you for your recent inquiry into hiring the Heritage Room at South Maroubra Surf Club.

We trust the following information will help you in the planning of your special event.

The Surf Clubs Heritage Room is a popular location for various types of events.

- Birthdays
- Engagement Parties
- Corporate Daytime Functions
- Christenings
- Funerals, Wakes and Memorials
- Club Member Functions
- Film Shoot/Production Crews
- Annual General Meetings
- Small Weddings

On the following pages you will find important information such as the HIRE AGREEMENT & associated costs that will assist you in your decision-making process.

All booking enquires, date confirmations or requests need to be emailed to events@southmaroubrasurfclub.com.au

Kindly note that **NO** date will be reserved until a function deposit has been received.

Room inspections are available by appointment, please call our club office on 02 9314 0070 OR email events@southmaroubrasurfclub.com.au

Please ensure that your host on the day of your function and the hirer have read all the provided information and signed the enclosed Hire Agreement form.

We look forward to hearing from you regarding your function.

HERITAGE ROOM PRICING (INC GST)

Event Type	Duration	Rate	Addn Hrs	Staff Included	Notes
Weekday Function	max 6 hrs	\$880	\$220/h	up to 2 bar staff	Monday - Friday Friday finish by 3pm
Weekend Premium	5 hrs	\$1,210	\$220/h	up to 2 bar staff	Friday evening - Sunday
Setup/Pack Down	-	\$220	-		Optional service of club tables & chairs
BBQ Hire	-	\$77	-		Optional service
> 80 PAX		\$55/h	Additional staff required for over 80 people to ensure quality of service		
Floor Manager		\$55/h	Certain functions may require a floor manager, in that case there will be an additional charge		

Member Discounts	Active, Long Service, Associate	(\$330)	Must have been a member > 2 years
	General Member	(\$110)	

ROOM INCLUSIONS

- Tables and chairs for 100 people (to be set up by the Hirer, unless Setup/Pack Down option selected)
- Bar tables and stools
- Large function room, modern audio-visual equipment including microphones, ceiling mounted projectors, lectern, kitchen, servery, toilets, AV laptop connections to in house system.
- Agreed function times, bump in usually 1 hour prior and 1 hour after.
- Full bar service and staff
- An external area for bar tables and seating



ROOM LOCATION

South Maroubra Surf Club is nestled within Arthur Byrne Reserve. The surf club is accessible by car from Fitzgerald Ave onto Bernie Kelly Drive. The Heritage Room is situated on the 1st or middle level of our 3-floor clubhouse and is accessible from two entry points. The first is from the ground floor (carpark level) and up 1 flight of stairs or directly into the Heritage Room from the eastern side of the club (seaside of the clubhouse). From the Heritage Room there is access to a small, paved area which leads onto a grassed area which overlooks the beach of South Maroubra Beach.



ROOM DECORATION

Whilst we appreciate that your function is a very special occasion, we hope when decorating the premises, you will be respectful of the club memorabilia that is displayed within the room. All decorations and equipment brought in by the hirer must be removed from the club at the conclusion of your function. Strictly no sticking decorations to the walls, glitter, or table scatters.

VENUE PARKING

The car park at South Maroubra is capable of catering for some 200 cars. During the day (especially on weekends) the car park is open to the public and is in high demand. During the evenings the car park offers ample parking. There is no fee for utilising the car parking situated around our clubhouse.

AMENITIES

Men's toilets are located on the same middle level as the Heritage Room and the women's toilets are down 1 flight of stairs on the ground floor. (16 steps)

BAR FACILITIES

South Maroubra SLSC is a fully licenced venue. We will supply ALL beverages/liquor and qualified Bar Staff for all function. We provide a large variety of beverages. You have a choice to either pay as you go, or the bar staff can ring up drinks on the cash register (dry till) and give you a total at the end of the function. The Bar tab must be paid immediately at the conclusion of your function. We do not supply Kosher beverages.

CATERING

Catering for your event held in the Heritage room is arranged by the hirer. Should you wish to self-cater or engage another caterer for your special event then you are free to do so however kindly note the limited facilities available. In the event the kitchen is used, it must be cleaned, and all equipment removed at the completion of the event, or an additional cleaning fee will apply.

South Maroubra Surf Club highly recommends our 'resident' and highly respected Top Cat Catering for all food services in the Heritage Lounge. Top Cat are the exclusive caterers for level 2 Horizons Function venue equipped with a full commercial kitchen and managed by their resident chef and staff. All catering enquires for Top Cat Catering info@topcatcatering.com.au

ACCOMMODATION

Need a place to stay? We recommend the Southend Hotel, cheap, tidy, and just up the road. Mention South Maroubra SLSC for a discount <https://southend.com.au/southend-accommodation/>

NOT PROVIDED - Sorry

Disabled Facilities: Unfortunately, the Heritage Room does not currently have disabled toilets however wheelchair access to the Heritage Room is accessible. There are no disabled toilets on this level (nor the ground floor) of the clubhouse. Table linen, cutlery and kitchen utensils are NOT provided. We do not cater for Kosher via our bar service.

