

FUNCTION INFORMATION



FOR WEDDING, PRIVATE FUNCTIONS
CORPORATE FUNCTIONS
AND ACCOMMODATION BOOKINGS

TORQUAY SURF LIFE SAVING CLUB
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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 Administration Team at info@torquayslsc.com.au.

We look forward to hosting your function.

Kind regards

TSLSC Committee

VENUE DETAILS

Booking Availability

TSLSC is available for hire from February until November. All bookings are to be made by contacting the Administration Team at info@torquayslsc.com.au

Room/s Available

Main Hall (includes beach view decking & garden)

Members Bar (includes upstairs decking)

Board Room

Seating Capacity

Main Hall

- Cocktail Style – 150-180
- Sit Down Dinner – 120

Board Room

- Meetings – seats 14

Members Bar

- Cocktail style – 60

Additional space available if utilising the outside deck.

Caterers

There are no internal caterers at the Club, so you are welcome to organise your own catering for your function. Recommended caterers are included later in this document.

Licensed Bar

As the club has fully licensed bars, you are prohibited from bringing alcohol or soft drink onto the premises.

Accommodation /Dorms (Monday to Friday only)

- sleeps up to 48 people
- Rex China Gilbert Room - 26 bunks
- Sharon Heathcote Room – 14 bunks
- Wilma Room – 4 bunks
- Jim Wall Room – 4 bunks
- \$55 pp/per night
- Showers are available downstairs for 0.20 cents (need 0.20 cent pieces to operate)

Parking

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

Entertainment

The TSLCS has a sound system which can connect via Bluetooth or cable. 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.

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

Setting off the fire alarm will incur a \$1600 fine from the CFA.

Security

If security is deemed necessary by management, an additional charge will be rendered to the hirer.

BOOKING DETAILS

FUNCTIONS/PARTIES

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.
- 50% deposit is required on receipt of invoice to confirm the booking.
- Payment options are outlined on invoice.

Cancellation

- If the function can be rescheduled, the deposit will be transferred to the new date.
- If the function is cancelled and not rescheduled to another date, then the deposit paid is non-refundable.
- A full refund may be available if the original function dates are rebooked in full.
- If cancellation occurs within 7 days of the function there is no refund.

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.

Main Hall & Members Bar

- 18th Birthday Parties may require security (at the guest's expense)
- General capacity for a party 120 persons inside. (150-180 if standing party) – (Main Hall)
- General capacity for a party 60 persons inside (plus extra if utilising the balcony) – (Members Bar)
- \$1000 bar tab. (no cost of bar staff)
- Bar tab less than \$1000 will incur bar staff fee of \$45/hour per staff member or \$60/hour for 2 staff members. (members & non-members)
- Function is for a maximum of 6 hours ie: 6pm -12pm.
- Function must be completed by 12 midnight.
- Any decorations & hire equipment must be removed by 10am the following day.
- Full cost to be paid 7 days prior and 50% deposit to be paid upon receipt of invoice to secure booking.

- Full access to kitchen and contents included.
- Use of tables (trestle, round, bar) & chairs included. (Main hall)
- Use of grassed area, decking & Main Hall.
- Use of projector screen & microphone. (Main Hall)
- Licenced venue – therefore cannot bring in any drinks (alcoholic or soft).
- No bookings in December or January as it is reserved for member functions.
- Main Hall size is: 10mtrs wide x 14mtrs long.
- Cleaning charge of \$150 for events in for Main Hall and Members Bar. This is for a maximum of 3 hours cleaning. If cleaning exceeds 3 hours then an additional charge of \$50 per hour will apply.

WEDDING HIRE

Details & Inclusions for Weddings

- Access to venue day before the wedding from 12 noon
- Access to venue the day after the wedding before 10am (removal of all hire equipment & decorations)
- 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 & Garden.
- Cleaning charge of \$150 for weddings in Main Hall or Members Bar. This is for a maximum of 3 hours cleaning. If cleaning exceeds 3 hours then an additional charge of \$50 per hour will apply.

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:

Table Linen	\$18 each
Drapes for Walls	\$400 all incl.
Tea & Coffee Station (includes cup, saucer, spoons, sugar bowl, milk jug, coffee, tea & urn)	\$50 all incl.

Surf Coast Party Hire

We recommend Surf Coast Party Hire for all your other party needs.

www.surfcoastpartyhire.com.au

Music Options

Updated 30/11/2022

Below is a link for music options:

<https://www.crowdpleaser.com.au/search/Cover-Bands/Torquay-VIC>

MEETING HIRE

Main Hall

- Use of tables (trestles, round, bar tables) & chairs included.
- Use of projector screen & microphone.
- Full cost to be paid 7 days prior and 50% deposit to be paid upon receipt of invoice.
- \$100 extra cost for use of kitchen.
- No catering provided – (please see a list of recommended caterers below)
- \$50 extra – we can provide a coffee/tea station and water jugs.
- Barista coffee available upon request. (must be confirmed prior to meeting day)

Please find below a list of caterers that people have used in the past for functions at the club.

COMPANY	CONTACT NUMBER
Ginger & Zest	0427 693 339 Jo
Yummy Tummy	0431 599 425 Kate
Felicity's Kitchen	0438 944 447
Capri Receptions & Catering	03 5272 2445
Elli Grazing	0400 677 057
The Cracker Collective	0414 613 419
The RK Group	03 5241 1629
Ginger Monkey	0447 722 164

- ***Current Bar Prices (subject to change at any time)***

DRINK	PRICE
Beer	\$7.00-\$8.00 bottle
Wine	\$8.00 glass
Premix	\$10.00 bottle/can
Spirits	\$8.00 glass
Lemon, Lime & Bitters	\$4.50 bottle
Soft Drinks/Water	\$3.00

- ***A comprehensive list of drinks can be provided upon request.***

For a full cost for your wedding or function please email info@torquayslsc.com.au

Updated 30/11/2022

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 effect of thereafter.

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 (ie: 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. Use of any of the Club equipment must be negotiated with the Functions Director prior to the function.

CHILDREN

32. Children must be supervised at all times.

SMOKING

33. 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

34. 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.