



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 | ☺ Annual General Meetings |
| ☺ Club Member Functions | ☺ Film Shoot/Production Crews |
| ☺ 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 (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 the provided information and signed the enclosed Hire Agreement form.

We look forward to hearing from you regarding your function.

Room Hire Fee Summary 'HERITAGE' Room

Day time Monday to Friday incl

Half Day (4 hours) @ \$600 (\$100 per extra hour thereafter)

Full Day (6 hours) @ \$800 (\$100 per extra hour thereafter)

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

*10% Discount for multiple consecutive days apply. No bar service included for this hire category, bar service available if required on application.

Evening Hire Monday to Thursday (5pm onwards)

Evening hire, 5 hours @ \$800 (\$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.

Day time Saturday

Full day only (5 hours) @ \$800 (note: event must be concluded by 3pm)

*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.

Afternoon/Evening Hire Friday to Sunday (1pm onwards)

Full day only (5 hours) @ \$1100

*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.

What room hire includes?

- Tables and chairs for 100 people (to be set up by the Hirer)
- 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
- Additional bar staff required for events above 80 people at cost of \$35p.h to hirer.
- 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

Members hire Fee is **\$700 for a 5-hour function** regardless of function type (up to 80 guests)

- This 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 \$200 fee to cover 1 extra bar staff
- If security is required this will be organised by the club at additional costs.
- Members rates apply to members with a minimum of two years membership and is not transferable.
- 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.

Sydney Champion Club 2017/2018

Form updated 17/03/2023 – Club Office



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HERITAGE ROOM AGREEMENT 2023 (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 _____

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
Board of Management approval required*

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

Or please charge my credit card (*Please circle*) VISA MASTERCARD

for the **total amount** of \$ _____

Card Number _____

Expiry Date: __/__/__ CVV _____ 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 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.
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 hanging** of material is permitted (thumb tacks, staples, nails,) on any walls. **No glittery scatters** of any kind. No open flamed candles are allowed and No Smoking on premises is permitted.
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.
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 14 days of the booked event. Cancellation of functions within 7 days of the function date will incur forfeiture of the deposit.

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 _____