

ALBANY SURF LIFE SAVING CLUB

Albany's Premiere Beachfront Venue
Venue Hire Information



Flinders Parade, Middleton Beach

For enquiries and bookings contact (08) 9841 3327

venuehire@albanysurfclub.com.au | www.albanysurfclub.com.au



**ALBANY
SURF LIFE
SAVING CLUB**



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 tranquility 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 (see page 6 for details). Prior approval must be obtained from the ASLSC Committee if an alternative caterer is requested, and this may incur a \$200 surcharge.

COMMERCIAL RATE WEEKDAY HIRE

For all business and private hirers. Discounts may apply for additional consecutive days booked – please enquire at 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





Venue Hire Charges (continued)

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	\$1,500.00	\$1,000.00

SPECIAL EVENTS RATE

Special dates may be available for hire and these are subject to special conditions and ASLSC Committee approval.

Day	Time	Hire Cost (including non-refundable deposit)	Bond
New Years Eve	5pm-1am	\$2,000.00	\$2,000.00
Boxing Day	10am-5pm	\$1,200.00	\$1,200.00
Melbourne Cup Day	9am-10pm	\$1,200.00	\$1,200.00
AFL Football Grand Final	10am-10pm	\$1,200.00	\$2,000.00

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 of the ASLSC Committee. Please note that functions considered to be high risk will require a \$2000 bond.





Making a Booking

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

All functions will require a bond equivalent to the cost of the function booking fee (except in the case of weddings and 'high risk' events). The bond must be paid prior to 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 (included in the hire charge):

- 8 wine barrels
- 10 trestle tables (182cmx76cm)
- 1 five-burner BBQ (subject to prior agreement only)
- 100 white armless chairs
- microwave (in kitchen and servery)
- 3 fridges (located in kitchen area, bar area and servery)
- 2 large eskys
- 10 large round tables (178cm diameter)
- 10 water carafes
- 100 (each) champagne, wine, and water glasses
- 1 catering trolley
- glass dishwasher (in bar area)
- large five-burner gas cooker with electric oven

The following items are also available for hire:

Item	Hire Charge
100 white lycra chair covers	\$3.00 each
10 white round table cloths (to fit round tables)	\$11.00 each
11 white rectangle table cloths (to fit trestle tables)	\$11.00 each
Cutlery and crockery for 105 guests	\$200.00

Please note: the kitchen is not a fully equipped commercial kitchen. Please discuss your requirements with the Venue Hire Coordinator to ensure you have all the equipment required for your event.



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 has a preferred caterer list (please see details below). Self-catering by the hirer is only permitted with prior approval and will be subject to an additional surcharge of \$200. Please indicate your chosen caterer on your booking form under 'Special Requests'.

Caterer	Contact
Kookas Catering	0417 995 096 / kookasrest@bigpond.com
The Woodfired Catering Co.	0447 600 602 / woodfiredtreats@hotmail.com
Runes Catering	0448 565 203 / runesfood@gmail.com





Liquor

Functions held at our venue are “BYO”. If you intend to sell liquor you will need to make an appropriate application with the Department of Racing, Gaming and Liquor WA. A copy of the license will need to be provided to the Director of House before the function can proceed.

Venue hirers are permitted to bring in beer, wine, soft drinks and pre-mixed spirits. Bottles of spirits are not permitted and shooters / jelly shots 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 that no under age drinking is permitted.

Additional Information

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 and Wi-Fi

There is a large flat screen TV, together with two additional smaller flat screen TVs. 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 equipped with full surround sound through four stations, which can be run together or singularly. A roving microphone can be operated through this speaker system. Wi-Fi services are available to the Hirer subject to prior arrangement.





Additional Information (continued)

Cooker and Oven

The cooker rings will light by pressing 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. 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 (located in the servery and bar area). There are also two wheely bins in the servery to assist with removing your rubbish from the site via the lift. Please ensure all 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 and 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 code for a key lock box at the front doors the day before your function. All keys must be returned to this lock box after the function as pre-arranged.

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 LIFE SAVING CLUB

Contact Us

For more information, enquiries and bookings please contact:

Venue Hire Coordinator

Albany Surf Lifesaving Club

Flinders Parade, Middleton Beach

PO Box 585, Albany WA 6331

Tel: (08) 9841 3327

venuehire@albanysurfclub.com.au

www.albanysurfclub.com.au

