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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 is 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 9am 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 by appointment, please call 9665 5138 if you wish to request a date and time or go ahead and confirm your booking please email [functions@coogeesurfclub.com.au](mailto: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,

Functions Co-ordinator  
Coogee Surf Life Saving Club Inc.  
Email: [functions@coogeesurfclub.com.au](mailto: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.

### Ocean Room

- Seating capacity for 120 people comfortably
- Polished Floor Dance/Stage Area
- Full CD Surround Sound System
- Roaming microphone with speakers throughout
- Overhead projector and screen
- 13 round tables – Seating capacity maximum of 10 people per table (8 recommended)
- 3 large trestle tables
- 100 white chairs
- 7 standing bar tables
- 24 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 (additional cleaning charges will apply)

### 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

Coogee surfclub can make recommendations on catering, should you not provide a caterer. Please contact the functions co-ordinator on 9665 5138 or by email on [functions@coogeesurfclub.com.au](mailto:functions@coogeesurfclub.com.au) if you would like further information

### Bar facilities

Coogee SLSC will supply liquor and Bar Staff for the function. We have an extensive Beverage List attached to this information pack. The hirer is advised to provide a full list of liquor requirements when making the booking. Hirers are permitted to supply their own champagne and wine. There is a \$10.00 corkage fee per bottle. All leftover champagne and wine must be collected by 9am the following day. The club will take no responsibility after that time.

You have a choice to either pay as you go or the bar staff can ring up drinks on the cash register and give you a total at the end of the function. The Bar Bill must be paid immediately at the conclusion of your function

## **The Ocean Room is available for day and evening hire.**

### **COSTS:**

### **Evening Hire Fee \$1950.00 per night 6 hours (including GST)**

- This fee includes room hire, three bar staff and cleaning.
- A deposit of \$950 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. Additional costs associated with this are to be paid by the hirer.
- Security is required for functions exceeding 50 people and will be organized by Coogee SLSC. Additional costs associated with this are to be paid by the hirer at \$50 per hour
- Outside of the 6 hour hire period there is a charge of \$300 per hour upon prior agreement with the club
- The remainder of the hire fee (\$1000.00) plus any additional costs 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 (Additional cleaning fee for BBQ)
- 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 or BBQ).

### **CANCELLATION FEES**

- Cancellation outside of 2 months prior to your function date will incur a fee of \$950.00
- Cancellation within 2 months prior to your function date will incur the full fee of \$1950.00.
- All cancellations must be submitted in writing to [functions@coogeesurfclub.com.au](mailto:functions@coogeesurfclub.com.au) and will be effective from the date received.

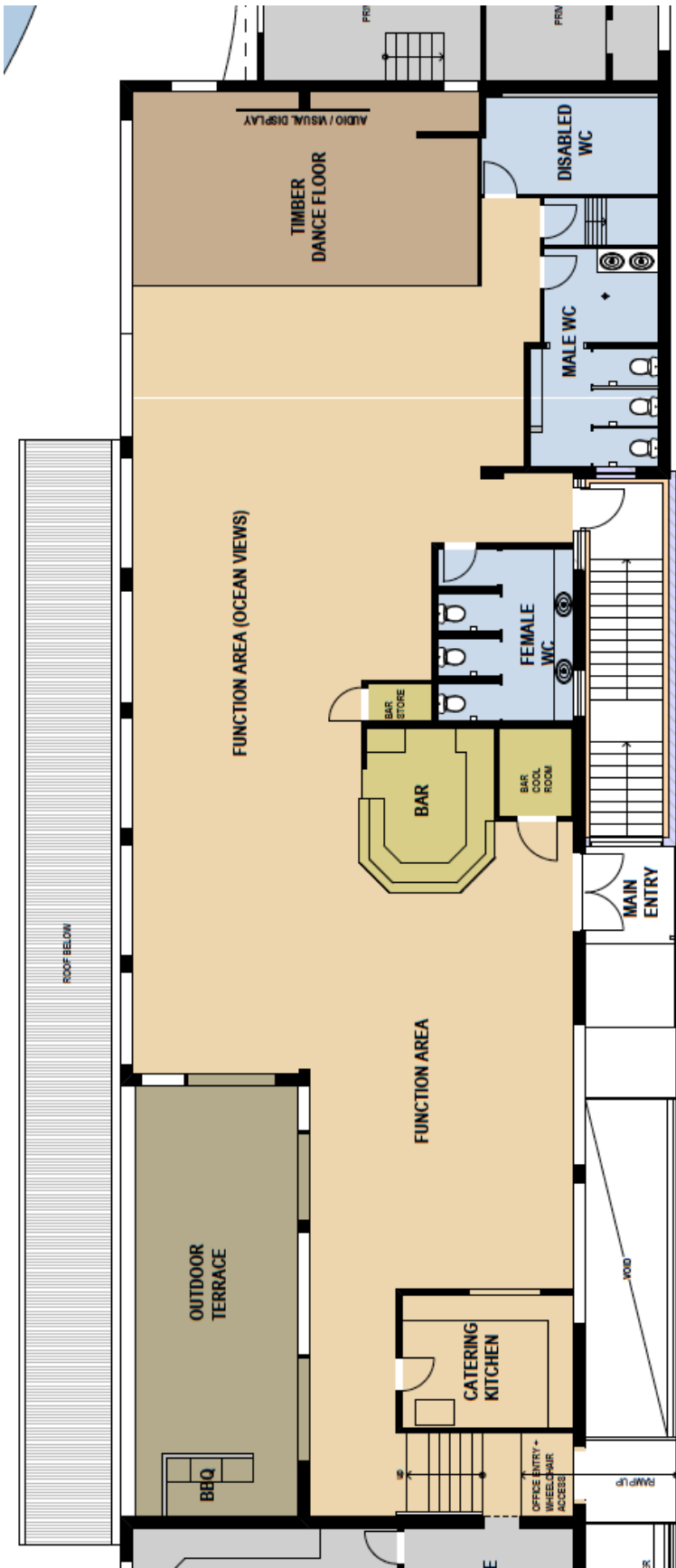
## **Day Functions Hire Fee \$750 per day (including GST)**

