



# VENUE HIRE AGREEMENT PACKAGE



VENUE HIRE MANAGER

SIMONETTA SERI 0408 332 126

Venus Bay Surf Life Saving Club Inc.  
Surf Drive, Venus Bay, Victoria 3954  
ABN: 27956542350

## Venus Bay Surf Life Saving Club

Venus Bay Surf Life Saving Club is unique as a function venue, located along the South Gippsland coastline within a national park, surrounded by sand dunes, surf beach and golden sands. The clubhouse balcony affords spectacular evening sunset views.



Positioned 100m from the beach, the function room and balcony overlook the endless blue horizon and surrounding dunes.

If you are seeking an impressive and cost-effective location for that special occasion such as a wedding, engagement party, birthday milestone or a business conference, Venus Bay SLSC is the ideal location for you.

With flexible catering or set up options you can relax knowing that you will be taken care of. We are extremely proud of our fantastic premises and encourage the respectful use of our facilities to host functions and events as a way of raising funds that contribute to the provision of a most valuable service to the community; saving lives and keeping our beaches safe, and providing healthy, fun activities for children, teenagers and families.

For more information please visit our website [www.vbslsc.org.au](http://www.vbslsc.org.au) , or contact Sim on 0408332126. To discuss your event, or to arrange a venue inspection please email us at [secretary@vbslsc.org.au](mailto:secretary@vbslsc.org.au)

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## Facilities Include

- Conference standard audio/visual systems
- Capacity for 100 + seated or standing cocktail guests (current COVID capacity)
- Pre-event area for reception drinks & balcony
- Function room
- Table and chairs
- Internal and external bars
- Commercial kitchen

## Accommodation

Venus Bay caravan park is within walking distance of the club, and many local holiday homes are available for rent.

<b>Price List (includes GST)</b>	
Venue hire (with Conferencing/AV, bar manager, 30 tables and 100 plastic chairs)	\$1,950.00
Bar and wait staff	\$50.00/hour, minimum 4 hours

## OTHER THINGS TO DO IN VENUS BAY AND ENVIRONS

### Beach Fishing and Surfing



Be guaranteed a good wave or catch from Gippsland's 500 kilometres of coastline, offering extensive breaks & fishing opportunities if you know when and where to go.

### Tarwin Lower to Venus Bay walking and cycling track



A scenic and easy ride between two towns that follows the banks of the Tarwin River on a gently undulating shared pathway

### Walking & hiking /Walkerville Overlook Walk/Walkerville North.



Wander through coastal woodlands and take the side track to see Waratah Bay with the peaks of Wilsons Promontory in the background.

### Shallow Inlet Marine and Coastal Park



Nestled between Waratah Bay and the majestic peaks of Wilsons Promontory, the sheltered waters of Shallow Inlet provide a secluded and peaceful setting for a range of water based activities such as fishing, boating and sailboarding

### Cape Liptrap Coastal Park



Stretching along the coast from the sand barrier of Point Smythe to the sheltered waters of Waratah Bay, Cape Liptrap Coastal Park has strikingly beautiful views of the surrounding area.

## General Information & Conditions

### Terms of Reference

“The Club”- The Venus Bay Surf Life Saving Club

“The Clubrooms”- The upstairs function area of the Venus Bay Surf Life Saving Club, located at 1 Surf Drive, Venus Bay 3956. This includes the main function room, kitchen, balcony and upstairs toilets. This excludes all other areas including the bunkrooms and downstairs areas.

“The Client”- You, the person enquiring or hiring the clubrooms for an event or function.

“The Venue Hire Manager”- representative of the Venus Bay SLSC responsible for the hiring of the premises.

“Bar Manager”- representative of the Venus Bay SLSC responsible for compliance with Liquor Licensing regulations and provision of qualified bar staff.

### Inclusions

- Use of function area and balcony
- Tables and seating for 120 guests
- Use of commercial kitchen, including oven, hotplates, fridges, dishwasher, microwave, urn, various utensils and crockery
- Use of screen and speaker system
- Access to the upstairs toilets

### Exclusions

All other areas are excluded from use by the client including:

- The downstairs area
- The bunkhouse area located behind bar and kitchen
- The radio room

### Special Notices

- Regretfully, the Clubrooms are not available for hire in January.
- In order to comply with Liquor Licensing Laws, the Club has a policy not to accept bookings for birthday parties under 21.
- The club will provide at least one RSA bar manager to comply with liquor licence.

