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Facsimile (02) 9665 2267
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Thank you for your recent inquiry into hiring the Jack 'Pud' Cannot Ocean Room. We trust the following information will help you in the planning of your special event.

The club as a popular location for various types of events.

- Weddings
- Engagement Parties
- Corporate Daytime Functions
- Product Launches
- Band and Jazz Nights
- Wine Tastings
- Annual General Meetings
- Special events organised by local organisations.

Due to licensing restrictions the Club is only able to hire out the room for functions on limited occasions. A big tip is to book early

The Members of Coogee Surf Club take enormous pride in the Ocean Room. Significant moments, including Australian Surf Life Saving Champions plaques feature around the clubhouse. Whilst we appreciate that your function is a very special occasion, we hope when decorating the premises you will be respectful of this memorabilia. All decorations and equipment brought in by the hirer must be picked up from the CSLSC by 11am the following day.

On the following pages you will find important information such as the HIRE AGREEMENT that will assist you in your decision making process. The Jack 'pud' Cannot Room will help to make your night even more special than you had hoped for!

The room is available for inspection on Sundays between 10.30am and 2.00pm or on week days by appointment only. If you wish to request a date and time or go ahead and confirm your booking please email Anna at functions@coogeesurfclub.com.au

Please ensure that your host on the day of your function and the hirer have read all of the provided information and signed the enclosed Hire Agreement form.

We look forward to hearing from you regarding your function.

Kind Regards,

Anna
Functions Co-ordinator
Coogee Surf Life Saving Club Inc.
Email: functions@coogeesurfclub.com.au

About the Jack 'Pud' Cannot Ocean Room

The Ocean Room is located on the upper level of Coogee Surf Club and offers sweeping ocean views. There is access to a large balcony that also offers beach and ocean views.

The facilities include:

Ocean Room

- Seating capacity for 120 people comfortably
- Polished Floor Dance/Stage Area
- Full CD Surround Sound System
- Roaming microphone with speakers throughout
- 13 round tables – Seating capacity maximum of 10 people per table (8 recommended)
- 6 small rectangular tables
- 3 large trestle tables
- 130 white chairs
- 4 standing bar tables
- 8 bar stools
- Wheelchair accessible

If you require additional equipment, we are happy to assist with this whenever possible. All additional hire equipment requests will be at the hirer's expense and liability.

Balcony

- Fully tiled area
- Gas BBQ facility
- 2 Patio heaters

Kitchen Area

- Sink and washing up area
- Preparation area
- 6 Burner Commercial Oven
- Fridge/Freezer
- Ice Maker
- 1 x Hot Water Urns

In the event the kitchen is used, it must be cleaned and all equipment removed at the completion of the event or an additional cleaning fee will apply

Amenities

Men's, women's and disabled toilets are located on the same level as the Ocean Room and are for the exclusive use of function patrons when your event is in progress.

Catering

Our caterers are Lennon Catering. They can be contacted via Anna on functions@coogeesurfclub.com.au. They are happy to tailor a menu to suit your needs and to organise the decorating and theming of your event with prices provided on application.

Bar facilities

Hirers are permitted to supply their own wine and champagne. There is a **\$4.00** corkage fee per bottle. All leftover wine and champagne must be picked up by 11am the following day. The club will take no responsibility after that time. Alternatively we can supply wine or champagne. During your function, all other drinks should be purchased from the bar. You have a choice to either pay as you go or the bar staff and ring up drinks on the cash register and give you the total at the end of the function. The bar bill must be paid immediately at the conclusion of your function.

