

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
- ☺ Corporate Daytime Functions
- ☺ Wine Tastings
- ☺ Club Member Functions
- ☺ Special events organised by local organisations.
- ☺ Engagement Parties
- ☺ Band and Jazz Nights
- ☺ 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 Michelle at our club office on 02 9314 0070 (office is open on Tuesday & Fridays) OR email events@southmaroubrasurfclub.com.au

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

We look forward to hearing from you regarding your function. Kind Regards,
South Maroubra Surf Life Saving Club



Room Hire Fee Summary 'HERITAGE' Room

Day time Monday to Thursday incl

Half Day (4 hours) @ \$400 (\$100 per extra hour thereafter)

Full Day (6 hours) @ \$600 (\$100 per extra hour thereafter)

(Note: day time events must be concluded by 4pm)

*15% Discount for multiple consecutive days apply. No bar service included for this hire category, additional \$250 for bar service on full day hire OR \$35 per hour.

Day time Friday & Saturday

Full day only (5 hours) @ \$700 (note: event must be concluded by 3pm)

Day time Sunday (1.30pm onwards)

Full day only (5 hours) @ \$700

*Bar service included if required for this hire category.

*Additional bar staff required for events above 80 people at cost of \$35p.h. to hirer.

Evening Hire Monday to Thursday (4pm onwards)

Evening hire, 5 hours @ \$700 (\$100 per extra hour thereafter)

*Bar service included if required for this hire category.

*Additional bar staff required for events above 80 people at cost of \$35p.h. to hirer.

Evening Hire Friday to Sunday (4pm onwards)

Evening hire, 5 hours @ \$1000 (\$100 per extra hour thereafter additional staff costs apply and are separate)

*Bar service included if required for this hire category.

*Additional bar staff required for events above 80 people at cost of \$35p.h. to hirer.

Film Shoot, advertising, photography room usage.

The south end of the beach and surrounding grounds are particularly popular with the advertising and film industry. South Maroubra SLSC is regularly engaged by a range of Production companies to assist with these wide range of production activities.

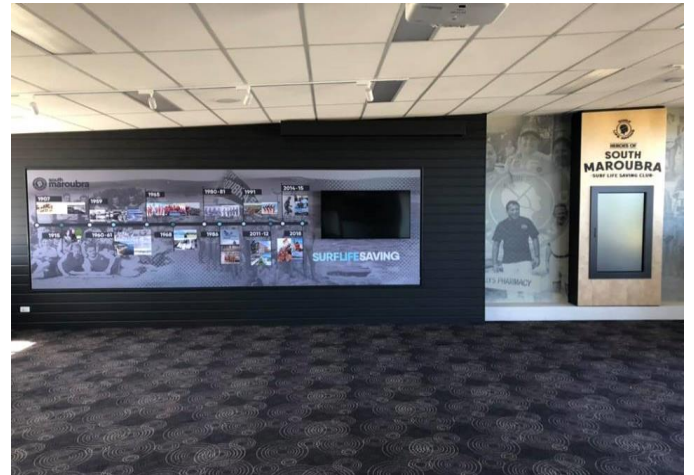
Day Hire x 5 hours includes bump in and out time @ \$500 plus \$100 extra hour thereafter, all staff and equipment must be removed within the nominated time frame. Hours will be strictly enforced or additional fees apply.

What room hire includes?

- Tables and chairs for 100 people (to be set up by the Hirer)
- Bar tables and stools (to be set up by the club)
- 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 and out usually 2 hours prior and 1 hour after.
- Full bar service and staff, minimum of 2 (conditions apply),
- Additional bar staff required for events above 80 people at cost of \$35p.h to hirer.

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 floor of our 2 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 (sea side 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 picked up from the Surf Club by 8:00 am the following day.

