

Henley Surf Life Saving Club
Cocktail Package



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Welcome...

The Henley Surf lifesaving club has the proud history of being the first Surf lifesaving club in South Australia established 1925. We also have newly developed club rooms with the best coastal views in Adelaide.

The Henley Surf Lifesaving club provides a friendly and professional venue for not only its club members, but it is also available to the public to enjoy. Henley is not to be missed by beach lovers and those who love the perfect sunset.

Why have your next function at the Henley Surf life Saving Club you ask? All funds spent at the club are invested back into the volunteer surf life savers and giving them the equipment and training they need to save lives. We also offer unsurpassed 180 degree views of the ocean and beach with breath taking sunsets and ample parking in and around the square.

With 2 flexible function areas and all electronics available we have the ability to cater for a range of functions;

- Birthdays
- Engagement parties
- Weddings
- Cocktail
- Gourmet BBQ's
- Grazing Tables

Our friendly team will do everything possible to cater your event to cater your individual requirements and ensure you and your guests have a memorable time.

Club Rooms...



There are 2 function spaces available for hire at the Henley Surf Life Saving Club. All are located on the first floor of the club along with all of the bar facilities. Lift access is available.

Henley Oceanview Room...

With spectacular views, the Henley Oceanview room is perfect for any function – be it a larger corporate gathering, cocktail party, product launch or even if you just wanted the opportunity for your conference group to be able to spread out. The high windows fill the room with light during the day, and you can enjoy the use of the large projection screen. Full access to the balcony.

Boardroom...

For easy corporate get-togethers and meetings, the Boardroom is an intimate space, still with access to the balcony. This room has its own projector and screen, which you can plug your laptop into (HDMI connection supplied).

We have the flexibility of amalgamating both spaces to create an even larger function area.

Room Capacities...

AREA		CAPACITY
Henley Oceanview Room Only		
	Cocktail Function (few tables and chairs, but mostly standing room only)	Up to 100 people
Combined Henley Oceanview Room and Boardroom		
	Cocktail Function (few tables and chairs, but mostly standing room only)	Up to 130 people

Cost of Hire...

	Oceanview Room (\$500 bond deposit)	Oceanview & Boardroom (\$500 bond & \$200 room hire)
Monday, Tuesday, Wednesday		
<u>12pm - 4pm</u>	Minimum Spend	\$2000
<u>6pm - Midnight</u>	Minimum Spend	\$2000
Thursday		
<u>12pm - 4pm</u>	Minimum Spend	\$4000
<u>6pm - Midnight</u>	Minimum Spend	\$4000
Friday		
<u>12pm - 4pm</u>	Minimum Spend	\$5000
<u>6pm - Midnight</u>	Not available for private functions	
Saturday		
<u>12pm - 4pm</u>	Minimum Spend	\$8000
<u>6pm - Midnight</u>	Minimum Spend	\$5000
Sunday		
<u>12pm - 4pm</u>	Minimum Spend	\$8000
<u>6pm – 11pm</u>	Minimum Spend	\$5000
Public Holidays		
<u>12pm - 4pm</u>	Minimum Spend	\$8000
<u>6pm - Midnight</u>	Minimum Spend	\$5000

Chef's Platters...

Each Platter is 24 pieces

\$45 Platters

Pies with tomato sauce

Vegetarian pasty with tomato sauce

Mini sausage rolls with tomato sauce

Tempura fish bites and salt and pepper squid with tartare sauce

Assorted Sushi with ketchup Manis (GF) (V, VO OR)

Mini bruschetta (VE)

Dips and pita with crudities (V, GF, VO OR)

\$65 Platters

Tandoori or honey soy chicken wings

Lamb Roganjosh Samosas

Mushroom arancini (V)

Assorted mini house-made pizza

Mexican beef meat balls with salsa (GF)

Yiros lamb skewers with garlic tzatziki (GF)

Malaysian satay chicken skewers (GF)

\$80 Platters

Mini American cheese burgers

Mini corn fritter burger(V)

Garlic prawn skewers (GF)

Vegetable and tofu skewers with teriyaki sauce (VE, GF)

V = Vegetarian, GF = Gluten Free, VO =Vegan Option, OR = On Request

Chefs Platters...

\$45 sweet platters

Assorted Cocktail Cakes

Cheese and Fruit Platter

Brownie and Anzac Cookie Platter

Assorted Sweet Danishes

House-Made Scones with Jam and Cream

Salads

Garden Salad \$25

Coleslaw \$25

German Potato Salad \$25

Italian Pasta Salad \$25

Tabouli \$35

Greek Salad \$35

Curried Quinoa and Pumpkin Salad \$35

Pearl Cous Cous and Beetroot Salad \$35

Grazing Tables

Charcuterie Grazing Table,

\$37pp

With an assorted selection of SA cured sliced meats, cheese, fruit, breads
All spread out for you to graze on.