Current Drink prices are as follows:

Beer middy	\$3.00
Beer schooner	\$4.00
Spirit	\$5.50
Breezer	\$5.50
Wine glass (house)	\$5.00

FUNCTION WINE LIST (please confirm your wine selection 6 wks prior to your function)

Wines	Region	Vintage	Price per Bottle	Price per Glass
Whites				
Zilzie s23 chardonnay	Mildura, VIC	2006	19	5
Zilzie s23 sauvignon blanc	Mildura, VIC	2007	19	5
Zlzlie chardonnay	Mildura, VIC	2006	23	6
Zilzie pinot grigio	Mildura, VIC	2007	23	6
Zilzie viognier	Mildura, VIC	2006	23	6
Leeuwin Prelude vineyards m/r chardonnay	Margaret River, WA	2006	45	10
Leeuwin Prelude vineyards m/r classic white	Margaret River, WA	2006	26	7
Skipjack Marlborough sauv/blanc	Marlborough, NZ	2006	26	7
Skipjack Marlborough Semillon	Marlborough, NZ	2006	23	6
Leeuwin art series Riesling	Margaret River, WA	2005	28	8
Leeuwin art series sauv/blanc	Margaret River, WA	2006	45	10
Leeuwin siblings sauv blanc/ sem	Margaret River, WA	2006	31	8
Margan Semillon	Hunter Valley, NSW	2006	27	7
Margan Verdelho	Hunter Valley, NSW	2006	27	7
Margan Chardonnay	Hunter Valley, NSW	2006	27	7
Tim Gramp Watervale Riesling	Clare Valley, SA	2006	26	7
Sparkling				
Leconfield syn cuvee blanv	McLaren Vale, SA	Nv	22	5
Leeuwin brut	Margaret River, WA	2002	45	10
Rose				
Zilzie rose	Mildura, VIC	2007	23	6
Reds				
Zilzie s23 merlot	Mildura, VIC	2006	19	5
Zilzie s23 cab	Mildura, VIC	2006	19	5
Zilzie s23 shiraz	Mildura, VIC	2006	19	5
Zilzie sangiovese	Mildura, VIC	2005	23	6
Zilzie tempranillo	Mildura, VIC	2004	23	6
Skipjack Marlborough pinot noir	Marlborough, NZ	2006	32	8
Zilzie merlot	Mildura, VIC	2005	23	6
Zilzie shiraz	Mildura, VIC	2006	23	6
Zilzie cab/ sauv	Mildura, VIC	2005	23	6
Margan merlot	Hunter Valley, NSW	2005	27	7
Margan barbera	Hunter Valley, NSW	2005	33	8
Margan cab /sauv	Hunter Valley, NSW	2003	27	7
Margan shiraz	Hunter Valley, NSW	2005	27	7
Margan shiraz / saignee	Hunter Valley, NSW	2007	23	6
Leeuwin siblings shiraz	Margaret River, WA	2003	33	8
Leeuwin art series shiraz	Margaret River, WA	2004	48	10
Leeuwin art series cab / sauv	Margaret River, WA	2002	75	17
Dessert Wine				
Margan botrytis Semillon 375ml	Hunter Valley, NSW	2006	36	9

Glassware

- 60 wine glasses
- 20 champagne glasses

If additional glassware is required, you can either hire it through the caterer or make your own independent arrangements.

The Ocean Room is available for day and evening hire.

COSTS:

Evening Hire Fee \$1450.00 per night 6 hours (including GST)

- This fee includes room hire, two bar staff and cleaning.
- A deposit of \$450 is required to secure your booking. This is to be paid by the hirer at the time of confirmation of Ocean Room availability.
- The club reserves the right to increase the number of bar staff as appropriate for the number of people attending the function. One staff member is required for every 40 people. Additional costs associated with this are to be paid by the hirer.
- Security is required for functions exceeding 100 people. Additional costs associated with this are to be paid by the hirer.
- Outside of the 6 hour hire period there is a charge of \$150 / hour upon prior agreement with the club
- The remainder of the hire fee (\$1000.00) must be paid 14 days prior to the function night otherwise the booking is not valid.

The Fee Includes:

- Full use of the Ocean Room facilities
- Full Bar Facility - including qualified bar staff. These are paid employees of Coogee Surf Club.
- Set up of your function can begin on the morning of your function at 9.00 am.
- Cleaning of the Ocean Room only (not kitchen).

