



ALBANY SURF LIFE SAVING CLUB

VENUE HIRE INFORMATION



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OVERVIEW

Standing proudly on the white sandy shore of Albany's majestic Middleton Beach is the Albany Surf Life Saving Clubrooms. This modern two storey building has been built with style and panache and is located in Albany's premier beach front suburb of Middleton Beach, only five minutes from the Albany City Centre.

This magnificent venue is available for hire for your special occasion. Enjoy the ocean view and relax in the cool afternoon breeze. We are sure your guests will feel completely at ease whilst soaking in the beauty and tranquillity of this special place.

THE VENUE

The venue can accommodate up to 170 people. Entry into the building is through the glass foyer from the large car parking area off Flinders Avenue. Downstairs, you will find the kitchen. A staircase and separate lift can allow your guests access to the upstairs function area.

The spacious light and bright open function area offers a modern new bar, a separate enclosed servery, and well appointed male, female and disabled toilet facilities. Wrapped around the ocean side of this impressive space is a huge balcony where guests can breath in the fresh sea air, do a spot of whale-watching or admire the reflection of the moon on the water over to Breaksea and Michaelmas Islands.





VENUE HIRE CHARGES

Please note that the club has a preferred caterer list for all commercial hire bookings. Self-catering by the hirer will be permitted with prior approval and may incur a \$200 surcharge. Our list of preferred caterers can be found in this Venue information Pack.

COMMERCIAL RATE WEEKDAY HIRE – for all business and private hirers

Discounts may apply for additional consecutive days booked – please ask at the time of booking

Day	Time	Hire Cost – including non-refundable deposit	Bond
Monday-Thursday	8am-12pm	\$300.00	\$300.00
Monday-Thursday	8am-4pm	\$500.00	\$500.00
Monday-Thursday	5pm-Midnight	\$700.00	\$700.00
Monday-Thursday	All Day	\$1,000.00	\$1,000.00

Hourly charges are \$100 per hour with a minimum fee of \$300, and the bond is equal to the booking fee

COMMERCIAL RATE WEEKEND HIRE – for all business and private hirers

Day	Time	Hire Cost – including non-refundable deposit	Bond
Saturday	12pm-Midnight	\$1,000.00	\$1,000.00
Sunday	12pm-4pm	\$300.00	\$300.00
Sunday	5pm-midnight	\$700.00	\$700.00

WEDDING HIRE RATE

Pre Wedding Deliveries may be accepted by appointment only. Prior arrangements must be made with the Venue Hire Coordinator or the Director of House.

Day	Time	Hire Cost – including non-refundable deposit	Bond
Monday-Thursday	8am-8am	\$1,000.00	\$1,000.00
Saturday & Public Holidays	8am-8am	\$1,200.00	\$1,000.00

Basic cleaning fees are included in the hire costs, however where additional cleaning is required after a function, charges will be made accordingly and at the discretion of the Venue Hire Coordinator.

18th and 21st birthday parties are only permitted at this Venue if you are a Club Member, and with the prior approval by the ALSSC Committee approval. Please Note that functions considered to be high risk will require a \$2000 bond.



MAKING A BOOKING

To make an enquiry, please contact our Venue Hire Coordinator who will be happy to discuss available dates with you, arrange a convenient time for you to view the venue and to talk through any questions you may have. Should you wish to make a booking you will need to complete an Application Form. A non-refundable deposit will then be required to secure your date.

All functions will be required to deposit a bond with the club as a security measure. All functions will require a bond equivalent to the cost of the function booking fee. The bond must be paid prior or at the time of the collection of keys. Bonds will be repaid within 7 days of the date of the function.

AVAILABLE EQUIPMENT

The venue has the following equipment available for use and included in the hire charge:-

- 8 Wine Barrels
- 10 Trestle Tables
- 10 Large Round Tables
- 100 White Armless Chairs
- 1 x 5 Burner BBQ (subject to prior agreement only)
- 1 Caterers Trolley
- 80 each champagne, wine, beer and water glasses
- 10 water carafes
- 7 beer jugs
- 3 x champagne buckets
- 3 x Fridges located in kitchen area, bar area and Servery
- 2 x Large Esky's
- Glass Dishwasher in Bar Area
- Microwave in Kitchen and Servery
- White table Cloths can be hired at a price of \$11.00 each (including cleaning costs)
- 100 white chair covers can be hired at a price of \$3.00 each (including cleaning costs)
- Cutlery and Crockery for 100 guests can be hired at a cost of \$200

The commercial kitchen has a large 5 gas burner cooker with an electric oven and a microwave oven. Please discuss your requirements with the Venue Hire Coordinator.



CLEANING



Full cleaning of the venue after your function is included in the hire charge; however, the Hirer will be responsible for handing the premises back in a clean and tidy condition. There is a vacuum, broom, dustpan and brush, and a mop located in the kitchen area, together with a small amount of cleaning products. This will enable you to clean up any spills and breakages during your function, and ensure the floors are left clear of crumbs and rubbish when you leave.

