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Welcome to Byron Bay Surf Life Saving Club - **Wedding & Function Venue**

Located on the iconic Byron Bay foreshore, this venue offers stunning views from the Light House to Mt Warning. Our premier venue will provide breathtaking waterfront views for you and your guests and is the largest ocean front venue on the East coast of Australia.

Celebrate your special day with your guests by enjoying the spectacular panoramic views offered by our most 'sort after' deck in Byron Bay, of our beautiful beaches, the lighthouse, Julian Rocks, the wreck and the hinterland. Enjoy celebratory drinks at sunset, then your reception and dance floor under the stars. Or, the deck can be inter-joined to the surf clubs rustic & charming inside venue so you may have the best of both worlds. Easily accommodating up to 150 seated, the Surf Club is surpassed by none for your beautiful beach front wedding reception or function.

We have selected four of the finest chef's & catering companies in Byron Bay for you to personally choose from. They will be your own personal chef & team for your special event. Each of these companies boasts outstanding reputations & staff to manage every detail before & during your function. You will be able to select from their menu samples or request a quote to personalise your menu.

Supplying your own beverages for the bar staff to serve will allow you to select your favourite champagnes, wines etc at prices to suit your budget.

The following pages are for your information when planning your special function.

We thank you for considering our venue for your function. Please fill in the last page and return it with your deposit to secure your date at our premier venue location.

Please note, Dates will be booked and confirmed on receipt of both your deposit and the return of the signed contract.

If you have any further inquiries, please email me at byronbaysurfclub@gmail.com

Regards,

Kaylene Napoli

Hirers Information 2015-2017

Amended 18/3/2013

COSTS: For all Functions a \$1000 bond is required

All Weddings \$3500

Friday Wedding

- Access 8am-midnight. ACCESS thru coordinator

Saturday Wedding

- Access 8am-midnight. ACCESS thru coordinator

HIRE GOODS: Collected on the night or 7-8am the following morning.

ALCOHOL: All alcohol and glasses are the hirer's responsibility. The surf club is fitted with a glass washer for your use.
[Our major sponsors the BEACH HOTEL provide free glass and tub hire when you purchase your alcohol from them, as well as a 10% discount and free delivery. All unused stock may be returned the next day.](#)

CATERERS: The surf club has a list of approved and preferred coordinators/caterers for you to choose from. These coordinators/ caterers meet current surf club requirements & restrictions. They cover a wide variety of styles and budgets; they are experienced in coordinating, catering and managing functions at the surf club. **The surf club requires you select one of these coordinators/ caterers.**

The coordinator/caterer you choose will be the overall manager of the function. They are responsible for access, basic set-up, catering, supervision, pack-down, clean and lock-up of the Surf Club.

All specialists engaged for your function- E.g. Celebrant, DJ – will need to liaise and work with your coordinator/caterer.

DAMAGE/LOSS: The Hirer will be responsible for and be required to make good any loss or damage to property, furniture or fittings. Such deductions will come from Bond monies plus other action may be initiated. Hirer is responsible for all other property brought onto the premises; hirer must insure his own property whilst on Club premises.

FURNITURE: Included in hire cost is the use of 200 white "wedding chairs", 20 rectangular tables (2100x900) (no covers) and 16 round tables (1500) (no covers) Rectangle seat 8-10. Round seat 8-9. PLEASE note: no other wedding chairs may be brought onto the premises.