## Venue Hire Fee

The venue hire fee for functions is \$1,950.00 which includes

- 3 day access (eg midday Friday-midday Sunday)
- Pre and post professional cleaning of club rooms, kitchen and bathrooms. Should excess cleaning be required you will be informed the day following the function, and charged accordingly.
- Use of bar/extension of liquor license (excluding additional bar staff)

## To secure the booking

1. A deposit of 30% of the hire fee, and
2. The signed & completed Venue Hire Agreement form are to be sent to the Club Treasurer at least 30 days prior to the function.

The Client will be invoiced for the final payment, which is required within 7days of receiving the invoice from the Club Treasurer.

## Cancellation Fee

If a function is cancelled within 30 days of the function date, a cancellation fee equal to the deposit is applicable.

If a function is cancelled within 3 days of function date the full hire fee will be charged.

## Bond

A \$300.00 bond is required at least 30 days prior to the function. The bond is required to cover any damages and disruption that is attributable to your function and is repayable at the discretion of Venue Hire Manager. The bond will be refunded in all cases, providing there is no damage to the premises, or excess cleaning is not required after the event.

The Client shall be responsible for replacement/repair of fittings, furniture, building structures, appliances, carpet, etc damaged whilst in use by them and/or their guests. Any items missing, damaged or broken will be invoiced to the hirer with an account payable within 7 days of the date of issue. If the extent of the damage/breakage or missing items is deemed to be in excess of the moneys paid as bond, then the bond shall be deemed forfeited to the Club, and an invoice for the balance will be issued to the hirer, with the account payable within 7 days from date of issue.

Excessive broken glassware will be charged at \$5.00 per breakage if there are more than 4 breakages, excluding those broken by bar staff.

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## Responsible Service of Alcohol

The Club is licensed until midnight Monday-Saturday and 11pm Sunday. Functions must cease at this time or earlier.

It is a requirement of our liquor license that the Club provide RSA trained staff. All drinks are to be served only by the bar staff. We recommend a minimum of 2 staff provided for each function who will arrive half an hour before and leave half an hour after the function. The bar manager is included in the cost of the hire, however additional staff are an extra cost. You should consider the number of guests at your function and how quickly you'd like them to be served. (We suggest you don't scrimp on this). The cost for this is \$50 per hour per person, to be paid in cash on the night.

To comply with our liquor license requirements we can not allow The Client or Guests to supply their own alcohol. The Club can provide alcohol to guests on consumption at competitive bar prices. Guests may pay for their own drinks, the Club can keep a tab, or provide a split bar. In most cases, we can supply the drinks of your choice.

No alcohol is permitted to leave the area or be brought onto the premises by guests or the Client.

The Club has the right to refuse service of alcohol to any person, including private function guests. All laws relating to the "Liquor Control Act 1988" must be adhered to. The Bar Manager is permitted to cease service and ask for the removal of any guest who breaches any part of the Liquor Act. If the Client leaves or is removed from the premises the service and supply of alcohol will cease to guests of the Client.

## Conduct of the Function

The Client assumes full responsibility for the conduct of all guests and undertakes that in the event that a guest damages club property proper restitution is made.

The client will be responsible for making good any negligent or intentional damage or loss caused to any of the VBSLSC property, furniture, fittings, fixtures, objects or equipment arising from any of the clients contractors or guests attending the event, whether before, during or after the event.

The Club's members will employ a pro-active approach to prevent such behaviour. They will attempt to contact the Client to inform them of the situation and take the following actions if necessary:

1. A verbal warning issued to the offending person
2. Refusal to continue service of alcohol to the offending person
3. Eviction of the offending person from the Club's premises

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4. Stop service of alcohol completely
5. Call Police to remove offending persons

The Club has procedures in place to protect the interests of the Club, its staff and members, the Client and the Client's guests in the event of the following during a function:

- A liquor licensing infringement occurring on the Club's premises
- Damage to the clubrooms, and/or the Club's equipment by guests
- Violent or abusive behavior by guests towards staff or other guests.

The Bar Manager has the right to evict any person or shut down the function if they feel that their personal safety, the Club's Liquor License, the Club's property or other interests are at risk.

If there is something the Client requires during the night, our bar staff will try to accommodate any reasonable requests.

## Catering

All catering is to be arranged by the Client. Whilst catering is at the Client's discretion, the Club reserve the right to deny access to a caterer if they are not deemed to be professionally qualified and/or have a good reputation. The Client must have approval from Venue Hire managers before using the kitchen facilities.

## Smoking

The clubrooms are a non-smoking venue and smoking is prohibited anywhere within the building and balcony.