Venue Parking

The car park at South Maroubra is capable of catering for some 100 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 level as the Heritage Room and the women's toilets are down 1 flight of stairs. (18 steps)

Bar facilities

South Maroubra SLSC will supply ALL beverages/liquor and Bar Staff for the 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 Bill 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 the well credentialed and respected Top Cat Catering. Top Cat, the leading caterers of the Eastern Suburbs are our preferred caterers for the Heritage Room and are our exclusive caterers for the magnificent Horizons Function venue. With a Commercial kitchen used by Top Cat on site all food is provided fresh and straight from the ovens on site.

Top Cat Catering has prepared a very reasonably priced 'Kelly' Lounge menu for your consideration. All enquires relating to Top Cat Catering simply email Top Cat Catering on info@topcatcatering.com.au

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. Digital Equipment - There is no internet available in the Heritage Room. You will need to bring your own internet gateway connection/wireless box. We do not cater for Kosher via our bar service.

CANCELLATION FEES

Cancellation outside of 1 months prior to your function date will incur a fee of \$100.00.

Cancellation within 1 month prior to your function date will incur the fee of \$400.00.

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

HIRE PROVISIONS

We do not hire the Heritage Room for Parties aged 13 to 18. Hire applications for 21st Birthdays may be considered by the Board of Management and will occur additional security costs



South Maroubra Surf Club Member Costs

Members Fee is **\$600 for a 5 hour function** regardless of function type (up to 80 guests) for functions held Monday to Sunday.

- This fee includes room hire, two bar staff and cleaning for a 5 hour period
- Full use of the Heritage Room facilities.
All functions with over 80 participants will incur an additional \$200 fee to cover 1 extra bar staff
- Security is required for functions exceeding 80 people and will be organized by South Maroubra SLSC when it is deemed necessary by the Surf Club Board of Management. Additional costs associated with this are to be paid by the hirer at \$75 per hour
- Outside of the 5 hour hire period there is a charge of \$75 per hour upon prior agreement with the club.
- A deposit of \$250 is required to secure your booking. The remainder of the hire fee plus any additional costs must be paid 14 days prior the function.
- There is a 2 hour bump in and 1 hour bump out period to allow for set up and pull down of functions.

MEMBER HALF DAY HIRE DURING WEEK – MONDAY TO THURSDAY

A **\$300** hire fee will apply for a **4 hour daytime** function held between Mondays to Thursdays.

(Fridays and public holidays incur a full 5 hour function fee of \$600)

If you require bar refreshment service then an additional charge of \$200 will apply to cover 1 bar staff person.

South Maroubra Surf Club Board of Management Committee endorsement needs to be sought upon application request. If a member is found to have 'stretched' the rules regarding any of these terms then full non-member rates will be charged.



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office@southmaroubrasurfclub.com.au | www.southmaroubrasurfclub.com.au

HERITAGE ROOM AGREEMENT 2022 (Pg 1)

NAME _____

ADDRESS _____

PHONE (H) _____ (B/Mbl) _____

EMAIL _____

DATE OF FUNCTION _____

FUNCTION TIME (Start) _____ (Finish) _____

TYPE OF FUNCTION _____

ESTIMATED NO.OF GUESTS _____ SEATED/STANDING _____

ENTERTAINMENT _____

CATERING ARRANGEMENT _____

SPECIAL DRINK REQUIREMENTS _____

OTHER REQUIREMENTS/SECURITY _____

PRE FUNCTION SET UP TIME 'BUMP IN' _____

ARE YOU APPLYING FOR CLUB MEMBER RATES *please circle* YES / NO
Members rates only apply to current, financial members and is not extended to non-financial family members

Payment Option 1 – Online Credit Card Payment

Go to <http://pay.slsa.com.au> – type in South Maroubra where it asks you to choose your club.
 Select 'Function' from the drop down menu box under 'transaction type' and continue to enter in details as requested and pay with your credit card. Please write down the 'payment gateway' online transaction receipt number here _____ date _____

