

ALBANY SURF LIFE SAVING CLUB

Albany's Premiere Beachfront Venue
Venue Hire Information



Flinders Parade, Middleton Beach

For enquiries and bookings please contact the Venue Hire Coordinator
(08) 9841 3327 | venuehire@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 Club 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 (subject to current government guidelines) and is suitable for weddings, birthday parties, wakes, school balls, training sessions, corporate seminars and functions, community meetings, workshops and Christmas parties.

Entry to the building is through the glass foyer from the large car parking area off Flinders Avenue. A staircase and separate disabled access lift, allow access to the upstairs function room.

The spacious light and bright open function area offers a modern bar, a separate enclosed servery and well-appointed toilet facilities.

Wrapped around the ocean side of this impressive space is a huge balcony where guests can breathe in the fresh air, do a spot of whale-watching or admire the reflection of the moon on the water, all the way to Breaksea and Michaelmas Islands.

Venue Size

The main function room area measures 19.9m x 13.5m, which is a total of 268sqm.

The narrow area leading to the function room between the end of the bar and the end of the lift measures 12m x 4m, which is an additional area of 48sqm.



Making a Booking

To make a booking, 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.

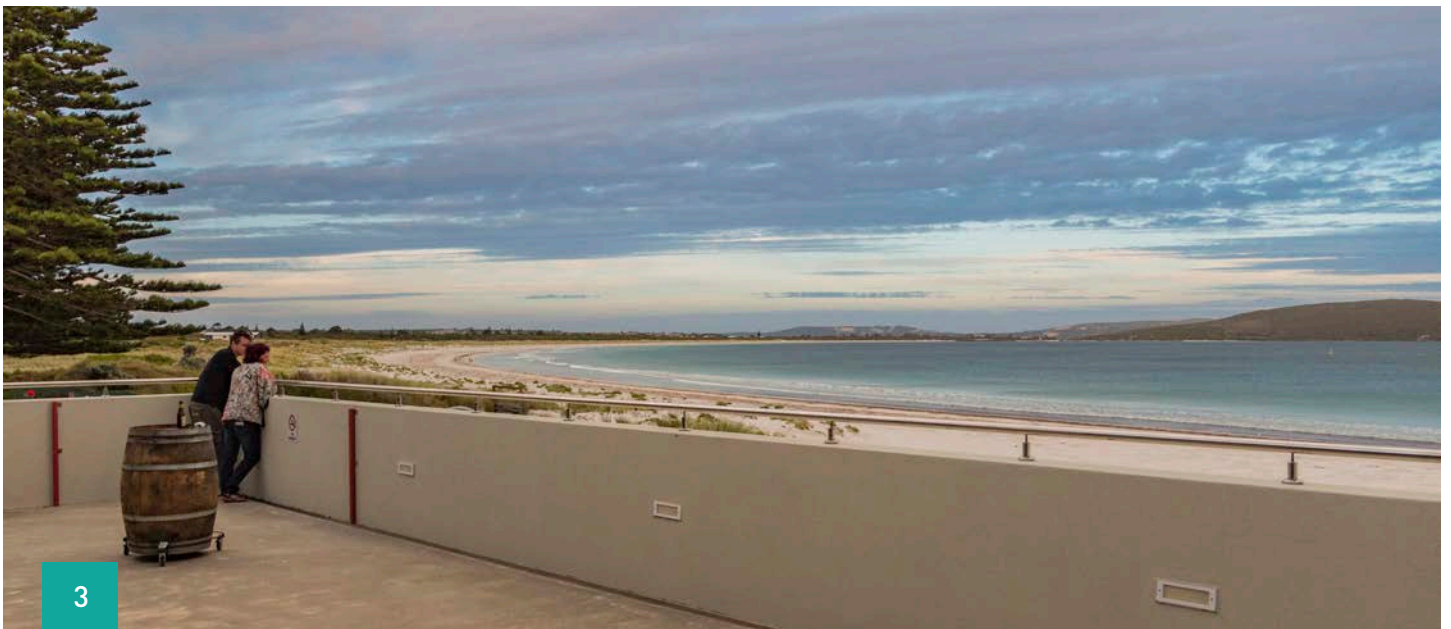
The Venue Hire Coordinator's contact details are:
(08) 9841 3327 / venuehire@albanysurfclub.com.au

Our Venue Hire Application form can be found at the back of this booklet.

