



Scarboro Surf Life Saving Club Inc.

ABN 91 545 935 250

"WE STRIVE TO MAINTAIN A SELF IMPOSED SERVICE"

Po Box 79 Scarborough WA, 6922

P: (08) 9341 1011| F: (08) 9341 3854| Web: www.scarboro.com.au| E: bookings@scarboro.com.au

Information Pack

Price Listing

Day Time Pricing +Bond (Bond= \$500 cash) Refund of bond will depend on the state of the premises after function. Full payment of hire costs must be completed prior to function date. Bond to be paid on meeting day 1-2 days prior to function date.

Day =9am-4pm

Monday- Thursday: \$400.00 (\$100 non refundable deposit to be paid within 7 days of application)

Saturday: \$450.00 (\$100 non refundable deposit to be paid within 7 days of application)

Sunday: \$450.00 (\$100 non refundable deposit to be paid within 7 days of application)

Public holidays: An extra \$200 per day

Night Time Pricing +Bond (Bond= \$500 cash) Refund of bond will depend on the state of the premises after function. Full payment of hire costs must be completed prior to function date. Bond to be paid on meeting day 1-2 days prior to function date.

Night= 5pm-12am

Monday- Thursday: \$400.00 (\$100 non refundable deposit to be paid within 7 days of application)

Saturday: \$950.00 (\$200 non refundable deposit to be paid within 7 days of application)

Sunday: \$650.00 (\$100 non refundable deposit to be paid within 7 days of application)

Public holidays: An extra \$200 per night

Please note: Strict criteria will need to be adhered to for some functions

Note: Friday Nights are permanently booked by the club.

Function room set up: Negotiable. (Costs apply for early access)

Post Function room hire: Equipment pickup/ tidy up: To be discussed on application. (Depending on bookings)

Note: An invoice will be sent out after your booking is confirmed with an "application form".

- It is the responsibility of the hall hirer to keep the Scarborough Operations Manager up to date with all your function details.

Hall Viewings

For potential hirers and existing hirers planning their event at our function room, we ask that a call to confirm that the office is open for a viewing before arrival is much appreciated.



Chair Numbers

Chairs Without Arms: 50

Chairs With Arms: 25

Bar Stools: 22

Couches: 5

Chair Carrier: 1 (In the fire hose storeroom)

(All to put away in storeroom)



Trolley for easy stacking of chairs



Table Numbers

Rectangle Plastic Tables (No Candles on Tables): 30

Measurement Roughly **Width:** 78cm **Length:** 165cm

(All to be wiped down & stacked up and put against a wall after use)

Bar Tables: 4

Block Tables (For Couches): 2



AV Equipment

Please allow 40minutes the day before your function to go through all aspects of the AV Equipment you will be using on the day. Make sure you bring any IPods/laptops with you. **Don't forget your charger.**

There is to be no readjusting of any cables behind this equipment. If you are incorporating any turntables/ additional sound equipment, hirer is required to bring own set up.



Restrooms

Restrooms are fully stocked up and we have 1 disabled toilet. Lights to restroom are censored on heat and movement. Please check window sills for extra toilet rolls.

Decorations

No Decorations to be stuck to walls or hanging from the back of heaters or memorabilia.

Power Points

Please ask Operations Manager the day before your function.

Light Switches

Please ask Operations Manager the day before your function.

How to use the heater grill

Pull pulley down for at least 40secs the grills have to ignite fully before letting go. To turn off (It has a tendency to be difficult) the heater must be on for a long period of time to respond. It is one quick pull of pulley and it will switch off (make sure you hear a click). If having trouble turn the gas off at the round switch (green in colour). See picture below



Air Conditioning.

Located at the back of the bar area, right of roller door. Temperature has been pre-programmed to suit the summer months. Please do not change. See picture below:



Smoking

Scarboro SLSC is a non smoking environment. Smokers are to smoke on the grassed area south of the hall to ensure no smoke gets into the function room. **Please provide a bucket with sand to stow away any cigarette butts and empty on conclusion of your function. Walkways must be swept clean of cigarette butts if your guests use these inappropriately.**



Alarm

The alarm pad is located on the wall to the right of the office door. The code is on your set of keys. The operations manager will run through this with you prior to your function.

Keys

There is a key to the club's side gate on your set of keys. Please use them, but lock when function has concluded. All keys to be returned on the Monday or the day after your function.

Hall Doors

All hall doors are to be locked on the conclusion of your function- please check before leaving. The hall alarm **MUST** be switched on when leaving. There are two major exits at Scarborough SLSC. To evacuate in case of an emergency please leave through exit doors and congregate in the car park next to the Lifeguard tower.