The clubhouse premises are fitted with fire and smoke alarms throughout the building. The use of smoke machines is not permitted. Smoke machines will set off the alarms causing fire brigade response which in turn results in a call out fee. The client will be liable for the fee in this case.

## Linen Hire

Linen hire is the responsibility of the Client.

## Security

Security will be discussed prior to functions and is the responsibility of the Client. We strongly recommend security personnel for numbers in excess of 100 guests.



## Insurance

The Club bears no responsibility for any potential liability caused by third parties that are hired by the Client, such as security guards, caterers, DJs etc. These third parties are expected to have their own personal and professional liability insurance policies in place.

## Personal Property

The Club accepts no responsibility for the loss or damage of any property brought in to the venue by the Client, guests or other third parties. All personal property remains the responsibility of the Client and/or their guests.

## Clubroom Setup

Access will be granted 1 day prior to and after the event for setup and clean up. Alternative arrangements can be made with the Venue Hire Managers if extra time is required.

Decorations used by the Client must not damage the venue or fixtures in any way. The Club has a policy of not permitting the use of staple guns, nails or adhesives on painted walls. Damage as a result of the use of these items will be charged to the Client accordingly.

The Client is responsible for setting up the tables and chairs for the function.

## Entertainment

The Client is welcome to choose their own entertainment for example a DJ or a band, however prior approval from the Venue Hire Manager will be required.

## Departure

Once the function has finished and/or the Club's liquor license expires, guests have 15 minutes to finish drinks and then an additional 15 minutes to vacate the premises. Failure to comply will result in an additional fee.

## Guest Numbers

The Client will be required to provide an approximate number of guests at the time of booking and to confirm this within 7 days of the function.

## Preferred suppliers

By no means a definitive list, the following people have worked at the clubhouse and are familiar with the facilities and set-up.

### Caterers

Brent Sinclair (Leongatha) 0447 728 547

Venus Bay Cavity (03) 5663 7348

### Celebrants

Megan Watson [www.marrymemegan.com.au](http://www.marrymemegan.com.au)

Maureena Tilley [www.maureenatilley.com.au](http://www.maureenatilley.com.au)

### Photographers

Laura Manariti [www.lauramanariti.com.au](http://www.lauramanariti.com.au)

Shelley Price [www.shelleyprice.com.au](http://www.shelleyprice.com.au)

### Hire/Styling

Over The Top Events (Cowes) Kristie- 59521791 [www.overthetopevents.com.au](http://www.overthetopevents.com.au)

Inspire Hire (Leongatha) Shelley Williams- 0407863004

## VENUS BAY SLSC VENUE HIRE AGREEMENT

Please complete and sign this form and return with the hire fee payment.

<b>Client Details</b>	
Applicant	
Person Responsible	
Address	
Phone (mobile)	
Email Address	

<b>Function Hire Details</b>	
Date of Hire	
Function start time	
Function end time (no later than 1am)	
Type of function	
Number of persons attending	
<b>Total Fee Payable</b>	
Total Hire Fee	
Bond	
Total Payable	
<b>Payment included with this form</b>	
Deposit	
Bond	
Total Paid	

I acknowledge that I have read the Venus Bay SLSC Club Room Hire Agreement and agree to the terms and conditions laid out in the agreement.

I understand that I am liable for all breakages, damage and vandalism and agree to leave the Clubroom in the same way I found it.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**Please return form with payment to:**

The Treasurer  
Treasurer@vbslsc.org.au  
PO Box 346  
Bentleigh, 3204

Or Direct Deposit using surname/date as reference:

Account BSB: 633000  
Account Number: 147372700

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## FEEDBACK FORM

We are always striving to improve the quality and standard of our venue options and services. Following your recent event at Venus Bay SLSC your comments and opinions would be appreciated.

Name:

Function:

Date of function:

The following questions require a 1-7 response where 1 is Excellent and 7 is Poor.

	RATING
1. How would you rate the overall experience, from first contact to completion?	1 2 3 4 5 6 7
2. Would you use our venue again?	1 2 3 4 5 6 7
3. What was your first impression of the venue facilities?	1 2 3 4 5 6 7
4. Did the access to the facilities meet your needs?	1 2 3 4 5 6 7
5. Staff availability and service they offered?	1 2 3 4 5 6 7
6. Cleanliness of the venue?	1 2 3 4 5 6 7
7. Venue hire price and conditions?	1 2 3 4 5 6 7
8. Would you recommend our function facilities to your friends?	1 2 3 4 5 6 7

What were you happy with?

In what way(s) could we improve?

Thank you for taking the time to keep us informed.