

Tips for deciding to book Darwin Surf Life Saving Club 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. For Exclusive venue hire, the Club only take bookings on a Saturday, and generally only between April and early October.
- 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.
- All private function bookings require the booking party to obtain Social club membership. Generally, in the case of a wedding this would be the wedding couple. Example: Bride and Groom, groom and groom, bride and bride.
- Social membership insurance coverage for financial members of the Club; however, this insurance coverage does not cover your party & attendees if they are not club members. DSLSC encourages you to obtain 'Hirers Insurance' for the duration of your booking through your preferred insurer.
- The main bar is upstairs, as are the toilets. The main bar area opens out onto a large veranda with a beautiful view and a child safety gate at the top of the staircase.
 - We encourage the use of the upstairs bar however understand on occasions that it is preferable to have a downstairs bar.
 - The Sunset Bar (DSLSC pop up bar) is available for hire, manned by 1 DSLSC staff member. Cool room, biodegradable cups, esky, and ice provided.
- Hire of the venue includes the use of the main bar, staffed by Club members, 10 small square tables, 6 trestle tables, 40 chairs, 10 bar tables, and 28 high back bar stools. Please note our staff do not set up furniture downstairs.
- In addition, you may hire from us large round tables seating 10 people (chairs included) at a cost of \$25 per table.
- 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.
- 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 main bar, and the toilets are upstairs.
- There are no catering facilities, except for a hot water urn and water cooler plumbed into the small kitchen area. All catering, and necessary equipment, including refrigeration, crockery, cutlery, linen, glassware etc needs to be brought in.

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 set up/pack down, linen, extra chairs, lighting, decoration etc.

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Café De la Plage: The café 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 Delaplagecatering@gmail.com Catering menu available at DLP Catering Menu2023

The DSLSC bars are manned by qualified staff who hold RSA certificates. This is a requirement of the Venue Liquor License. **All alcohol must be served through the bar**.

Our bar staff <u>do not</u> 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 such an occasion 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, 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.
- Social membership discount does not cover your party & attendees if they are not club members. DSLSC encourages your guests to obtain Social Club Membership to receive discounts.
- There is no dance floor, you may choose to hire one in. Power sockets are available at ground level for amplifiers etc.
- 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, whichever is earlier. Standard times are 6pm-midnight. If you wish to have the bar open earlier 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 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 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 functions@darwinsurfclub.com.au

0474 112 656

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