Fridge Space Available

4 Top bar fridges.

2 Ice buckets on bar bench top. (Please don't pour drinks into the ice buckets. The ice buckets must be cleaned out with hot water after use) (Hot water can be used from kitchen tap).

1 White Fridge in front bar roller door.

1 Fridge in kitchen.



Broken Glass & Spillages

There is equipment located in the bar and cupboard under the plasma TV to clean up any spillages or breakages. Please attend to these as asap. Do not vacuum up any liquids as this will damage the vacuum cleaner. Please fill out an incident report if there is a need.

Licensed Areas

There is a green display book displaying the licensed areas of the hall. The Operations Manager can explain in more detail if required.

Liquor

Scarboro's private functions are BYO based. If there is any selling of liquor you will need to make the appropriate application with Racing, Gaming and Liquor.

Kitchen

Stove

Stove will need matches to ignite. Twist the black button and light until stove ignites

Oven

Turn the black button and use the red spark button to ignite.

Microwave

Self explanatory

Dishwasher

The instructions are on a green sign on the dishwasher. Dishwasher crates are located on shelf next to dishwasher. Please clean out dishwasher when completed. Read the information placed on dishwasher.

Glass wear

Not provided

Crockery

Not provided.

Cutlery

Not provided



Bins & Waste

Inside bins (Must be emptied into the large industrial bins in car park at end of function)

2x small green wheelie bins for bar only (must be emptied after use)

1x Domestic bin in kitchen. (Must be emptied after use)

All bins must be returned to the same place there were found at end of function



Outside Bins

3x Large green wheelie bins (located outside kitchen door)

If used, must be emptied after function

2x Dumpsters located in the office bearers car park (near lifeguard tower).

1x Dumpster located in the alleyway behind the club.



First Aid

2x First Aid kits located in the kitchen area.



Incident Reports

If there are any incidents that occur whilst having your function please document them in the "Green Display" book located in the bar or contact the Operations Manager the day you return your keys.

Amphitheatre and City of Stirling Areas

To have a ceremony at any of these areas please contact The Beach Services Coordinator John Snook:

snook.john@stirling.wa.gov.au 9205 1017. Please check with them to see if any functions are booked for the amphitheatre on the day of your function as this may have an impact on your function.

Caterers

Caterers are welcome at Scarboro. Please contact the operations manager once a caterer has been confirmed. Listed below are some caterers that were recommended by previous functions held at Scarboro.

Grinners Catering | Ph: 1300 731 070 | Web: www.grinners.com.au

Ultimo Catering | Ph (08) 9355 1533 | Web: www.ultimogroup.com.au

Cherry's Catering | Ph: (08) 9248 5336 | Web: www.cherryscatering.com.au

Chica Catering | Ph: (08) 9204 4955 | Web: www.chicacatering.com.au

All Seasons Catering | Ph: (08) 9244 9900 | Web: www.allseasonscatering.com.au

Georges Catering | Ph: (08) 9285 0240 | Web: www.georgescatering.com

WA Venue Catering | Ph: 9331 4100 | Web: www.wavenuecatering.com.au

Innovations Catering | Ph: 9388 7117 | Web: www.innovationscatering.com.au

Decorations/ Other hire

Listed below are decorators that have been used by previous functions and Scarboro.

Jumbo's Party Hire | Ph: (08) 9300 2669 | Web: www.jumbospartyhire.com.au

Osborne Party World | Ph: (08) 9445 9922 | Web: www.osbornepartyworld.com.au

Staging/ Mounted Dance Flooring

The wooden floor boarded /concrete floor area in the Bob Welch Ocean Room (Theatre room)/ Bar Area/ Sunroom is not to have any staging on top of this area, unless there is thick carpet/rubber mats supporting it. Keep in mind this wooden/concrete floor is the original floor of our club.

Other Equipment

There are trolleys located in the bar area to move any heavy items.

Car Parking Areas

There is a small car park located just south of Scarboro SLSC. There is parking located opposite of Coles (Keep in mind this is monitored during the day 3 hour parking only) Guests can take the steps down to the gate (Keys are given to hall hirer for this gate) or there is the southern beach car park opposite Sea Shells Resort. There is signage available (Yellow sign) to direct guest please make sure you return this sign to the hall.



Loading

There is a loading alleyway to Scarboro SLSC. Stop at side gate.



Any other queries please contact:

Wendy Moss
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Scarborough WA 6922
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"We Strive To Maintain a Self Imposed Service"