

Functions



@theBoatShed

Proudly managed by Adelaide University Boat Club

Venue Hire Guidelines @theBoatShed

Booking Deposit

A booking deposit of \$750 is required within 14 days of the tentative booking being made to confirm and exclusively secure a date to hire the Clubroom. Failure to pay the non-refundable booking deposit within 14 days of making the enquiry will automatically result in the lapse of the tentative booking.

\$250 of this deposit is non-refundable and will be forfeited by the Client upon cancellation or postponement of a function more than 14 days prior to the function date. In the event that the function is cancelled within 14 days of the function date, \$500 of the deposit will be non-refundable. In the event that the function is cancelled within 7 days of the function date, the entire deposit of \$750 will not be refunded.

Room Hire

Included in the room hire package is:

Use of our Function Room, which licensed to hold up to 180 guests

Seating for up to 150 people using hired chairs in conjunction with our 20 trestle tables

Use of the kitchen facilities, which include:

- Generous bench space
- A brand new oven
- A microwave oven
- 1 large Fridge

Use of our powerful stereo system (CD, Radio, iPod/Laptop input)

Use of our Public Address system

Room Hire Charge

A room hire charge will be charged to hire the Clubrooms when either the Full Cash Bar or pre- paid bar tab as chosen by the client.

Front bar area

\$300 all times

Whole top floor (east of bi-fold doors) = (\$100 surcharge)

Member Prices:

Club Members (Ordinary Financial Members and Vice President's and their immediate family) \$250 all times

Bar Staff

The bar staff used by the Club have current Responsible Service of Alcohol accreditation and are current Adelaide University Boat Club members. All functions must be staffed by at least 2 Club members. The Bar Manager will be solely responsible for determining the number of bar staff required to work any given function based on the expected numbers of function guests, with a minimum of 2 staff members and then an additional staff member per 25 guests above 50.

Bar staff are not responsible for providing any food or catering service including waiting on guests.

A bar staff charge of \$25 per hour per bar staff member will be applied to all functions.

Minimum Spend

Functions where either the Full Cash Bar or Consumption package is selected will be subject to a minimum spend of \$400 over the bar. In the event that \$400 worth of drinks is not purchased or supplied over the bar during the function, the client will then be invoiced for the shortfall.

Catering

As of May 2014, coinciding with our kitchen renovation, Adelaide University Boat Club has given exclusive catering rights at the Boat Shed to 'The Caterers'. Further information can be found at the following link: adelaidecaterer.com.au.

18th Birthday Parties

Adelaide University Boat Club has a policy of not hiring the venue out for 18th parties as the risk of a license breach is too great for the club. Should you continue with a booking and not disclose that you are holding an 18th birthday party, AUBC reserves the right to cancel the event immediately and invoice you for \$2,000 additional to any charges you may have already incurred.

Beverage Range and Price List

Drinks

Please refer to drinks available in the 'Drink Prices' document.

Soft Drinks

Coke Cola, Sprite, Schweppes' Soda Water, Orange Juice (On request),

Spirits

Available upon request

Please discuss your drink requirements with the Functions Manager should the above be unclear or unsuitable for your event.

Conditions and Terms of Hire

Guest Behaviour

Adelaide University Boat Club has procedures in place to protect the interests of the Club, its staff and members, the Client and the Client's guests in event of the following events occurring, or during the course of a function.

A liquor licensing infringement occurring on the Club's premises;

Damage to the Clubrooms, and the Club's equipment, by guests;
Violent or abusive behaviour by guests towards staff and/or other guests.

A pro-active approach will be primarily applied by the Club's staff to prevent these events from occurring. There will be an attempt to contact the Client to inform them of the situation as a courtesy, but the decision in respect to what final actions to take will be determined solely by the Club's badged Responsible Person/s. This may result in any of the following actions being taken:

1. A verbal warning being 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, using necessary force as permitted by law if required.
4. Refusal to continue service of alcohol to all guests.
5. Complete shut-down of the function, and removal of all guests from the Club's premises.

6. Calling the Police to remove offending persons who refuse to leave the Club's premises after being directed to do so.

The Club's bar staff, as representatives of the Club, have the right to evict any person(s), and/or shut-down any function, at any stage during the function, regardless of the wishes of guests or the Client, if they feel that their personal safety, the Club's liquor license, the Club's property or other interests are at risk.