CANCELLATION FEES

- Cancellation outside of 2 months prior to your function date will incur a fee of \$450.00.
- Cancellation within 2 months prior to your function date will incur the full fee of \$1450.00.
- All cancellations must be submitted in writing to functions@coogeesurfclub.com.au and will be effective from the date received.

Day Functions Hire Fee \$660 per day (including GST)

- This fee applies to any daytime functions held between 9.00am and 5.00pm Monday to Friday (excluding Public holidays).
- Full use of the Ocean Room facilities.
- It includes the hire of the Ocean Room and the associated cleaning after the event.
- Outside the 8 hour period hire there is a charge of \$75 per hour
- The Ocean Room will be available from 8.00am on the morning of your function for setup.
 - Data projector screen
 - Whiteboard (whiteboard markers are not provided)
 - Coogee Surf Club lecturn
 - Microphone
 - CD surround sound system
 - Tables and chairs

CANCELLATION FEES

- Cancellation outside of 2 months prior to your function date will incur a fee of \$450.00.
- Cancellation within 2 months prior to your function date will incur the full fee of \$660.00.
- All cancellations must be submitted in writing to: functions@coogeesurfclub.com.au and will be effective from the date received.



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JACK 'PUD' CANNOT OCEAN ROOM HIRE AGREEMENT

NAME _____

ADDRESS _____

PHONE (H) _____ (B/Mbl) _____

DATE OF FUNCTION _____ EMAIL _____

TYPE OF FUNCTION _____

ESTIMATED NO.OF GUESTS _____ TIME OF COMMENCEMENT _____

SEATED/STANDING _____

ENTERTAINMENT _____

CATERING ARRANGEMENT _____

SPECIAL DRINK REQUIREMENTS _____

OTHER REQUIREMENTS _____

SIGNED (by the Hirer) _____ DATE _____

1. The Hire form must be filled out for all functions to be held in this room. No verbal bookings will be accepted.
2. A payment of \$450 (evening functions) and \$250 (daytime functions) is required with all bookings, payable on submission of this form.
3. The remaining \$1000 (evening functions) and \$410 (daytime functions) is payable 14 days prior to the function.
4. A booking is not deemed to be accepted until the form is complete and monies paid.
5. Any damage caused during the function is payable by the hirer of this room.
6. COOGEE SLSC will supply liquor and Bar staff for the function. Drinks will be charged at current prices and the account payable on completion of the function. Usual liquor supplied includes: VB, Resches, Old, Light on Tap. Deakin Estate Wine and Soft drink. The hirer is advised to provide a full list of liquor requirements when completing this form.
7. For Wine and Champagne that is supplied a corkage fee of \$4.00 per bottle is charged. The hirer is not permitted to supply beers or spirits of their own. No verbal instructions will be accepted regarding this matter. Bar prices are current to date, but although unlikely, they are able to change due to necessary demands.
8. No permanent hanging of materials is permitted. (ie thumb tacks, Staples, nails etc)
9. All music must be turned down by 12.00am. All guests must vacate the premises and be away from the environs of the club house before 12.30am. We require complete respect shown to our neighbours at all times.
10. All guests must follow the directions of the appointed COOGEE SLSC Officer during the function.
11. All hire gear must be removed from the premises the following day before 11am.

PAYMENT FACILITY

I enclose my (please circle) **CASH** **CREDIT CARD** **CHEQUE** **MONEY ORDER**

For Payment of **HIRE OF THE JACK 'PUD' CANNOT OCEAN ROOM**

Payable to: **COOGEE SURF LIFE SAVING CLUB INC.** for the total amount of \$ _____
 Or please charge my credit card (Please circle)

VISA **MASTERCARD** **DINERS**

Card Number _____ Expiry Date ____/____

Cardholders Name : _____ Signature : _____