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COTTESLOE SURF LIFE SAVING CLUB

FUNCTION INFORMATION PACKAGE
2019

CONTACT US

Thank you for considering Cottesloe Surf Life Saving Club as the venue for your next event. If you wish to make a booking, or require further information, please contact our Functions Coordinator.

Cottesloe Surf Life Saving Club

87 Marine Parade Cottesloe, WA, 6011

PO Box 403 Cottesloe, WA, 6011

W: www.cottsurf.com

Functions Coordinator & Bar Manager

Ditte van der Linde

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P: 0477 990 521

FACILITIES

We cater to a variety of events and look forward to working with you to make yours a success.

Events held at the club include:

- Birthdays
- Engagements
- Social Functions and Christmas Parties
- Corporate/Committee Meetings
- Training Days/Workshops
- Product Launches

THE DON MORRISON ROOM

With panoramic views of Cottesloe Beach and Rottnest Island, The Don Morrison Room is our main function hall. A large open space allows for custom configuration to suit your event, and has direct access to the balcony, kitchen and bar facilities.

Capacity: 150 seated or 200 cocktail style

THE PINES ROOM

Overlooking the club's courtyard and the Cottesloe Beach Groyne, the Pines Room is perfect for intimate corporate meetings and training sessions.

Capacity: 30 Lecture style

HIRE FEES

Please email the Function Coordinator admin@cottsurf.com for a personalized quote.

FREE INCLUSIONS

The hire prices are inclusive of the following:

- Access to club premises
- Bar Staff for up to 100 guests
- Use of tables, chairs, bar tables and stools.
- Glassware
- Use of Kitchen and BBQ facilities if hiring during the day. (NB: BBQ not for use on Sunday morning)
- Access to AV equipment including 3 TV screens, microphone and speaker system

ADDITIONAL COSTS

The following costs are inclusive of hire and use of utilities or dry- cleaning.

- Linen Hire \$15 per cloth
- Seat Cover \$4 per cover
- (if applicable)
 - Set Up or Pack Down Assistance
 - Security

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- Security (if applicable)

EQUIPMENT

Cottesloe SLSC has a variety of equipment that you are welcome to use for your event. Please note that not all equipment listed below is included in the hire fee and only Linen will incur an additional cost*.

Tables	Number available	Entertainment	Number available
Large (seats 10-12)	x 6	Dancefloor	x 1
Medium (seats 6-8)	x 9	TV Screens	x 3
Small (seats 4-6)	x 5	Microphone	x 1
Trestle Tables	x 8	Lectern	x 1
Cocktail Tables	x 7	Miscellaneous	
Table Linen (White)*		White Board	x 2
Chairs	Number available	Room Partition	x 1
Dinner Seats	x 150		
Bar Stools	x 9		
Chair Linen*			

DECORATIONS

The hirer is welcome to decorate the hall for their event.

The following items are NOT permitted when decorating: Glitter/Confetti, Rice/Petals, Nails, Staples, Pins, Adhesive tape or glue, Candles.

ENTERTAINMENT

Live music and DJs are welcome at your event. The music cannot be excessively loud or continue past 11:30pm. You can also play a playlist via our speakers.

CANCELLATION

If you wish to cancel your event, please notify the functions coordinator via email admin@cottsrf.com as soon as possible.

In the unlikely event that the club's premises are rendered unsuitable for your event, Cottesloe SLSC has the right to cancel any confirmed booking. If this occurs, the hirer will receive a full refund of any fees paid to the club, however the club will not be responsible for the loss of any external fees relating to your event.

HIRER'S RESPONSIBILITIES

To ensure your event is a success, arrangements such as use of equipment and number of attendees must be finalized no later than 1 week prior to your event. If any changes are required after this time, please contact the functions coordinator as soon as possible. We will endeavor to meet your requests; however, they cannot be guaranteed. **Please ask all your guests to bring an ID.**

It is the hirer's responsibility to set up and pack down their event and leave the club in a reasonable clean and undamaged state. This includes:

- Returning chairs and tables to the designated storage areas in a neat and tidy manner.
- Removing all rubbish from the kitchen and hall
- Ensuring that the BBQs (if used) are left clean and tidy.
- Ensuring that any decorations used for the event are removed from the building
- The cleaners will do the general cleaning such as vacuuming the floors and toilets.
- All cleaning must be done prior to the next booking or before 11am the next day.
- Cottesloe SLSC is not responsible for any items left at the venue and any damage that incurs will be charged to the hirer.

CLUB ACCESS

Access to the club will need to be arranged with the functions-coordinator prior to your event. The hirer will be given a FOB Access key which allows entry to the venue. The key must be returned upon the completion of pack up and cleaning. There is a \$20 replacement fee for any lost or broken access keys.

Unfortunately, the Surfclub does not have disability access.

PARKING

Ample street parking is available directly in front of the club, and there are some bays available for caterers in the club carpark. A loading zone is available for the set up and pack down of the event only and must be left unoccupied at all other times.

CATERING

Catering is not provided by the club and as such is left to the hirer. The hirer may choose to self-cater, or arrange professional catering.

Your choice of caterer will have access to the club's kitchen, and any self-cater may have access to the kitchen for re-heating purposes only. Waiters are not supplied by the club, and can usually be arranged through your preferred catering company.

If you are unsure about professional catering, please contact the functions coordinator.

CATERERS

You are allowed to Bring Your Own Food or organize catering.

BAR (LIQUOR LICENSING)

All beverages are supplied by Cottesloe SLSC and the hirer is not permitted to bring any beverages of their own onto the premises. All beverages supplied by the club must be consumed on site. If any alcoholic beverages are brought onto the premises as intended gifts, they must be held behind the bar until the end of the event.

The hirer may choose to open a tab for the event. For private functions a tab is required. Bar staff will notify you when you are nearing the agreed amount, and you have the option to increase your tab or settle. Your tab must be settled at the conclusion of your event unless arranged otherwise with the functions coordinator.

Any persons found in violation of the club's liquor license will be asked to leave the venue. No smoking is permitted on the club premises, and persons found smoking will be asked to leave the venue. Smoking is permitted outside the venue.

RSA

As the Cottesloe SLSC is a licensed venue, all bar staff are trained in, and hold a Responsible Service of Alcohol (RSA) certificate.

- No alcohol is to be brought into or taken out of the venue
- Persons under the age of 18 years old must be accompanied by a parent or guardian, and are not permitted to consume alcohol on the premises.
- Any person who appears to be intoxicated will be refused service and asked to leave the premises.
- Any person acting in an offensive manner will be asked to leave the premises.
- Any groups acting in an unruly manner will result in the function being stopped, and guests ordered off the premises with no refund payable