



TORQUAY S.L.S.C.

FUNCTION/EVENT INFORMATION



FOR WEDDING PRIVATE FUNCTIONS,
CORPORATE FUNCTIONS
AND ACCOMMODATION BOOKINGS

TORQUAY SURF LIFE SAVING CLUB
SURF BEACH DR, TORQUAY VIC 3228
FUNCTIONS.TSLSC@GMAIL.COM

WELCOME

The Torquay Surf Life Saving Club (TSLSC) is delighted that you have considered using this venue for your function.

TSLSC offers you the perfect beachfront venue to host your next function. With spectacular views of one of Victoria's most renowned beaches, along with an outside deck, garden, fully equipped bar and kitchen, the space is unmatched in quality and value- making this the perfect venue for your function.

Our highly experienced Functions Manager will assist you every step of the way, tailoring every detail to suit your desired style and budget.

Site inspections are welcome. To organise a viewing time, make a booking or for any enquiries, please contact our Functions Director at functions.tslsc@gmail.com.

We look forward to hosting your function.

Regards,

Torquay Surf Life Saving Club Directors



VENUE DETAILS

Booking Availability

TSLSC is available for hire from February until November. All bookings are to be made by contacting the Functions Director at functions.tslsc@gmail.com.

Room/s Available

1. Main Hall (includes beach view decking & garden)
2. Members Bar (includes upstairs decking)
3. Board Room

Seating Capacity

- 1. Main Hall**
 - Cocktail Style – 200
 - Sit Down Dinner – 120
- 2. Members Bar**
 - Cocktail Style – 60
 - Additional space available if utilising the outside deck
- 3. Board Room**
 - Meetings – seats 14



Main Hall



Members Bar

Catering

There are no internal caterers at the Club, so you are welcome to organise your own catering for your function.

Licensed Bar

As the club has fully licensed bar, you are prohibited from bringing your own alcohol onto the premises.

Accommodation / Dorms (sleeps up to 48 people) are also available at TSLSC

Please contact: accommodation.tslsc@gmail.com



Parking

Free public car parks are available at the lower club car park and beach car park. Parking is not permitted in TSLSC Permit car parks or garden, however one car park space can be arranged for catering staff.

Entertainment

The TSLCS has a sound system which can connect to iPods/ MP3 players. DJs and bands are very welcome however noise restrictions may apply.

TSLSC can provide a projector screen available for picture slideshows and/or videos from a laptop for an additional charge.

Loud amplified music and excessive noise are not permitted and music must be turned off by 11.45pm.

The use of smoke machines on the premises is strictly prohibited.

Security

If security is deemed necessary by management, it will be an additional charge at the client's expense.

BOOKING DETAILS

Bookings & Deposit

- Payment to be made to Torquay Surf Lifesaving Club Inc (TSLSC)
- All Fees are quoted inclusive of GST which will be levied where applicable
- Venue Hire can only be held tentatively for 7 days
- Payment options are outlined on Invoice
- Booking is confirmed when a non-refundable booking deposit of \$100 is received

Payment

- Full payment of the function invoice must be finalised one week prior to the function
- Any additional bar expenditure on the day is to be settled at the completion of the function

Cancellation

- Deposits are not refundable
- TSLSC understands cancellations may occur so the opportunity to postpone, change dates, use for membership can be discussed with the Functions Manager and no additional fees will occur

Please refer to our Terms & Conditions for information on Circumstances & Conduct, Set Up & Delivery, Lost Damage/s, Responsibility, Liquor Licensing, Catering & Cleaning, Cleaning & Smoking.

HIRE FEES

**Torquay Surf Lifesaving Club Members receive 20% off venue fee*

FUNCTIONS	ROOM	FEE
	Member Bar	\$450
	Main Hall	\$880
MEETINGS	ROOM	FEE
	Boardroom	\$180 (half day) \$360 (full day)
	Main Hall	\$250 (half day) \$500 (full day)

Details/ Inclusions for Room Hire:

- Tables - Trestles/ Round / Bar Table
- Chairs
- Glasses and Water Jug
- Access to projector screen, microphone and sound system – depending on room
- Additional \$100 fee applies for use of kitchen facilities if hiring Members Bar
- Cleaning bond \$100 is payable upon booking and if the area is left clean to TSLSC standards, you will be refunded the bond. Alternatively, you can pay \$100 cleaning fee and we will organise cleaners

WEDDING HIRE FEE

WEDDING	ROOM	FEE
	Member Bar	\$1500
	Main Hall	\$2800

Details & Inclusions for Weddings

The additional expense for Weddings is due to the list of inclusions below plus the access for 2 and ½ days hire fee for set up and clearing.

- Access to venue day before the wedding from 10am (no additional hire costs)
- Access to venue the day after the wedding before 10am (no additional hire costs)
- Full access to kitchen facilities
- Tables - Trestles/ Round / Bar Table
- Chairs
- Glassware, Plates, Cutlery
- Main Hall hire access to the following:
 - Main Hall, Beach View Decking, Kitchen and Garden.
- Members Bar hire access to the following:
 - Bar area & Upstairs Decking

Additional Hire Options for all functions

To save you time and money, TSLSC also provides a range of additional hire options that you may like for your function- all at competitive prices with free delivery and pick up.

