



2010/11 Corporate Functions

Our Function Centre is an ideal place to hold your next work conference or seminar. The venue opens up onto a large balcony area overlooking the beach and ocean. There is plenty of parking available and is easily accessible. It is an ideal venue to hold corporate conferences, seminars, meetings, planning days, training and educational courses.

Please read the following to ensure the smooth running of your event.

Venue Hire Schedule of Charges:

FULL DAY COORPORATE FUNCTIONS	
Members Prices	Non Members Prices
\$400	\$500
HALF DAY COORPORATE FUNCTIONS	
Members Prices	Non Members Prices
\$200	\$250
The above prices includes GST	

Evening Corporate Function - Venue hire is inclusive of cleaning charge. If cleaning goes beyond three hours for an evening function or one hour for a half day function, the remaining fee will be deducted from the hirer's bond. City of Perth SLSC will supply a nominated cleaner.

Half Day Corporate Function - This includes a *4-hour duration* of hall hire either AM or PM (till approx 5pm) with a 1-hour setup and pack down time. One hour cleaning fee included. If setup is greater than one hour outside the nominated hire times an additional charge may be applied.

Additional Items Available for Hire

Projector with large screen and audio equipment	\$80 (plus \$500 bond)
BBQ situated on the balcony	\$15

Capacity for Inside Function Centre and Attached Outside Balcony Area

Inside Area:

Room Capacity

Sit Down – approx 150 pax

Stand Up – approx 250 pax

Balcony Area

Sit Down – approx 120 pax

Stand Up – approx 200 pax

Catering and Entertainment

You will need to organise your own catering and entertainment. Should you require any assistance we would be happy to assist. Catering and entertainment are not included in the venue hire costs.

Decorations

The function venue can be decorated to your personalised colour scheme or theme. Please note that nothing is to be nailed, screwed, stapled or adhered to any surface. Existing hooks may be used.

Deliveries and additional equipment

You must be responsible for meeting any deliveries or contractors both prior to and after the function. All equipment must be packed up at the conclusion of the function. If prior arrangements are made with the Club, equipment may be picked up the following working day. The Club does not hold any liability for equipment hired.

Bookings

A \$100 deposit is required if your application is approved and will secure the venue and date of your function. Once the application is approved and the \$100 deposit received the contract becomes final. The deposit will be deducted from the hire charges upon full payment.

Confirmation of Booking

The balance of the hire fee plus the required bond must be paid 14 days prior to the function.

Bond

Half or Full Day Function - \$500

The bond will be refunded within 10 days following the function, less any damages to the hall or equipment, plus any additional cleaning charges (if any).

Cancellations

The deposit will not be refunded unless the function is cancelled more than 4 months prior to the date or if the date is re-booked.

Damages

The Club is always extremely careful when looking after people and their belongings; however, we can't take responsibility for damage or loss of merchandise left on the premises, prior to, during or after the function. Unfortunately accidents do happen and we must specify that any damage to the Function Centre or related property during an event becomes the financial responsibility of the hirer.

Smoking

The hall and attached balcony are non-smoking areas.

Rubbish

All rubbish must be removed following function (bin space available free of charge).

To make a booking contact the office on 9385 9232 or email: admin@citysurf.asn.au

City of Perth SLSC
181-183 Challenger Parade
City Beach WA 6015
admin@citysurf.asn.au
Ph: 08 9385 9232