Please note that our venue is not available for hire for the purposes of 18th and 21st birthdays. Nor is it available for Christmas Eve/Christmas Day/Boxing Day, New Year's Eve/New Year's Day, June long weekend, AFL Grand Final or Friday nights during the months of October – March. Weekly recurring bookings are also not available.

BOOKING PROCESS

1. Contact the Venue Coordinator
2. Make a time to view the venue
3. Complete and submit the application form
4. The Venue Coordinator will generate an invoice and email it to you
5. Pay the 20% non-refundable deposit to secure your booking
6. **One month prior to your booking** - pay the balance of the venue hire invoice
7. **Week before your booking** - request an AV system induction
8. **24 hours prior to your booking** - provide credit card details for bond and receive key box code





2020/2021 Venue Hire Charges

WEEKDAY COMMERCIAL HIRE

Half Day Mon-Thurs 8am-12am: <i>Up to 4 hours hire</i>	\$300 + GST plus \$150 cleaning fee	<ul style="list-style-type: none"> • 20% deposit confirms booking. • Includes pre-function cleaning. • Weekday hires are invoiced for post-function cleaning paid in advance. \$150 inc GST/ 3 hours cleaning. • Any additional cleaning required will be invoiced post-event. • Linen, chair covers, cutlery/ crockery hire charges and any breakages will be invoiced post-event.
Full Day Mon-Thurs 8am-4pm: <i>4-8 hours hire</i>	\$500 + GST plus \$150 cleaning fee	
Evening Mon-Thurs 5pm-Midnight: <i>Up to 7 hours</i>	\$700 + GST plus \$150 cleaning fee	
Full day including evening Mon-Thurs 8am-Midnight: <i>7 hours or more</i>	\$1000 + GST plus \$150 cleaning fee <i>*A bond may be required*</i>	

WEEKEND COMMERCIAL HIRE - EXCLUDES PARTIES

Saturday Noon-Midnight: <i>Up to 12 hours</i>	\$1000 + GST plus \$200 cleaning fee <i>*A bond may be required*</i>	<ul style="list-style-type: none"> • 20% deposit confirms booking. • Includes pre-function cleaning. • Weekend hires are invoiced for post-function cleaning paid in advance. \$200 inc GST/4 hours cleaning. • Any additional cleaning required will be invoiced post-event. • Linen, chair covers, cutlery/ crockery hire charges and any breakages will be invoiced post-event.
Sunday Half Day Noon-4pm: <i>Up to 4 hours</i> <i>Only available April-Sept!</i>	\$300 + GST plus \$200 cleaning fee	
Sunday Evening 5pm-Midnight: <i>Up to 7 hours</i>	\$700 + GST plus \$200 cleaning fee	



WEDDING AND PARTY HIRE - EXCLUDES 18th AND 21st BIRTHDAYS

Friday - Parties Noon-Midnight: Up to 12 hours <i>Only available April-Sept!</i>	\$1000 + GST plus \$200 cleaning fee	<ul style="list-style-type: none"> • 20% deposit confirms booking. Some functions will require pre-approval by the ASLSC Board. • \$1000-\$1500 bond is required in addition to hire fee. • Includes pre-function cleaning inc. windows. • Weekend hires are invoiced for post-function cleaning paid in advance. \$200 inc GST/4 hours cleaning. • Any additional cleaning required will be invoiced post-event. • Linen, chair covers, cutlery/crockery hire charges and any breakages will be invoiced post-event.
Saturday - Parties Noon-Midnight: Up to 12 hours	\$1000 + GST plus \$200 cleaning fee	
Saturday - Weddings 8am- Midnight: Up to 16 hours	\$1500 + GST plus \$200 cleaning fee	