ROOM DECORATION

The Venue can be decorated to your personalised theme to compliment your function, however the club respectfully requests that nothing is to be glued, nailed, stapled, screwed, blue tacked or otherwise adhered to any surfaces or memorabilia within the club. Wax candles are not permitted under any circumstances.

CATERING

Our venue operates a preferred caterer list which is detailed below. Self catering by the venue hirer is permitted but may be subject to an additional surcharge of \$200. Please indicate your chosen caterer on your booking form under 'Special Requests'.

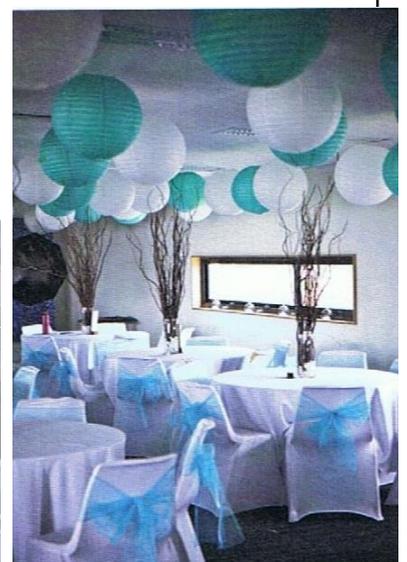
Caterer	Phone number
Teede, Morris & Co	0437 903 153 or teedemorris@gmail.com
The Woodfired Catering Co	0429 193 118 or woodfiredtreats@hotmail.com
Kookas Catering	0417 995 096 or kookasrest@bigpond.com

LIQUOR

Functions held at our venue are “BYO”. If you intend to sell liquor you will need to make the appropriate application with Racing Gaming and Liquor; a copy of the license will need to be provided to the Director of House before the function can go ahead.

Functions are permitted to bring in beer, wine, soft drinks and pre-mixed spirits. Bottles of spirits are not permitted and shooters etc are strictly prohibited. Drinks at the function must be served by a person who has the Responsible Service of Alcohol Qualification.

Please Note : It is the responsibility of the venue hirer to ensure that alcohol is served responsibly, that water is made available and under age drinking is not tolerated.





EQUIPMENT

Air Conditioning

Controls for the air conditioning are located in the bar area. The temperatures are pre-set for your comfort and should not require alteration.

Audio Visual Equipment

There is a large flat screen TV, together with two additional smaller flat screen TV's. These are all connected to run either together or singularly. A DVD Player, Set Top Box and a connecting Amplifier enables the Hirer to run DVD's, Digital TV, USB sideshows, and PowerPoint Presentations. The Upstairs function room and balcony is fitted with full surround sound through four stations, which can be run together or singularly. A roving microphone can be operated through this speaker system.

Cooker and Oven

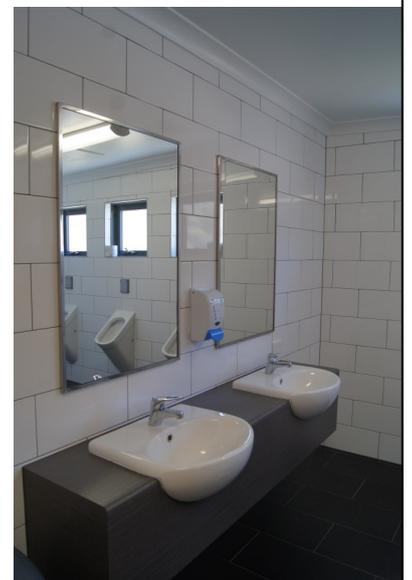
The cooker rings will light by pressing in the auto-ignition. The oven is electric and can be turned on using the oven knob on the front. Please ensure all cooker rings and the oven is switched off after use.

Glass Dishwasher in Bar

Instructions for the glass washer are located under the sink in the bar area and dishwashing chemicals are automatically dispensed during the wash cycle.

Waste and Refuse Disposal

There are large round green bins available for the Hirer, together with bin bags, and these are located in the servery and bar area. There are also two wheely bins in the servery to assist in removing your rubbish from the site via the lift. Please ensure all your rubbish is removed at the end of your function. Excess Rubbish left on site will incur additional rubbish removal charges. Please make arrangements with any of Albany's Waste Management companies if you feel this will be required.





First Aid

There is a small first aid kit located in the kitchen area. Please complete an incident log if required. The incident log book is located in the first aid kit.

Smoking

Albany Surf Life Saving Club is a strictly no smoking venue. This includes the balcony all paved areas external to the Venue. Anyone wishing to smoke must do so beyond the paved areas and a suitable receptacle should be provided in which to dispose of cigarette butts.

Key

You will be issued with a special code to gain access to the key lock box located at the front of the building prior to your function. All keys must be returned to this lock box after the function .

Emergency Evacuation

In an emergency there are two major exits from the Venue, the ocean facing doors onto the balcony, and the main entrance doors from the downstairs lobby. On exiting in an emergency, please congregate in the car park at the front of the building and do not re-enter the building until advised that it is safe to do so,

ALBANY SURF LIFESAVING CLUB

For further information please contact:

Venue Hire Coordinator – Nadine Shepherd

Albany Surf Lifesaving Club

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Email: venuehire@albanysurfclub.com.au