- NOISE:** The hirer is subject to Noise Pollution Regulations and Police frequently issue on the spot tickets starting at \$250 for infringements. Please consider the **quiet and good order of the neighborhood when leaving the premises.**
Music must cease by: 11.00pm (No Exceptions)
- KITCHEN:** The kitchen has the following inclusions and is to be left clean following the function
- Commercial Oven with 8 burner gas cook top
 - 2 large stainless work benches (on wheels)
 - 1 small stainless work bench (on wheels)
 - Commercial Dishwasher
 - Commercial Glass Washer
 - Walk in cold room
 - Regular standing fridge/freezer
 - 2 Sinks
- FLOORPLAN:** <http://www.byronbaysurfclub.org/function-room-hire/function-room-gallery/>
Note: the last image in the Function Room Gallery gives details of floor plan.
- SUB LETTING:** The Hirer is not to sub-let the premises.
- DECORATIONS:** Please you use fishing line, cable ties & similar to prevent damage or marking of fixtures.
- **Candles must be enclosed in glass.**
- LIQUOR SALES:** A function license must be obtained 6 weeks prior to event from a Court if liquor is sold. (Not required if you are just providing alcohol, not selling.)
- HIRER:** **Coordinator/Caterer** from the approved list is required to be on the premises at all times and will be responsible for the actions of any person/s on the premises whilst being hired. Caterer /Hirer is responsible for the security of property, premises, returning all property, keys etc. **MAXIMUM CAPACITY – 150 PEOPLE.**
- INJURY:** Any member of the public, entertainer or employee injured on the premises shall be the responsibility of the Hirer.
- LIABILITY:** Byron Bay SLSC shall not be liable for loss, damage or injury to persons/ property whilst hirer is using these premises.
- MARQUEE:** A marquee may be hired for the deck of surf club. Maximum size is 15x6m.
- HIRED FURNITURE:** Cocktail furniture may be hired for your function. The coordinator is responsible for packing furniture inside the hall (on the tiled area) after the function. The club is not liable for any theft of anything left on the outside deck.
- SECURITY:** The coordinator/caterer chosen from surf club list is required to lock up and secure all property.

Surrounding park areas:

The surrounding park areas are public land & and not included in the venue hire. The surf club is not in control of activities in the parks.

Deposit PAYMENT This payment is required to hold ANY date in our calendar. The Venue Deposit is a set amount of \$1000.

It is to be paid by **Direct Deposit ONLY**.

Account Name: Byron Bay Surf Lifesaving Club

BSB: 032 573

Account Number: 246485

The deposit is non-refundable.

Balance VENUE FEE PAYMENT

The balance venue fee for all weddings is \$2500 plus bond \$1000, and is **due one month prior to your function**. No access/keys to the surf club will be given until all payments have been made and finalized.

Venue fee can only be paid by direct deposit.

Direct Deposit

Account Name: Byron Bay Surf Life Saving Club

BSB: 032 573

Account Number: 242708

Please note this is a different account to the deposit.

Leave your surname and date of hire as reference

E.g. smith01.01.14

If the contract is followed and the hall is left in the same condition, the full \$1000 bond will be returned after your function. Please provide the account details on the contract below so the \$1000 can be deposited back to you.

CONDITIONS OF CLUB HOUSE HIRE

REVISED 11/2014

PLEASE READ THE FOLLOWING CAREFULLY.

Bond will be forfeited if any of the following are not adhered to: By your chosen Caterer/ Coordinator

- ***If the floor is scratched due to dragging of furniture.***
- *The Kitchen/Bar is left clean and tidy with floor mopped.*
- *Stove inside and outside left clean.*
- *Hall floor must be swept and mopped, at the end of the function.*
- *Tables and Chairs packed and returned to their original position.*
- ***Live music permitted, No Drums permitted.***
- *Smoking is NOT ALLOWED on the premises*
- ***A coordinator/caterer from the surf club list will be engaged to manage and caterer for your function.***
- ***The Surf Club must be vacated by midnight.***

We are a voluntary non profit organisation with the Best Valued venue in the Byron Shire. So please ensure you understand your requirements. Monies will be withheld if the contract is not strictly adhered to.

Booking Contract

Date of Hire ___/___/_____

Contact Name _____

Booking Reference _____

(Surname and date of Hire eg Smith 010112)

Contact Phone _____

Contact Email _____

Address _____

Wedding Day

Friday \$3500

Saturday \$3500

No of guests _____ (max. 150 people)

Bride _____

Groom _____

Caterer _____

Caterer Phone _____

I HAVE READ AND I FULLY UNDERSTAND ALL THE ABOVE CONDITIONS AND AGREE TO ABIDE BY THEM, IF I BREACH ANY ONE OF THESE CONDITIONS I UNDERSTAND THE AGREEMENT IS FORFEITED FORTHWITH.

Bond \$ 1000

Hiring Fee \$ 3500

Signed: _____

Date: ___/___/_____

Account for bond refund

Account Name _____

BSB _____ - _____

Account Number _____

