



*Adelaide Rowing Club*

*FESTIVAL DRIVE*

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# ADELAIDE ROWING CLUB FUNCTION CENTRE

## INFORMATION PACKAGE

### PLACING A BOOKING

A tentative booking of our function space can be arranged with the Bar Manager via the enquiry form on our website, by email or phone. The tentative booking will secure the function date for a period of 14 days, after which the booking will automatically cease. A non-refundable booking deposit of **\$750** is required to secure the date for hire of the function space and will be off set against the final function invoice at the conclusion of your function. Our **Function Hire Agreement** will also need to be filled and signed prior to a booking confirmation, prior to the deposit.

### ROOM HIRE

Hire of the clubroom includes full access to our function room and balcony licensed to hold up to 160 guests, and our kitchen.

This includes:

- Seating for up to 100 people using our chairs in conjunction with our 19 trestle tables
- Full table setting for 100 people including cutlery and crockery
- 6 Small Drink Tables
- 2 Cocktail Stands
- Evaporative Air Conditioning
- Use of our powerful stereo system with iPod connectivity
- Use of our Public Address system

And kitchen facilities including:

- A commercial size pie warmer
- A commercial oven (with 8 tray baking capacity)
- A freezer
- Two large fridges
- An urn
- A BBQ

## ROOM HIRE CHARGE

There is a room hire charge applicable for use of the clubrooms for all purposes except when hired in conjunction with one of our per head function packages detailed below.

This charge varies with respect to the day booked and the time of the year that the function will be held.

### Off-Peak Period (January & May – July)

Saturday	\$550
Friday	\$500
All other times	\$400

### Peak Period (February – April & August – December)

Saturday	\$600
Friday	\$550
All other times	\$400

## BEVERAGE PACKAGES

There are a number of ways that the Club can accommodate the serving of alcoholic and non-alcoholic drinks from the Bar. The options are described in detail below. The choice of drink package and associated drink selection must be conveyed to the Bar Manager no later than 7 days prior to the function to ensure sufficient stock is available. The price list for our range of beverages is available on our website. All functions are subject to a maximum duration of 6hrs of alcohol service.

### OPTION 1: FULL CASH BAR

This option caters for functions where the Client intends for guests to purchase drinks at their own cost, subject to a minimum spend of \$400. Any shortfall will be added to the final invoice alongside a room hire charge and bar staffing charge (see below).

### OPTION 2: CONSUMPTION PACKAGE

This option operates on the basis that the Client will be invoiced for each item served over the Bar. The Client may limit which items from our extensive range will be made available for their guests, although other items may still be purchased by guests on a Cash Bar basis.

Note: Tap beer is charged by the keg, and wine charged by the bottle. This option is also subject to a minimum spend of \$400. Any shortfall will be added to the final invoice alongside a room hire charge and bar staffing charge (see below).



## BAR STAFFING

A bar staff charge of \$25 per hour per bar staff member will be applied to all functions where either the Full Cash Bar or Consumption package is selected and will be added to the final invoice. The Bar Staff Charge is incorporated into the pricing of the Per Head Packages and as a result, functions using those packages will not be subjected to the Bar Staff Charge. In the instance where a function is split between a per-head package, and either a cash or consumption package, the client will be charged for bar staffing for the duration of the cash or consumption option.

The bar staff used by the Club are current Adelaide Rowing Club members with RSA certification. All functions must be staffed by at least 2 Club members, including one badged Responsible Person. 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 and duration. This will include a minimum of 2 staff members and, as a guide, an additional staff member will be added for per 25 guests above 50.

Bar staff are not responsible for providing any food or catering service including waiting on guests. Bar staff will not be responsible for the serving of tea or coffee, and the supply of tea and coffee is the responsibility of the Client.

## CATERING AND DECORATING

All third party involvement is to be arranged by the Client. The suggested caterers, decorators and entertainment, listed on the following page, have used our Clubroom for previous functions and know our facilities well. We suggest them as we have found their service to be of a very good quality and excellent value. Please contact them personally for further details.

## LINEN

Linen including serviettes and table cloths may be hired on your behalf through ALSCO Linen, which is delivered to the club and picked up for laundering. Charges for linen will be advised by the bar manager upon request. Orders MUST be placed a fortnight before the function to allow time for delivery.

## ACCESS TO THE VENUE AND BASIC SET-UP

Access to the Clubrooms, prior to and following the function, is to be arranged directly between the Client and the Bar Manager. Access requires an electronic key card that can be collected from the Bar Manager up to a week before the event. Access will be from the morning of the day of the function. Access to the venue shall cease within 1 hour of the conclusion of the function. The venue will also be accessible the following day if the Clubrooms are not otherwise in use, as advised by the Bar Manager.

There may be an additional room hire fee charged to the Client for extended access to Clubrooms if it impacts on the Club's availability to host another function.

It is the responsibility of the client to set up the venue prior to their function. In the instance the client does not have time prior to the function to set up furniture, staff can be paid to fulfil this duty to the specifications of the Client. The price of this service is dependent on the extent of the set up and is at the Bar Manager's discretion. The cost of this service will be a minimum of \$100 and will not exceed \$300.

## CLEANING

In the event that the Bar Manager deems that the amount of cleaning required following any function is in excess of normal and reasonable expectations (e.g. carpet steam cleaning required etc.), the client will be informed and an excess cleaning fee of no less than \$100 and no more than \$300.