CANCELLATION FEES

Cancellation as per hire agreement last page

All cancellations must be submitted in writing to: events@southmaroubrasurfclub.com.au and will be effective from the date received.

HIRE PROVISIONS

We do not hire the Heritage Room for children's parties aged 2 to 18. Hire applications for 21st Birthdays and club members within this age group may be considered on a case-by-case inquiry by the Board of Management and may occur additional security costs.



MEMBER CLUB HIRE RATES (WEEKENDS)

Members hire fee regardless of function type (up to 80 guests)

- Active, Long Service and Associate members \$880.00
- General Members \$1100.00
- The fee includes room hire, two bar staff for a 5-hour period and cleaning fees.
- All functions with over 80 participants will incur an additional \$275 fee to cover 1 extra bar staff
- Members rates apply to members with a minimum of two years membership and is not transferable.
- If security is required, this will be organised by the club at additional costs.
- Other conditions as per non-member hire information
- Function bar prices apply to all bookings

- MEMBER HALF DAY HIRE – MONDAY TO THURSDAY on application

South Maroubra Surf Club Board of Management Committee endorsement needs to be sought upon application request.



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HERITAGE ROOM AGREEMENT

Name					
Mobile					
Email					
Event Title					
Type of Function					
Date of Function		Consecutive Days?			
Start Time		Finish			
Bump In Time					
Est No of Guests					
Setup & Catering Arrangements					
Set up & Pack Up	Y / N	BBQ Hire	Y / N	Floor Mgr (Security)?	Y / N
Other Requirements					
Bar Tab?*	Y/N	Initial Limit?			
Applying for Discount**	Y / N				

*Please note you will need to bring a physical credit/debit card to settle your bar bill on the event day -- our experience is that digital wallet limits generally apply]

** Members rates only apply to financial members (for more than 2 years) and are not transferable. Board of Management approval required.

Payment Terms You will be invoiced on receipt of a completed agreement. Terms for deposit (50% of hire fee) are 7 days. The remaining balance is due 4 weeks prior to the event.

Please see page 2 for the Terms and Conditions and signing section

TERMS AND CONDITIONS

1. Booking Requirements

1.1 This hire agreement must be completed for all functions. Verbal bookings are not accepted. **1.2** A function deposit is required with all bookings, payable upon submission of this form. **1.3** Remaining hire costs plus any additional staff or cleaning costs are payable 28 days prior to the function date.

2. Club Rules and Conduct

2.1 The hirer and guests must abide by all club rules and staff directions, particularly relating to RSA and behaviour. **2.2** Club staff on duty or Board members present may refuse entry, ask any person to leave, or refuse service as deemed necessary. **2.3** Security officers representing the club may exercise the same powers as clause 2.2. **2.4** Security may be required for functions over 80 people, as determined by the Board. Security costs are borne by the hirer.

3. Alcohol Service and Departure

3.1 South Maroubra SLSC is licensed and will supply qualified bar staff and all beverages available at the club. **3.2** Last drinks and music cease 15 minutes prior to scheduled completion time. Event extensions require prior negotiation. **3.3** No glasses, bottles, or club property may be removed from premises. Guests must leave quietly as the resident caretaker lives on-site.

4. Venue Rules

4.1 Prohibited: Hanging materials on walls (thumb tacks, staples, nails), glittery decorations, open flame candles, smoking anywhere on premises. **4.2** Music/Entertainment: DJ, band, or jukebox requires event manager consent. Club equipment must not leave the club. Car park windows must be closed during music.

5. Cleaning and Setup Responsibilities

5.1 The hirer is responsible for: removing decorations, cleaning spillages, cleaning/removing kitchen equipment, addressing excessive carpet soiling, returning club trestle tables and chairs to storage areas*, and moving DJ equipment to areas designated by bar staff. **5.2** Additional fees apply if requirements are not met.

6. Damage and Liability

6.1 Any damage to the Heritage Room or clubhouse is payable by the hirer. **6.2** South Maroubra SLSC is not responsible for loss, theft, injury, or damage to guests during events.

7. Event Termination

7.1 The Event Manager or senior bar staff may immediately terminate events for: misconduct, breach of conditions, property damage, assault, trespass, intimidation, threats, drug possession/use, interference with lifesaving operations, or inappropriate behaviour. **7.2** Terminated events require immediate guest departure. Non-compliance may result in police involvement.

8. Cancellation Policy

8.1 Cancellations over 28 days will result in full deposit forfeiture. **8.2** Cancellations within 28 days result in full hire agreement amount forfeiture (unless we are able to rehire the venue in time).

Hirer Acknowledgement: By signing below, I confirm that I have read, understood, and agree to comply with all terms and conditions for hiring the Heritage Room.

*Setup and pack-up services available for additional fee. Indicate on hire agreement form if required.

Signature: _____ Date: _____ Print Name: _____