

# *Henley Surf Life Saving Club Conference Package*



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# *We welcome...*

The Henley Surf lifesaving club has the proud history of being the first Surf lifesaving club in South Australia established 1925. We also have newly developed club rooms with the best coastal views in Adelaide.

The Henley Surf Lifesaving club provides a friendly and professional venue for not only its club members, but it is also available to the public to enjoy. Henley is not to be missed by beach lovers and those who love the perfect sunset.

Why have your next function at the Henley Surf life Saving Club you ask? All funds spent at the club are invested back into the volunteer surf life savers and giving them the equipment and training they need to save lives. We also offer unsurpassed 180 degree views of the ocean and beach with breath taking sunsets and ample parking in and around the square.

With two flexible function areas we have the ability to cater for all your conference needs. Our friendly and capable team will do everything possible to cater your event to your individual requirements and ensure it is a memorable one for your attendees.

## *Club Rooms...*



There are 3 function spaces available for hire at the Henley Surf Life Saving Club. All are located on the first floor of the club along with all of the bar facilities. Lift access is available.

### *Henley Oceanview Room...*

With spectacular views, the Henley Oceanview room is perfect for any function – be it a larger corporate gathering, cocktail party, product launch or even if you just wanted to opportunity for your conference group to be able to spread out. The high windows fill the room with light during the day, and you can enjoy the use of the large projection screen. Full access to balcony.

### *Boardroom...*

For easy corporate get togethers and meetings, the Boardroom is an intimate space, still with access to the balcony. This room has its own projection screen and connection to projector via HDMI.

We have the flexibility of amalgamating both spaces to create an even larger function area.

# Room Capacities...

| AREA  |   | CAPACITY  |
|---|---|---|
| <b>Henley Oceanview Room Only</b>                   |   |   |
|   | Theatre Style (Chairs Only)                           | Up to 100 People  |
|   | Open Desk (2-4 people per table facing front of room) | 10x Tables Max  |
|   | U-Shape   | Would advise no more than 20-30 people.   |
|   | Boardroom Set Up (One long table)                     | Would advise no more than 20-30 people.   |
| <b>Boardroom Only</b>                               |   |   |
|   | Theatre Style   | Up to 30 People   |
|   | Open Desk (2-4 people per table facing front of room) | 6x tables Max.  |
|   | U-Shape   | Up to 15-20 people  |
|   | Boardroom Set Up (One long table)                     | Up to 16 people   |
| <b>Combined Henley Oceanview Room and Boardroom</b> |   |   |
|   | Theatre Style   | Up to 130 people  |
|   | Open Desk (2-4 people per table facing front of room) | 10x Tables Max  |
|   | U-Shape   | Would advise no more than 20-30 people. (Unless more than 1 set up is required) |
|   | Boardroom Set Up (One long table)                     | Would advise no more than 20-30 people. (Unless more than 1 set up is required) |



# Cost of Hire...

|   | Henley Oceanview | Boardroom | Combined |
|---|------------------|-----------|----------|
| <b>Monday</b><br><u>8:30am – 5pm</u>    | \$600.00         | \$400.00  | \$850.00 |
| <b>Monday</b><br><u>5pm – 10pm</u>      | \$600.00         | \$400.00  | \$850.00 |
| <b>Tuesday</b><br><u>8:30am – 5pm</u>   | \$600.00         | \$400.00  | \$850.00 |
| <b>Tuesday</b><br><u>5pm – 10pm</u>     | \$600.00         | \$400.00  | \$850.00 |
| <b>Wednesday</b><br><u>8:30am – 5pm</u> | \$600.00         | \$400.00  | \$850.00 |
| <b>Wednesday</b><br><u>5pm – 10pm</u>   | \$600.00         | \$400.00  | \$850.00 |
| <b>Thursday</b><br><u>8:30am – 3pm</u>  | N/A              | \$400.00  | N/A      |

**\*Please note there is a minimum daily charge of \$80 per hour of hire plus 1 hour (inclusive of room hire charge and catering).\***

*The Henley Oceanview Bar and Restaurant opens at 5pm on Thursday to the public. A perfect opportunity for a post conference happy hour or team dinner.*



# Chef's Platters...

Platters are portioned to feed 10 people per platter at the per platter price, if choosing the per head option we cater 1.5 units per person per platter option.