Hot Platter Grazing Table,

\$48pp

With an assorted selection of SA cured meats, cheese, Fruit, breads with a choice
of 5 platters from the \$40 & \$60 Platter menu which will be replenished during the
service time.

Seafood Grazing Table,

\$70pp

With an assorted selection of SA cured meats, cheese, fruit, breads, and fresh
seafood of whole baked snapper, oysters, king prawns, mussels, salt and pepper
squid and fish goujons.

Gourmet BBQ Buffet,

\$37pp

With a selection of Gourmet sausages, lamb cutlets, satay chicken shasliks, Scotch
fillet steak and breads with a selection of 4 fresh salads from the salad menu

Simple Sausage Sizzle,

\$25pp

With a selection of gourmet sausages with bread and 4 fresh salads from salad
menu

**The grazing table and BBQ selections are a minimum of 50 people to book.
The grazing tables are for a 2.5 hour service period only and strictly no
takeaways due to occupational health and safety.**

Something More...

Tea and Coffee Station



Continuous hot water with coffee & tea.

\$1.00 per person

PLEASE CONFIRM WHEN FINALISING YOUR CATERING REQUIREMENTS

Fairy Lights Package



Add a touch of magic to your function! These lights will add an atmosphere that is unmatched and will wow your guests.

\$250.00 for the night

PLEASE NOTE A MINIMUM 4 WEEKS NOTICE TO BOOK FAIRY LIGHTS PACKAGE

Table Linens

White or Black Trestle Cloths \$10 each

White or Black Square Table Cloths \$10 each

PLEASE NOTE A MINIMUM 2 WEEKS NOTICE TO HIRE LINENS

FAQ's...

WHEN IS YOUR VENUE AVAILABLE TO HIRE?

Private hire for social functions is available on Saturday nights. Please note that the venue is not available for private hire on Friday evenings or Sundays as we are open to serve the public at these times.

We do have limited availability during the Surf Life Saving Season (which spans October to April) as the club is often booked for club events

DO I HAVE TO HIRE THE VENUE PRIVATELY?

No, if your numbers are low and were just considering organising some platters for your guests then you are more than welcome to utilize our cocktail menu. Please note this is only available for groups lower than 50 people, and can only be when the club is already open to the public – Thursday Night, Friday Night and Sundays.

Please note if you are utilising this option your function must not cause any disturbances to other patrons.

CAN I ORGANISE MY OWN CATERING?

All catering is to be supplied by the Henley Surf Life Saving Club – no additional food is to be bought in and consumed on the premises with the exception of celebration cakes. Please advise us if you are bringing in a cake.

DO YOU HAVE BEVERAGE PACKAGES?

We do not offer any beverage packages for functions. If you are looking at running a beverage tab for your guests, you are more than welcome to run an account for drinks on consumption, have guests paying for beverages they wish to consume, or a combination of both.

DO YOU OFFER SUBSIDISED DRINKS?

No subsidised drink packages are available.

WHAT TIME CAN I COME IN TO SET UP MY FUNCTION?

If your function is booked for a Saturday night you are welcome to come in to the club from 5pm onwards – please note we are open to the public until 3pm on Saturdays, most of our customers normally leave by 4pm after this but we will not ‘kick them out’, you are welcome to start setting up as long as you’re a doing so in a sympathetic manner.

Corporate functions held during the day on a weekday can specify what time they would like access to the building as we are otherwise closed during the day.

CAN I BRING IN MY OWN WINES?

No, no alcoholic beverages are to be brought in and consumed on the premises – we have a selection of wines available on our in house wine list.

WHAT DO YOU SUPPLY?

The club has a number of audio visual devices to be used at your disposal – including projection screens, televisions and microphones. If you are hoping to run some sort of presentation or slide show for your event we recommend coming in to test it prior to your event.

To connect a laptop to the projection system a laptop with HDMI connectivity is required. Generally speaking MAC laptops do not work with the system.

There is also a lectern available for use at no extra charge - please advise us before your event if you would like to use this.

The tables and chairs cannot be removed from the venue under any circumstances.

Glasses, crockery and cutlery is all standard – please liaise with the Event Manager if you are after something specific as this may not be provided.

Linens are available at an extra cost – must be organised in advance. POA.

