

## **Function FAQ's**

### **Do I have to purchase the alcohol for my function through the surf club?**

No. You can purchase your alcohol through whom ever you choose. You **MUST** provide RSA qualified staff to serve the alcohol at your function. **No selling of alcohol** at your function under any circumstances. You can also have a BYO function where all of your guests provide their own alcohol.

### **Does the surfclub provide RSA (responsible service of alcohol) qualified bar staff?**

**No.** The surfclub **does not** supply RSA staff for your function. You can ask your caterer to provide bar staff or there are local companies you can hire through.

### **Do I have to use the club's recommended caterers or can I choose my own?**

You can choose your own licensed caterer. They must have their own public liability insurance and forward a copy to the functions coordinator prior to the function date.

The caterers we recommend are preferred as they know the function space very well, are very professional and come highly recommended by people that have used them in the past.

### **Do I need to supply my own glasses, cutlery and crockery?**

**Yes.** Most caterers will supply these items if requested or you can hire or buy your own.

### **Can I have a food van park out the front of the function room on the promenade?**

**No.** This is council land. You will be fined. **But you can park one around behind the rear courtyard.**

### **Can I hang decorations up?**

**Yes** but you cannot stick anything to the walls or any fixtures or surfaces of the function space. There are hooks on the walls already, please use them. **Do not hang anything from the light fittings they will break and you will be charged for damages.**

### **Do you have furniture to we can use during our hire? Is it included in the price?**

**Yes.** We have limited furniture to use that is included in the hire cost. Please see pictures and details in the function information on our website.

**Does the function room have aircon/heating?**

**Yes.** Ducted aircon. The control panel is next to all the light switches in the bar area.

**Do you have a PA system?**

**Yes.** We have a plug and play system that you can plug your laptop or phone into for music or videos. There is a projector and screen to use. There is a microphone also.

**How many people can I have at my function?**

The total capacity is 300 for a cocktail-style standing event. It comfortably seats about 150 at tables on the carpeted area including a dance floor. More can be seated if you don't layout a dance floor or you use the verandah and courtyard spaces.

**Do you have a kitchen?**

**Yes.** We have a full commercial style kitchen for use during your function hire that you or a caterer can use. Please see photos on website. You may not use the Combi oven or Deep Fryer unless requested on the Hire Agreement.

**Is there disabled access?**

**Yes.** There is disabled parking next to the front of the surf club. There are ramps located at both front and back entrances. There is also a disabled toilet in the function room.

**Can I come and look at the function space before I book?**

**Yes,** we advise seeing the space before making a booking. The function space is not open everyday. Email the functions manager to make a time to view it.

**Do I have to clean the whole place when my function is over?**

Some cleaning is involved. You need to leave the venue in the same condition you found it. All furniture to be put away, all rubbish into the skip bin and all personal items removed. The deposit at time of booking is used to pay for professional cleaners to come in after your function. They will clean all the floors, bathrooms, table tops, windows and hose the courtyard. You will receive a clean up check list before your function.

**When can I get access to set up my function?**

You will receive access details the night before your set up date or your event date. All access is electronic and you will pick up your swiper from a lock box system.