



### **Tips for deciding to book Darwin Surf Lifesaving Clubhouse as a venue for your event.**

- It is primarily a Surf Lifesaving clubhouse.
- However, The Club normally does not use the site for its activities on a Saturday, if it needs to it would rule out bookings for those dates.
- All hiring is subject to the information supplied on our web-site and the terms and conditions on the booking form, which must be signed and adhered to.
- The Darwin Surf Club does not support or permit the use of fireworks with functions and PWCNT have declared that no permits will be issued for the use of fireworks on the beach or within the reserve.
- The Club only take bookings on a Saturday, and generally only between April and early October, except the occasional Christmas party. There is no shelter outside the clubhouse and no air-conditioning in the bar area
- The bar is upstairs, as are the toilets. The bar area opens out onto a large veranda with a beautiful view and a child safety gate at the top of the staircase.
- Wedding ceremonies may be held within the Club site, or on the beach. We request you have your ceremony no earlier than 4pm to allow time for the café clients to leave.
- The 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.
- Larger weddings may be set up downstairs on the lawns rather than upstairs on the veranda, to give them more space, but in full knowledge that the bar, and the toilets are upstairs.
- There are no catering facilities, except for a hot water urn plumbed into the small kitchen area. All catering, and necessary equipment, including refrigeration, crockery, cutlery, linen, glassware etc needs to be brought in.
- We have a plumbed in water cooler behind the bar.
- Hire of the venue includes the use of the bar, staffed by Club members, approx 80 chairs, 11 small square tables, tables, 7 tall bar tables, and 13 tall bar chairs. Please note our staff do not provide table service.
- In addition, you may hire from us circular tables seating 10 people at a cost of \$25 per table

Most wedding booking 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 linen, extra chairs, lighting, decoration etc.

**Café De la Plage:** This café now operates from our building. They will close at 3.00pm on the day of an event, to guarantee exclusive use by other hirers. They will be open during set-up time. They are also willing to cater for events. If you are interested please inquire at [Delaplage0810@gmail.com](mailto:Delaplage0810@gmail.com)

The bar is upstairs and is manned by Club members, at least one of whom holds an RSA certificate. This is a requirement of the Alcohol License. **All alcohol must be served through the bar.** Temporary Club membership by the hirer is also a requirement of the Alcohol License.

Our bar staff do not provide bar service away from the bar, nor do they provide table service but they will clear glasses 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. If you choose to bring your own it must be stored behind the bar. 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 such an occasion wedding etc.), there is a corkage fee of \$15 per bottle. BYO bottles must be brought in completely by the hirer, including ice (in eskies) 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.
- There is no dance floor. You may hire one in. Power sockets are available at ground level for amplifiers etc.
- There are no restrictions on noise levels and times that music must be turned off during the period of hire.
- The time you book the venue for and pay for is effectively the time you wish the bar to be open, or the time your events staff require the alcohol to be available, which ever is earlier. Standard times are 6pm-midnight. If you wish to have the bar open earlier or stay open later that determines the final fee.
- You should arrange with us when you wish people to set up your wedding/event from 9am onwards on the day. 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 is a Nippers session on a Sunday morning, so the place must be left clean and safe.
- If equipment has to be left for collection, it must be stored tidily in one corner of the bar area, and arrangements made beforehand with the Functions Co-ordinator for later collection.
- Once the booking has been confirmed by receipt of a \$220 deposit, the Functions Coordinator 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 check-list of requests and arrangements is then left with the bar staff at each event.

### **For more information please contact**

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