COMMUNITY GROUP HIRE - MEETINGS ONLY

Weekdays Day time and evening	\$50 per hour + GST plus \$100 cleaning fee (if applicable)	<ul style="list-style-type: none"> • Invoice paid in advance confirms booking. Non-refundable. • Post-meeting cleaning must be paid in advance. \$100 inc GST. • Any additional cleaning required, as well as linen, chair covers, cutlery/crockery hire charges, breakages/ damage repairs required, will be invoiced post-event
Sunday Afternoon	\$50 per hour + GST plus \$100 cleaning fee (if applicable)	
Sunday Evening	\$50 per hour + GST plus \$100 cleaning fee (if applicable)	

COMMUNITY HUB MEMBERSHIP

A limited number of Community Hub Memberships are available for sporting, recreational and hobby groups, seeking to hold committee meetings within our venue. Annual membership of the group is just \$100 + GST.

These memberships provide an added benefit for individuals in your group, who receive a 50% discount on social memberships to ASLSC (\$30) and functions booked by the group, will also receive a 10% discount on commercial hire rates.

Enquire about our Community Hub Memberships by contacting the Venue Coordinator.



HIGH SCHOOL BALLS

<p>School Balls Noon- Midnight <i>20% discount for return hirers!</i></p>	<p>Mon-Thurs: \$800 + GST plus \$200 cleaning fee</p> <p>Friday: \$1000 + GST plus \$200 cleaning fee <i>Only available Apr- Sept.</i></p> <p>Saturday: \$1000 + GST plus \$200 cleaning fee</p>	<ul style="list-style-type: none"> • 20% deposit confirms booking. • Includes pre-function cleaning. • Weekend hires are invoiced for post-function cleaning paid in advance. \$200 inc GST/4 hours cleaning. • Any additional cleaning required will be invoiced post-event. • Linen, chair covers, cutlery/ crockery hire charges and any breakages will be invoiced post-event.
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DISCOUNTS AVAILABLE

<p>Subsequent Days</p>	<ul style="list-style-type: none"> • 20% discount offered on subsequent days of hire. • Not applicable to Saturday night bookings. • Not available with any other discounts. • Not applicable to wedding and party hire.
<p>Return Hirers</p>	<ul style="list-style-type: none"> • 20% discount on total hire. • Not available with any other discounts. • Not applicable to wedding and party hire.
<p>ASLSC Member Hiring</p>	<ul style="list-style-type: none"> • 20% on any hire. • Normal post-function cleaning charges apply. • Not available with any other discounts.





Available Equipment

Our venue has the following equipment available to use. This is included in the hire charge:

Servery	Servery	Bar	Function Room
1 x Bench top oven	10 x Water carafes	Glass washer	8 x Wine barrels
1 x Microwave	Champagne glasses	Under bench bar fridges with locks	12 x Bar stools
1 x Fridge/freezer	Wine glasses		3 x Tall bar tables
1 x Catering trolley	Beer glasses		100 x Armless chairs
1 x Large esky	Water glasses		10 x Trestle tables
Teacups/mugs	2 x Urns		10 x Round banquet tables

The following items are also available to hire in addition to the venue hire fees and will be invoiced in the week following your event:

Item	Number available	Hire Fee
Round table linen	10	\$15 each
Rectangular table linen	10	\$11 each
Lycra chair covers	100	\$3 each
Cutlery and crockery	100 places	\$200
Glass/crockery breakages		\$3 per item





Caterers

Our venue has a preferred caterers list. These are local caterers that we know do a terrific job and understand the limitations of our venue. Our approved caterers also have access to our downstairs commercial kitchen.

Caterer	Name	Contact
Kookas Catering	Jo & Ian McGuinness	0417 995 096 kookasrest@bigpond.com
The Woodfired Catering Co.	Narda Street	0447 600 602 woodfiredtreats@hotmail.com
Runes Catering	Sally Francis	0448 565 203 runesfood@gmail.com
Motel Le Grande	Joe Lembo	08 9841 3600
Gods of Food	Che Cooper	0428 362 777 feedme@godsoffood.com.au

Other Caterers

You are welcome to have platters delivered to the venue by local caterers, for you to serve during your function.

If you would like to engage a caterer not on our list, please ask them to contact our venue hire coordinator to apply for consideration to become an approved caterer.

