



### **Tips for deciding to book the Clubhouse as a venue for your event.**

- It is primarily a Surf Lifesaving Clubhouse.
- Hire of the venue includes the upstairs Clubhouse area including the air-conditioned training room. The main bar area, staffed by club members opens out onto a large veranda with festoon lighting provided over the balcony.
- Furniture included in venue hire - 40 chairs, 50 high back bar stools, 10 bar tables, 6 small square tables and 6 trestle tables. \*Tablecloths, chair covers, and linen etc. need to be brought in.
- There are no catering facilities. All catering and necessary equipment, including crockery, cutlery etc. need to be brought in. Our small kitchenette has a plumbed in hot-water urn, cold-water bubbler, and microwave. With a regular-sized fridge in the clubhouse area that can be used to store cake etc.

Most clients either run all the arrangements themselves with willing friends, or they hire in Catering staff and an Events company. Party Hire companies are used for set-up/pack-down, linen and decorations etc.

For catering options, please contact our favoured partners below.

[Darwin Catering Company](#)

[De la Plage Catering](#) The café operates from our building (March – November). They will close at 2.00pm on the day of an event and will be open during set-up time. They are also willing to cater for events.

- All hiring is subject to the information supplied on our website and the terms and conditions on the booking form, which must be signed and adhered to.
- Biodegradable ONLY confetti or flowers, and sparklers are permitted.
- The Clubhouse standard times are 5pm-10pm. If you wish to have the bar open earlier or later that determines the final fee.
- You should arrange with us when you wish people to set up. The building is then left open at your risk until your guests/bar staff arrive.
- Clearing away should be done at the end of the event. Most weeks there are club activities in the morning, so the club must be left clean and safe.
- If equipment must be left for collection, it must be stored tidily in one corner of the bar area, and arrangements made beforehand with the Club Manager for later collection.



**The bar is manned by qualified DSLSC staff who hold RSA certificates.**

**All alcohol must be served through the bar.**

- The Bar staff do not provide bar service away from the bar, nor do they provide table service, but they will clear bottles, glasses, or bio cups away during the event.
- The bar provides a full range of beers, wines, spirits, mixers, and soft drinks. Prices compare favourably with local Sports and Social clubs. The Club will not purchase specific brands in advance. A price list is available, although this will be subject to change.
- The only drinks that can be brought along, under our current conditions are bottled wine and champagne. If you wish to BYO bottles of wine or champagne that we would not normally stock (for an occasion such as wedding etc.), there is a corkage fee of \$15 per bottle. BYO bottles must be brought in completely by the hirer prior to the day and must be stored behind the bar and served only by DSLSC bar staff. No other alcohol or drinks may be brought onto the premises.
- The main bar is open to guests most Friday evenings around sunset, and this is a good opportunity to have a look around and get a feel for whether you wish to hold your event here.
- Once the booking has been confirmed by receipt of deposit, the Club Manager is happy to arrange one site visit with clients prior to the event to answer questions. Other queries will be dealt with by e-mails and telephone.
- A full written checklist will be sent via email to you to confirm arrangements and is then left with the bar staff at each event.

**For more information, please contact**

Natasha Chan, Club Manager

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