Options include:

Product	Unit Pricing
White Cloth Napkins	\$1.50
Table Linen	\$15.00
Seat Covers	\$3.00
Drapes for Walls	\$400.00
Tea & Coffee (includes cup, saucer, spoons, sugar bowl, milk jug, coffee urn)	\$4.00 per person
Cark Park Space	\$10.00

Please refer to our Terms & Conditions for information on Circumstances & Conduct, Set Up & delivery, Lost Damage/s, Responsibility, Liquor Licensing, Catering & Cleaning, Cleaning & Smoking.

Room Set Up Ideas



TERMS AND CONDITIONS FOR VENUE HIRE

CIRCUMSTANCES BEYOND THE CONTROL OF TSLSC

1. If TSLSC is unable to provide the facilities or any other arrangements for your function or any part thereof, or to otherwise perform the terms of this agreement and TSLSC's failure is due to circumstances beyond its decision or control, TSLSC is not responsible for any costs, damages or expenses that you may suffer or incur.
2. TSLSC cannot guarantee the same booking co-ordinator throughout the planning process.

CONDUCT OF THE FUNCTION

3. Your function must be conducted in an orderly and lawful manner and in accordance with the conditions attaching to TSLSC licenses granted under the Liquor Act, 1982.
4. TSLSC may terminate your function if TSLSC reasonably believes that your function is not being conducted in an orderly and lawful manner.
5. TSLSC has no responsibility to you for any costs, damages or expenses that you may incur in relation to TSLSC's termination of your function.
6. TSLSC may exclude or remove any persons or possessions from your function or from the Club's premises.
7. TSLSC practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.

SET UP AND DELIVERY

8. The Hirer is responsible for the costs involved in ensuring set-up and breakdown of all function space.
9. All deliveries to TSLSC must be advised to the Functions Director in writing and noted in the Venue Booking Form prior to the delivery and must be marked with event name and event date.

ITEMS NOT COLLECTED

10. Any items that have not been collected after the event will be disposed of within fourteen (14) days.

TSLSC WAIVERS RESPONSIBILITY FOR:

11. Theft, damage or loss of any goods brought onto the Premises
12. Torquay Beach is a public space. TSLSC is not responsible for any theft, damage or loss to any goods that may occur on areas outside of our leased area.
13. Any introduction of food to the function and the affect of there after.

DAMAGE

14. Full responsibility is accepted for your guests from time of arrival until departure.
15. The hirer *undertakes to make good* any damage or losses incurred during the period of hire at no cost to TSLSC. The hirer agrees to indemnify TSLSC in relation to any such damage or loss of property or injury or loss of life to any person. In the event that a claim is made against TSLSC's public liability insurance, the hirer will pay the excess.
16. Furniture and artefacts in the house are not to be moved without the permission of TSLSC.
17. You must ensure that nothing is nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior permission is granted by TSLSC.

LIQUOR LICENSING

18. TSLSC has a limited liquor license with hours of trade being:
 - a. Sunday to Thursday Between 10.00 am and 12 midnight
 - b. Friday & Saturday Between 10.00am and 12 midnight
19. No alcohol will be able to be served outside of these hours
20. Drinks from the bar may only be consumed on club licensed areas
21. Guests may be asked for proof of age prior to be served.
22. No alcohol is to be brought onto the premises

CATERING

23. TSLSC is responsible for the provision of the venue only.
24. Catering | hire of linen, cutlery, crockery and glassware | and all necessary approvals for the function are the responsibility of the hirer.
25. The Hirer is responsible for hiring a caterer of own choice and caterer is responsible for all crockery, cutlery, glasses and table linen. All caterers must supply their own additional form of refrigeration. Please note that we will not be responsible for any arrangements made between you and the caterer. Although we will be pleased to provide details

of frequently used caterers, arrangements will at all times remain between you and the caterer and we will have no involvement in this respect.

26. Cleaning products (eg washing up liquid, dishcloth, tea towels etc) are to be provided by the hirer \ caterer for their own use and removed.
27. **Note** – dishwasher tablets are provided

CLEANING

28. The hired area must be clean and tidy with all furniture stacked and/or restored to its original position unless otherwise indicated
29. All hired equipment and linen must be stacked in the designated area, at storage door, ready for collection
30. All surfaces and items used in the kitchen wiped clean
31. All rubbish, including cans and bottles, be removed from the property
32. Use of any of the Club equipment must be negotiated with the Functions Director prior to the function.

CHILDREN

33. Children must be supervised at all times.

SMOKING

34. Smoking is prohibited in the clubhouse and on the beach. Smoking is only allowed in the Garden. Fees may occur if butts are not placed in bins.

DEPOSIT

35. A 50% deposit of the quoted venue hire cost is required to secure your booking. Payment of the deposit will confirm your acceptance of our Terms and Conditions and will be deducted from your final payment. All customers are required to sign and return the booking form upon paying the deposit.

BOOKING CANCELLATIONS

36. All cancellations are required in writing. In the case of cancellation, the following applies;
 - More than 4 months prior to the date of the function, a refund of your deposit is provided, less a \$150 cancellation fee.
 - Less than 4 months but more than 60 days prior to the date of the function, the deposit is non refundable unless the function space can be resold. In that case a \$150 cancellation fee applies.
 - Less than 7 days notice prior to the date of the function, the deposit non refundable.



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website www.torquayslsc.com.au E-mail info@torquayslsc.com.au