Self- Catering

You are welcome to use the servery to put together platters of pre-made food that requires no heating or cooking (except in the microwave). Self-catering of ready-to-serve food is permissible. Kitchen cooking devices such as fryers and warmers are not permitted in the building, however our BBQ may be available for you to use on the balcony with pre-approval by the Venue Coordinator.

Please note: We actively discourage the use of single use plastic within our venue and respectfully ask that hirers bring only compostable single use items to use for serving food to your guests.



Liquor

Functions held at our venue are BYO. Venue hirers are permitted to bring into our venue beer, wine, champagne, soft drinks and premixed spirits.

Serving alcohol from bottles of spirits, beer on tap, shooters or jelly shots is STRICTLY prohibited.

All alcohol must be served to patrons from behind the bar. As the venue hirer, you are required to staff this bar with a person who has a Responsible Service of Alcohol qualification, and that person is prohibited from consuming alcohol while attending your function.

If you intend to sell liquor, you need to make an appropriate application with the Department of Racing Gaming and Liquor WA. You will need to provide the Venue Coordinator with a copy of the relevant licence before your function can proceed.

Alcohol may only be consumed by your guests on the balconies and in the upstairs function room. No alcohol may be taken onto the stairs and lobby area, nor the lower outdoor paved areas.

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 underage drinking is take place.

Smoking

Smoking is STRICTLY PROHIBITED in our venue. This includes the building's interior, the balcony and all paved areas. Hirers are required to advise smokers to move away from the building and to responsibly dispose of cigarette butts as not to pollute our surrounding area.

Room Decoration

The venue can be decorated to your personal theme to compliment your function.

However, the club respectfully asks that nothing is blue tacked, glued, nailed, stapled, screwed or otherwise adhered to any surfaces or memorabilia within the club.

The club also prohibits the use of glitter, sparkles, smoke machines and wax candles. Please do not bring any of these items into the venue and ensure that your event stylist and DJ are aware of these conditions.



Audio Visual Equipment & Wi-Fi

Our club is equipped with a full audio-visual system including:

1 x Large Flat Screen TV	2 x Smaller Flat Screen TVs	DVD Player
Lectern	1 x Roving Microphone	Set Top Box
HDMI to the wall	Surround Sound Speakers	Balcony Speakers
Wi-Fi	Jack for phones	

Hirers are advised to book a time with the Venue Coordinator in the week prior to their function for an AV induction, to familiarise themselves with operating our system. Call outs to attend to problems associated with operating the AV system are not always readily available and may attract a \$100 call out fee that will be invoiced post-event.

Please ask our Venue Coordinator for the Wi-Fi password in the week before your event.

Early Access

Corporate hirers, community groups and high schools may have access to the building one hour before and one hour after the period of hire, at no extra charge. This allows you time to return the space to the standard that it was handed over to you.

Early access for wedding and party hirers is sometimes possible, please speak with the Venue Coordinator at least two months before your function if this is something you think you may require. Early access must not interfere with club use and pre-wedding deliveries may also be made by prior arrangement with the Venue Coordinator.

Please Note

APRIL TO SEPTEMBER: It may be possible for limited setting up to be undertaken the night before your event.

OCTOBER TO MARCH: It is unlikely that early access will be granted due to club use every Friday night and occasional club trainings on Saturday mornings.



Coronavirus Safety Measures

Our venue follows all the Australian Government's COVID-19 guidelines regarding the number of people per function and related social distancing laws.

Hirers are required to strictly adhere to these guidelines when determining the number of guests invited to their function. These guidelines are likely to change on a regular basis and the onus is upon the hirer to stay up to date and adjust their guest lists to ensure their adherence to these requirements. We will also advise you of any policy changes at the club as soon as they are ratified. Please consult with our Venue Coordinator about the current allowable number of guests.

Hirers are required to ensure that social distancing be practised. We also require you to supervise that all your patrons sanitise their hands as soon as they enter the building and sign in on the contact tracing sheet provided in the lobby.

If your event is cancelled due to changes in COVID restrictions, either by the ASLSC or as initiated by you the hirer, you will be refunded all money paid, less a \$75 administration fee.

