



A.B.N. 65 015 261 451  
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## Function Information Pack & Hire Agreement

Thank you for your recent enquiry into hiring the Jack "Pud" Cannot Ocean Room. We trust the following information will help you in the planning of your special event.

The clubhouse can be perfect for various types of event :

- Weddings
- Engagement Parties
- Corporate Daytime Functions
- Birthday Parties (please see below \*)
- Music events
- Awards nights
- Wine Tastings
- ... and more

\*Due to licensing restrictions the club is unfortunately unable to hire out the venue for 18<sup>th</sup>s or 21<sup>st</sup> birthday Parties.

On the following pages you will find important information that will help in the planning of your function as well as our HIRE AGREEMENT FORM. To avoid double bookings these need to be completed and together with the details for the confirmation deposit must be emailed to [functions@coogeesurfclub.com.au](mailto:functions@coogeesurfclub.com.au) or alternatively faxed through to (02) 9665 2267. These cannot be handed in at the clubhouse.

The CSLSC is proud to have Lennon Catering (Swiss Paulies) as our function caterers. They can be contacted on [swisspaulie@live.com](mailto:swisspaulie@live.com) with any function, decorative or menu enquires and their fantastic food , quality of service and their experience working at the club for over 3 years will help to make your function the special event that it is.

The members of the CSLSC take enormous pride in the Ocean Room as significant moments and memorabilia are featured commemoratively around the clubhouse. We understand that your function is a very special occasion and we only ask that you show the utmost respect when decorating & hosting your event.

The room is available for inspections on Sundays between 10:30am & 2pm. We currently do not have people on site mid week.

Please read the following pages carefully and feel free to contact me if you have any further questions at all or if you would like to check availability for any specific dates.

A big tip is to BOOK EARLY!

Thanking you in advance,  
Anna  
Functions Co-ordinator  
Coogee Surf Life Saving Club Inc.  
[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 offer stunning views over Coogee Beach and beyond.

### **The Facilities include :**

- Seating Capacity for a comfortable 120
- Standing function for approx 150
- Polished Dance Floor
- Full CD surround sound (also compatible with ipods)
- Roaming microphone with speakers throughout
- 12 x round tables (seating capacity of max 10, comfortable 8)
- 6 small rectangular tables
- 125 white chairs
- 2 x round standing bar tables
- 2 x outdoor rectangular standing bar tables
- assorted bar stools
- fully tiled balcony area
- 2 x patio heaters
- Disabled toilet and access ramp (please advise if these are needed prior to the night of your function)

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

### **Amenities**

Mens & Womens toilets are located on the same level as the Ocean Room and are for the exclusive use of your function patrons when your event is in progress.

### **Decorating**

Access on the day can be from 9am to set up for your event. No permanent hanging of materials is permitted (ie thumbtacks, staples, nails etc). Tealights / candelabras and other candles at risk of spilling any wax on the premises are not permitted. We recommend you use enclosed or electric light sources as any cleaning or reparation costs will need to be payable by the hirer.

### **Catering**

The Surf Club is proud to have Lennon Catering (Swiss Paulies) as their caterers. Please feel free to contact them on [swisspaulie@live.com](mailto:swisspaulie@live.com) with any enquiries relating to your function. 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 or alternatively please see our wine list below. There is a **\$4.00** corkage fee per bottle for BYO. All leftover wine and champagne must be picked up by 11am the following day. The club will take no responsibility after that time. All other drinks need to be purchased from the bar. If you have any special requests we are happy to order these in for you. The bar bill must be paid at the conclusion of your function. Please confirm your bar arrangements with your final numbers with the function co-ordinator 2 weeks prior to the event.

### **Current Drink prices are as follows:**

Beer middy \$3.00  
Beer schooner \$4.00  
Premium Beer Schooner \$5.00  
Spirit \$6.00  
Breezers \$6.00  
Wine glass (house) \$5.00

## Glassware

The surf club currently has only approx 60 small wine glasses and no champagne glasses, although additional glassware can be organised through our caterers Lennon Catering.