The Bar Manager may also request details prior to the function of any security measures that the Client intends to take to ensure the safety and protection of staff and guests, and may request further measures be taken if he or she is unsatisfied with the measures proposed by the Client.

Security

For 21st functions and other functions deemed necessary by the Bar Manager, AUBC may request that the client organise security to ensure the safety of guests at the club. This is to be organised and paid for by the client. Any damage or incident is at your cost so it acts as insurance for your event. You may utilise any licensed service you wish but the security must be licensed professionals Please discuss with the Bar Manager your security requirements for your function.

Damage

Be aware that the state of the building will be agreed upon before the function, if not it is assumed there is no existing damage in the venue. Should any damage occur during the function, the repair of that damage will be at the expense of the hirer and the cost of repair will be taken from the bond (\$750). In the event the bond is not sufficient to cover the value of the damage then the hirer will be invoiced for the balance owing.

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.

Clean-Up

Patrons are responsible for the clean-up of the venue after the event. We ask that you make a genuine effort to return the place as you found it. In the event that the venue is not cleaned appropriately then the Club reserves the right to charge a cleaning charge based on the state of the venue. This charge will be no less than \$150 and no more than \$300.

Personal Property

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

Venue

The area for hire includes the main function room (upstairs) and the ablutions. Access may also be granted to the kitchen.

The boat facility (downstairs), the bar and the gym equipment (upstairs) are strictly out of bounds at all times. The entire interior area of the Clubrooms and building are designated as non-smoking areas. No alcohol is permitted to leave the licensed area.

Departure

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

\$100.00 per half-hour (or part thereof). The liquor licence of the Club expires at 2am, and no extensions can be granted to prolong the duration of a function beyond this time. Service of alcohol will cease immediately at this time.

Decorations & Room Set-Up

Decorations utilised by the Client must not damage the venue or its fixtures in any way. As such the Club has a policy of not permitting the use of staple guns, nails, glues or adhesives on paintwork. Damage as a result of the use of these items will be charged to the Client appropriately. The Client is responsible for setting up the room prior to the night and positioning tables, chairs, pedestals and other furniture.

Bar Service

The Club's bar-staff are current Club members, and the Bar Manager will ensure that all staff have obtained the necessary accreditation. All drinks, alcoholic and non-alcoholic, are to only be served by the Club's bar staff, including any drinks that the Client has arranged to supply under our BYO provisions. This is for the protection of guests and our staff from issues such as drink-spiking, and is also a requirement of the liquor license that the Club operates under. Additionally, no alcohol is permitted to be brought onto the premises of the Club without the consent of the Bar Manager the Club is only responsible for providing bar staff. The Club has no responsibility for other staff sourced by the Client, such as DJs, caterers and waiting staff.

Guest Numbers

The Client will be required to provide an approximate number of guests at the time of booking confirmation. Within 7 days prior to the function, the Client must provide an accurate number of guests attending.

Price Adjustments

Whilst the Adelaide University Boat Club aims to ensure that the prices detailed in this package are as accurate as possible at the time of publication, the Club does reserve the right to alter our prices at any time without notice, in line with any price changes that may be imposed on the Club by its suppliers.

Deposits & Cancellations

The Club utilises the concept of booking deposits to discourage the practice of 'dummy' booking, and to offset the Club's potential loss of revenue due to cancellations at late notice. The booking date is only secured after the payment of a deposit of \$750.

\$250 of the deposit is non-refundable in the event of cancellation or postponement of the function by the Client. In the event that the function is cancelled within 14 days of the function date, \$500 of the deposit will be non-refundable. In the event that the function is cancelled within 7 days of the function date, the entire deposit will not

be refunded. The deposit can be paid in person to the Functions Manager at the Clubrooms using cash cheque or credit card.

EFT or faxed credit card details is the preferred method of payment. Monies should be sent to the below account with the below mentioned reference.

Account Name: Adelaide University Boat Club Functions

BSB: 015-010 Account number 1850 72405 REFERENCE:
[surname/company name][date of event eg 1 Jan 2011 = 010111]

Final Payment

The Functions Manager will issue an invoice to the Client within 7 days of the date of the function.

Full payment is required within 7 days of the date of issue on the invoice. Note that the \$750 deposit will be deducted from the total cost of the function, following the successful completion of the function.