Cleaning

Full cleaning of the venue prior to your function is included in the hire charge. For wedding and party hires, we also have the windows professionally cleaned. All hirers are required to pay the post-function cleaning fee indicated on their invoice, prior to their event. This allows for a certain number of hours cleaning. Should additional cleaning be required, beyond allocated in this fee, you will be invoiced for any additional cleaning post-event.

It is the responsibility of the hirer to hand the premises back in a clean and tidy condition. There is a vacuum, broom, mop, dustpan and brush located in the servery area, to enable you to clean up any spills or breakages during your function.





Waste Removal

It is the hirer's responsibility to ensure all rubbish and recycling is removed from the venue and disposed of responsibly. Please take your waste with you. Excess rubbish left on site will incur additional waste removal charges which will be invoiced post-event.

Weddings and parties must advise their waste removal plan prior to their function date.

Company	Phone number
Vancouver Waste	9845 7688
Cleanaway	9841 2467

Please ensure that your guests place recycling and rubbish into the correct bins. There are large round green bins available for the hirer and spare bin bags may be found in the servery. The two wheelie bins in the servery and bar area are to assist you in removing your rubbish from the site via the lift.

Damage to Building Facilities

In the event the building or property of the ASLSC is damaged due to misuse or negligence, or if any items go missing, the hirer will be responsible for the full costs of repairs and replacement. Should keys be lost and because of that loss building locks need to be replaced, the hirer will be responsible for the full cost of replacement.

Cancellation Policy

The 20% deposit paid to secure your booking is non-refundable. In the event of cancellation, the deposit will not be refunded.

Venue hire and post-function cleaning costs that have been invoiced must be paid no later than one calendar month prior to the function date. Functions not paid for in full by the agreed date will be cancelled by the club and the venue re-booked without notice.

Any cancellation made fourteen (14) working days or less prior to the function will result in 50% of the total venue hire cost being refunded. If you cancel within this timeframe you will only be refunded 50% of your remaining venue hire balance and the post-function cleaning fee.



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.

Lights

Light switches are located at the base and top of stairwell. The main function room light switches are situated next to the trophy cabinet.

First Aid

There is a small first aid kit located in the kitchen area. Please complete the incident log, located in the kit, if any supplies are used. A defibrillator is located downstairs, on the external beach side of the club.

Keys

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 has concluded.

Emergency Evacuation

Hirers are required to ensure that the gate at the base of the balcony stairs (beach side) is unlocked and open for the duration of their function. This gate must be closed when your function has concluded.

In an emergency there are two major exits from the venue:

1. Exit the ocean facing doors onto the balcony then down the stairs to the beach.
2. Exit via the stairs leading to the main entrance/ carpark side and then through the lobby doors.

Upon exiting during the 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.

Contact Us

For more information, enquiries and bookings, please contact:

Tash Rolfe, Venue Coordinator

Work Days - Tuesday, Wednesday and Thursday
(08) 9841 3327 | venuehire@albanysurfclub.com.au

Albany Surf Life Saving Club

Flinders Pde, Middleton Beach | PO Box 585, Albany, WA 6331 | www.albanysurfclub.com.au



Venue Hire Application

ALBANY SURF LIFE SAVING CLUB IS A NON-SMOKING VENUE

Hirer/contact name:	
Organisation:	
Mobile number:	Email:
Contact address:	
	Postcode:
Purchase order number:	

Day and date of function:	
Function type:	
Start time and duration:	Number of guests:
Catering details:	
Waste disposal plan:	
Person responsible for Responsible Service of Alcohol:	

Please detail if you require the use of...	
Table Linen:	Chair Covers:
Crockery/cutlery:	Tea/Coffee Making Equipment:
AV System:	

Other Requests:

HIRE AGREEMENT:

I agree to abide the conditions of hire as outlined in the ASLSC Venue Hire Information Booklet. I agree to pay all invoices on or before the due date and agree to pay for any breakages, damages, additional cleaning and all other additional costs incurred as a result of my hire of the venue, within 7 days of an invoice being received. I understand that I am responsible for ensuring the good conduct by all of my guests and will ensure that the venue is handed back in the same condition it was hired out.