## FUNCTION WINE LIST (please confirm your wine selection in writing a minimum of 4 wks prior to your function to make sure of vintage availability)

WINES	REGION	VINT-AGE	PRICE PER BTL	PRICE PER GLASS
<b>WHITES</b>				
Zilzie s23 Chardonnay	Mildura, VIC	2006	19	5
Zilzie s 23 sauvignon blanc	Mildura, VIC	2007	19	5
Zilzie Chardonnay	Mildura, VIC	2006	23	6
Zilzie Pinot Grigoi	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
<b>SPARKLING</b>				
Leconfield syn cuvee blanv	McLaren Vale, SA	NV	22	5
Leeuwin brut	Margaret River, WA	2002	45	10
<b>ROSE</b>				
Zilzie Rose	Mildura, VIC	2007	23	6
<b>REDS</b>				
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 Sangioves	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
Zilze 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 / saignee	Margaret River, WA	2003	33	8
Leeuwin siblings Shirax	Margaret River, WA	2004	48	10
Leeuwin art series cab / sauv	Margaret River, WA	2002	75	17
<b>Dessert wine</b>				
Margan Botrytis Semillon 375ml	Hunter Valley, NSW	2006	36	9

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

**COSTS:**

**EVENING/ WEEKEND HIRE FEE \$1450.00 per night for 6 hours (including GST)**

- This hire 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 and when received together with your hire agreement form will confirm your booking.
- 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. You will need to confirm your final guest numbers two weeks prior to the function.
- Security is required for functions exceeding 100 people. This is the responsibility of the hirer to organize & pay for accordingly.
- 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 2 x qualified bar staff. These are paid employees of the Coogee Surf Club.
- Setting up of your function can begin on the morning of your function at 9.00 am.
- Cleaning of the Ocean Room only (not kitchen). Any damage to the premises is at the cost of the hirers.

**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](mailto:functions@coogeesurfclub.com.au) and will be effective from the date received.

**CORPORATE DAYTIME HIRE (Mon – Fri) \$660 per day (including GST)**

- This fee includes the use of the facilities without any bar facilities for a period of up to 8 hours.
- It includes the hire of the Ocean Room and the associated cleaning after the event. (excluding kitchen)
- 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.

- o Data projector screen
- o Whiteboard (whiteboard markers are not provided)
- o Coogee Surf Club lecturn
- o Roaming Microphone
- o CD surround sound system
- o 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](mailto:functions@coogeesurfclub.com.au) and will be effective from the date received.

# COOGEE

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

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (Home) \_\_\_\_\_ (Business/Mobile) \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_ TYPE OF FUNCTION \_\_\_\_\_

ESTIMATED NO.OF GUESTS \_\_\_\_\_ TIME OF COMMENCEMENT \_\_\_\_\_

SEATED/STANDING \_\_\_\_\_ ENTERTAINMENT \_\_\_\_\_

CATERING REQUIRED \_\_\_\_\_

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 surcharge of minimum \$300 is payable for hire on public holidays. This may increase depending on guest numbers.
5. A booking is not deemed to be accepted until the form is complete and monies paid.
6. Any damage caused during the function is payable by the hirer of this room.
7. 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, Blonde, Old, Light on Tap. House Wine and Soft drink. The hirer is advised to provide a full list of liquor requirements when completing this form.
8. 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.
9. Bar prices are current to date, but although unlikely, they are able to change due to necessary demands.
10. No permanent hanging of materials is permitted. (ie thumb tacks, Staples, nails etc) or tealights, candelabras or other candles at risk of spilling any wax on premises.
11. 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.
12. All guests must follow the directions of the appointed COOGEE SLSC Officer during the function.
13. 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 **\$1450 / \$660** *(pls circle)* Or  
please charge my credit card *(Please circle)*

**VISA / MASTERCARD / DINERS / AMEX** (additional costs for use of AMEX cards)

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

Cardholders Name : \_\_\_\_\_

Signature : \_\_\_\_\_