Payment OPTION 2

I enclose my *(please circle)* CREDIT CARD CHEQUE MONEY ORDER

For Payment of **HIRE OF THE HERITAGE ROOM**
 Payable to: **SOUTH MAROUBRA S.L.S.C.** for the **total amount** of \$ _____
 Or please charge my credit card *(Please circle)* VISA MASTERCARD *(will attract a \$3 Surcharge)*

Card Number _____

Expiry Date: __/__/__ Cardholders Name: _____

Signature: _____

HERITAGE ROOM AGREEMENT (Pg 2)

TERMS and Conditions

1. This Hire Agreement must be filled out for all functions to be held in this room. No verbal bookings will be accepted.
2. A function deposit is required with all bookings, payable on submission of this form.
3. The remaining function hire costs plus any additional staff or cleaning costs, is payable 14 days prior to the function.
4. For the duration of the function the hirer & their guests must agree to abide by all club Rules and directions from club staff particularly relating to RSA and behaviour
5. Surf Club staff on duty or Club Board of Management that may be present at any event have the right to refuse entry, ask any person to leave the club or refuse service as deemed necessary by that club official.
6. Security officer/s representing the interests of the club and on duty for any event may exercise the powers as per point 5.
7. Security may be required for functions with over 80 people and will be determined by the South Maroubra Board of Management. If such Security is required, the cost per officer being \$50p.h. will be borne by the hirer
8. South Maroubra SLSC is a licensed premise and as such will supply the appropriately qualified bar staff and ALL beverages as on hand at the club unless otherwise negotiated 14 days prior to the event. Some concessions may apply in regards to the hirer bringing their own sparkling or other wines but must be approved by the BOM, corkage fee will apply.
9. Last drinks from bar along with termination of music activation of room lights will take affect 15 minutes prior to the scheduled completion of the event. Unless negotiated prior to the event no extension to the event will be granted. No glasses, bottles or club property are to be interfered with or removed from the club. Guests are to be orderly when leaving and waiting outside the club as resident caretaker and family live on site with housing surrounding the club.
10. Any damage to the Heritage Room or clubhouse caused during the function is payable by the hirer of this room.
11. No permanent hanging of material is permitted (thumb tacs, staples, nails,) No open flamed candles are allowed.
12. The hirer will be responsible for removing decorations, cleaning spillage, cleaning and removing equipment in the kitchen, excessive droppings on carpet and moving DJ sound equipment and property associated with the function to an area as directed by club bar staff so as to allow cleaning of the room to occur. Fees apply where above is not complied with. For night time events, property (as above) may remain in a designated area within the club but must be removed by 8.00am the following day including all hire equipment, hirer personal property, catering equipment etc. Fees apply for failure to comply.
13. South Maroubra SLSC, its members shall not be responsible for the loss, theft, injury or damage to any guests during the course of the event.
14. If the services of a DJ, musical band, Jukebox, is used for an event, the set of same must be with the consent of the club event manager and MUST NOT be removed outside the club. Car park side windows MUST be closed whilst music is being played.
15. The Club appointed Event Manager or Senior bar staff member has the right to immediately terminate the event should any guest or non-guest be involved in misconduct or serious breach of conditions, including damage to the club, assault, trespass relating to the event, intimidation, threats towards guests or club members, drug possession or use, behaviour that interferes with the business of the lifesaving club or any behaviour deemed significantly inappropriate. Guests MUST leave immediately, failure to do so will mean the possibility of Police being called.
16. In the event of a cancellation, a \$100 cancellation fee applies if South Maroubra Surf Club has been advised, in writing, prior to 30 days of the booked event. Cancellation of functions within 1 month of the function date will incur a \$400 cancellation fee. All remaining deposit money will be refunded to the Hirer.

By signing this agreement, I have read in full the Terms, Conditions and hire agreement information relating to the hire of the Heritage room and enter into this agreement having understood and consented to those terms, conditions and hire agreement.

SIGNED (by the Hirer) _____ DATE _____