



Lindisfarne Rowing Club - Hire Information

Function Manager : Greg Colbeck 6243 1517 (message bank) or 0417 202 507
www.quill.com.au/lrc

2007 ISSUE

Who is eligible to hire the function centre

To use the Lindisfarne Rowing Club (LRC) you are required to be a member. Social membership of \$20 is mandatory for those hiring the function centre.

The function centre is fully licensed and caters for 150 persons. It has a small commercial kitchen. It is the responsibility of the hirer to organise a caterer and provide cutlery/crockery. It is the responsibility of the hirer to clean the venue. Bar staff are provided. Hire fees and bar tabs are to be paid at the conclusion of the function by either cash or cheque. There are no credit card facilities.

Fees

- \$55 per hour or part thereof without bar facilities.
- or
- \$90 per hour or part thereof with bar facilities. A minimum charge of 2 hours applies.

An up front deposit of \$500 may be required prior to the club running a bar tab.

Corkage fees are \$4/bottle and \$6/magnum

All fees including bar prices are GST inclusive

Booking Confirmation

Bookings are to be confirmed within 7 days by payment of a \$150 deposit. This is not refundable.

Bond

A \$250 bond is to be paid before the function. This will be refunded if the premises are left clean and tidy. See kitchen, decorating and cleaning sections.

Bar Facilities

Final settlement of the bar account is required immediately on completion of the hire period. Bar facilities prices include the provision of bar staff. *Please remember that the bar staff are volunteers and should be treated accordingly.*

Wedding Functions

The function centre is usually available the day before and the morning after for wedding setups and cleanups. Please discuss with the function centre manager.

Open Function Area

There are 19 tables. Hirers and caterers should allow to additionally provide serving and buffet tables as required.

Public Liability Insurance

The Club holds a \$10 million Public Liability Policy.

Bar

The bar is stocked with a variety of beer, cider, pre-mixed drinks, wine, soft drinks and a limited number of spirits. All glassware is provided. Please discuss special requirements with the function manager.

Kitchen

It is the responsibility of the hirer to ensure the kitchen is cleaned and all rubbish removed before midday on the day following the function. While the hirer may employ the services of a caterer, it is the hirer's responsibility to ensure the kitchen is cleaned.

Liquor License

The club holds a full Liquor License. It is the responsibility of the Bar Manager to ensure the Club complies with the Liquor Licensing Act. The Club supports and promotes the Responsible Serving of Alcohol.

Decorating

Hooks are provided for balloons and streamers along the walls and architraves at strategic points. Please do NOT use pins or blue tack. Any repairs necessary due to damage from decorating will be billed to the hirer.

Vacating Time

The function centre is licensed until midnight. To ensure this timeframe is adhered to last drinks will be called at 11.45pm. The DJ or music should be finished then. Guests are asked to leave the premises soon after.

Keys

A key to the building is available for collection on the Thursday night (between 6:30 and 9:00pm) prior to the booking. If keys are not returned by Monday night following the function, \$50 of the bond will be forfeited.

Cleaning

The function centre will be professionally cleaned prior to each function. All other cleaning is the responsibility of the hirer. Cleaning and rubbish removal must take place before noon the following day. All non club equipment must be removed before the close of business on Monday.

Smoke-free venue

The club is a smoke-free venue. Smoking is not permitted within the building and within 3 metres of any doorway or window.

Lindisfarne Rowing Club

First floor plan Scale 1:100

1cm = 1m

⊕ Location of power points