- This fee applies to any daytime functions held between 9.00am and 5.00pm Monday to Thursday (excluding Public holidays).
- A deposit of \$350 is required to secure your booking. The remainder of the hire fee \$400 plus any additional costs must be paid 14 days prior the function.
- Full use of the Ocean Room facilities (Additional cleaning costs if using the BBQ)
- It includes the hire of the Ocean Room and the associated cleaning after the event.
- If Bar-staff are required, the additional costs associated with this are to be paid by the hirer, prior to the event.
- Outside the 8 hour period hire there is a charge of \$200 per hour
- The Ocean Room will be available from 7.00am on the morning of your function for setup.
  - Data projector screen
  - Coogee Surf Club lectern
  - 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 \$750.00.
- All cancellations must be submitted in writing to: [functions@coogeesurfclub.com.au](mailto:functions@coogeesurfclub.com.au) and will be effective from the date received.

# Floor Plan



# FUNCTION BEVERAGE LIST

March 2011

## BEER

Reschs, VB, New & Old, Cascade Light, Blonde (Surcharge 50C)

Middy	\$4.00
Schooner	\$4.50
Imported Beer: Corona, Stella Artoris	\$6.50

## SPIRITS

Vodka, Gin, Scotch, Bacardi, Bundaberg Rum, Bourbon	\$7.00
Top Shelf/Liquors: Jack Daniels, Midori, Kahlua	\$8.00
Soft Drinks	\$2.50
Orange Juice	\$3.00

## WINE LIST

### SPARKLING

Orlando Trilogy Cuvee Brut	\$8.00/\$25.00
Grand Burge	\$38.00

### WHITE WINE

NV Watershed Sweet Margaret (Blend of Sauvignon Blanc, Chardonnay and Semillon)	\$20.00
The Farm Semillon Sauvignon Blanc	\$20.00
2008 Watershed Shades Un-Oaked Chardonnay	\$7.00/\$25.00
2009 Watershed Shades Sauvignon Blanc Semillon	\$7.00/\$25.00
2010 Oyster Bay Sauvignon Blanc	\$30.00

### RED WINE

2008 Watershed Shades Merlot	\$7.00/ \$25.00
2005 Watershed Shades Shiraz Cabernet	\$7.00/ \$25.00
2010 Gordon's Bay Shiraz Reserve	\$28.00

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 ABN 65 015 261 451

### JACK 'PUD' CANNOT OCEAN ROOM HIRE AGREEMENT 2011

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/SECURITY \_\_\_\_\_

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#### 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** **AMEX (will attract a 3% Surcharge)**

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholders Name :

Signature:

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## TERMS and Conditions

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1. This Hire Agreement must be filled out for all functions to be held in this room. No verbal bookings will be accepted.
  2. A deposit (which is part payment of the hire fee) of \$950 (evening functions) and \$350 (daytime functions) is required with all bookings, payable on submission of this form.
  3. The remaining \$1000 (evening functions) and \$400 (daytime functions) plus any additional staff or cleaning costs, is payable 14 days prior to the function.
  4. No booking is deemed to be accepted until the Hire Agreement is complete and monies paid.
  
  5. For the duration of the function the hirer & their guests must agree to abide by all club policies and regulations especially in regards to Responsible Service of Alcohol Laws.
  6. All guests must follow the directions of the appointed Coogee SLSC Officer during the function.
  7. Coogee SLSC has the right to remove or refuse entry to any person whose behaviour is objectionable, improper or undesirable.
  8. Security is required for all functions with 50 people. This will be organised by Coogee SLSC and costs of \$50 per hour are to be paid by the hirer of the room.
  9. All music must be turned off 15 minutes before the scheduled end of the function. All guests must vacate the premises and be away from the environs of the club house half a hour after the scheduled end of the function. We require complete respect shown to our neighbours at all times.
  10. Coogee SLSC will supply liquor and Bar staff for the function. The drinks account is payable on completion of the function. The hirer is advised to provide a full list of liquor requirements when completing this form. A corkage fee of \$10 will apply for wine and champagne supplied.
  
  11. Any damage caused during the function is payable by the hirer of this room.
  12. No permanent hanging of material is permitted (thumb tacs, staples,nails,) No open flamed candles are allowed.
  13. It is the responsibility of the hirer to ensure that all decorations are removed from the tables before the end of the function to allow Coogee SLSC staff to packup Coogee SLSC furniture. Failure to do so may incur extra charges
  14. All hire gear must be removed from the premises the following day by 9am.
  15. If the Kitchen is used, it must be cleaned and all objects removed before the end of the function.
  16. There is a surcharge for usage of the BBQ, which will cover the cost of cleaning.
  17. Coogee SLSC will not be held responsible to theft or damage of the guests' personal property, clothing etc.

**SIGNED (by the Hirer)** \_\_\_\_\_ **DATE** \_\_\_\_\_

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