All staff will be provided by the club, as is all catering.

iPod connectivity is available if you wish to bring in your own, alternatively house music can be played.

Booking Conditions...

BOND

All social functions are required to forward a bond of \$500.00 as their deposit to cover any damages or additional cleaning charges that may be incurred as a result of your function. This amount will be refunded seven days after your function if management has deemed that no additional charges are required.

SECURITY

Any functions deemed to be 'high risk' by the Management Committee (i.e. 21st Birthdays) will be required to pay an additional charge for security – the club will organise the security through a licensed provider and pass the charge on direct.

DEPOSIT

The deposit will consist of the full bond (as outlined above). Once your booking has been made, the deposit required must be paid within seven days of booking, after such time management has the right to cancel your function booking.

PAYMENT OF YOUR ACCOUNT

Full payment of your catering charges is required no later than seven days prior to your function (this coincides with the notice required to confirm your final numbers).

ALL remaining charges must be settled in full at the end of your function. Preferred payment is by cash, cheque or Visa/Mastercard (please note we do not accept American Express). Direct debit facilities are available for your initial deposit payment and catering payment, however this method is not acceptable for the final day payments.

PRICE VARIATIONS

Whilst every endeavour is made to ensure that prices published are maintained, due to unforeseen circumstances prices are subject to change without notice. All prices are inclusive of GST

DELIVERY/PICK UP OF GOODS

The Henley Surf Life Saving Club does not accept any responsibility for the damage or loss of goods within the venue – prior to, during and after your function. All goods must be removed from the venue at the end of your function – no belongings can be stored overnight. It is the organiser's responsibility to advise the Club if any goods are being delivered to the Club, that they are clearly labelled, and are collected at the end of the function.

DAMAGES

Organisers will be held financially responsible for any damage sustained to the club by the organisers, their guests and any contractors prior to, during and after the function. Nothing is to be nailed, screwed or adhered to in any way, to any wall, door or other part of the club. Charges will be incurred to the organiser to cover any repairs arising from unauthorised actions.

THIS INCLUDES EXCESSIVE BROKEN GLASSES AS DEEMED BY THE MANAGER ON THE NIGHT****

CLEANING

If a function is deemed to have caused an excess mess of the facility, then any extra cleaning charges will be forwarded to the hirer.

Cost of cleaning the carpets as a result of additional mess is \$450.00

PARKING

It should be noted that the Henley Surf Life Saving Club does not accept any responsibility for any damage to or loss of any vehicle whilst parked at the club at any time prior to, during or after the organisers event – nor does the club accept any responsibility for any parking infringements sustained by individuals or groups attending functions at the club.

INAPPROPRIATE BEHAVIOUR

The Henley Surf Life Saving Club reserves the right to expel or eject from the venue any person or persons attending a function who behaves in an objectionable manner, deemed as such by the manager on duty. We will not hesitate to call the police.

SMOKING

The ENTIRE venue is non-smoking – this includes the balcony deck on the first floor as well as immediately in front of the building. There are no exceptions to this rule, anyone caught smoking on the balcony will be asked to leave the function. Repeated warnings that go ignored will result in the bar being closed down – regardless of the time remaining for the function. Any charges for cleaning as a result of smoking will be charged to the organiser.

FINAL NUMBERS

Numbers must be confirmed fourteen days prior to the date of your function. The numbers given at this time will be considered as final and the hirer will be responsible to pay the full amount that has been booked for.

MENU SELECTIONS

We ask that all catering requirements be confirmed with the Event Manager no less than 14 days prior to the event. All catering is done on the premises and no food or beverages may be brought into the club for consumption during an event (celebration cakes are an exemption to this rule).

CANCELLATIONS

Confirmed bookings cancelled fifteen days or less prior to the booking will lose their full deposit. Cancellations seven days or less prior to the function will lose full payment.

MUSIC

No live music or DJ permitted on a Monday

Live music or DJ must finish by 11pm – iPod can then be used.

When live music or DJ is playing, balcony doors must be kept closed.

Please advise the manager of your music options.

BIRTHDAY FUNCTIONS

When a birthday function is booked – it must be at least 21 or older.

MEMBERS DISCOUNT

Please note the members discount for beverages does not apply to your function.

SURF LIFE SAVING

Please note that this is a working Surf Life Saving Club with active members and patrols. In the event of a water emergency or shark sighting our shark siren will be set off to remove swimmers from the water. As you can understand, this is quite loud and is heard throughout the whole building including the function room. If required this siren must be sound and will not be turned off until Surf Life Savers have given the ok.