|  |       |
|--|-------|
| *Pies, pasties, sausage rolls with tomato sauce                  | \$75  |
| *Spring rolls and samosas with sweet chilli sauce                | \$65  |
| *Tempura fish bites and salt and pepper squid with tartare sauce | \$75  |
| Mini chicken parmigiana  | \$85  |
| *Dips and sourdough platter with crudities (V, GF, VO OR)        | \$75  |
| *Assorted Sushi platter with ketchup (GF) (V, VO OR)             | \$85  |
| Mini bruschetta (V) (VO OR)                                      | \$85  |
| *Fresh Coffin Bay oyster by the dozen (GF)                       | \$28  |
| *Spencer Gulf king prawns by the kg (GF)                         | \$POA |
| Assorted mini house-made pizza                                   | \$95  |
| Yiros lamb skewers with garlic aioli (GF)                        | \$95  |
| Malaysian satay chicken skewers (GF)                             | \$85  |
| Mushroom and thyme risotto balls (GF)                            | \$75  |
| Mexican beef meat balls with salsa (GF)                          | \$85  |
| Seasoned white bait with aioli                                   | \$75  |
| Vegetable and tofu skewers with Malaysian satay sauce (V, GF)    | \$75  |
| *Assorted sandwiches   | \$85  |

**V = Vegetarian, GF = Gluten Free, VO =Vegan Option, OR = On Request**

**All Items marked with a star can be ordered with minimum 24hrs notice all other items minimum of 48 hours is required.**

## *Chefs Platters...*

Platters are portioned to feed 10 people per platter at the per platter price, if choosing the per head option we cater 1.5 units per person per platter option.

### **Something Sweet**

|                                       |      |
|---------------------------------------|------|
| *Seasonal Fruit Platter               | \$65 |
| Assorted Alfresco Cocktail Cakes      | \$85 |
| *Brownie and Anzac Cookie Platter     | \$75 |
| Assorted Sweet Danishes               | \$90 |
| *House-Made Scones with Jam and Cream | \$50 |

**All Items marked with a star can be ordered with minimum 24hrs notice all other items minimum of 48 hours is required.**

## *Corporate Meetings*

|  |         |
|--|---------|
| Morning or Afternoon Tea with 2 choices from the 'Chef's Platters'<br>Or 'Something Sweet'   | \$13 pp |
| Corporate Lunch with 3 choices from the 'Chef's Platters' or 'Something Sweet'<br>With Juice & Soft Drink  | \$18 pp |
| Corporate Lunch from the Reduced Casual Menu with Juice and Soft Drink   | \$25 pp |
| Full Package: Reduced Casual Menu Lunch with Juice and Soft Drink, Morning<br>and Afternoon Tea with 2 choices from the 'Chef's Platters' or 'Something Sweet' | \$36 pp |

# Grazing Tables

- Chattorie Grazing Table,** \$35pp  
With and assorted selection of SA cured sliced meats, cheese, fruit, breads  
All spread out for you to graze on.
- Hot Platter Grazing Table,** \$45pp  
With an assorted selection of SA cured meats, cheese, Fruit, breads with a choice  
of 5 platters form the cocktail menu which will be replenished during the service time.
- Seafood Grazing Table,** \$70pp  
With an assorted selection of SA cured meats, cheese, fruit, breads, and fresh  
seafood of whole baked snapper, oysters, king prawns, white bait, mussels, salt and pepper  
squid and fish goujons.
- Gourmet BBQ Buffet,** \$35pp  
With a selection of Gourmet sausages, lamb cutlets, satay chicken shasliks, Scotch fillet  
steak and breads with a selection of 4 fresh salads from the salad menu
- Simple Sausage Sizzle,** \$20pp  
With a selection of gourmet sausages with bread and 4 fresh salads from salad menu

## Salads

|                                    |      |
|------------------------------------|------|
| Garden Salad                       | \$30 |
| Colesaw                            | \$25 |
| German Potato Salad                | \$30 |
| Italian Pasta Salad                | \$30 |
| Tabouli                            | \$35 |
| Greek Salad                        | \$40 |
| Curried Quinoa and Pumpkin Salad   | \$45 |
| Pearl Cous Cous and Beetroot Salad | \$45 |

The grazing table and BBQ selections are a minimum of 50 people to book. The grazing tables are for a 2 hour service period only and strictly no takeaways due to occupational health and safety.

## *Reduced Casual Menu \$25pp*

### Entrée

Garlic Bread

### Mains

#### **Chicken or Porterhouse Schnitzels**

Served with chips and choice of sauce  
(Gravy, Pepper, Mushroom, Diane, Parmigiana)

#### **Battered Fish and chips**

Served with tartare sauce and lemon

#### **Salt and Pepper Squid**

Served with chips, tartare sauce and lemon

#### **Kale and berry Salad (VE,DF,GF)**

Fresh strawberries, raspberries, blue berries, pear, cranberries and mango with almonds and Kale finished with an apple cider and mustard dressing

#### **Henley Cheeseburger**

180g beef and pork patty with pickles, American mustard, cheddar cheese, and tomato sauce with chips

# FAQ'S...

## WHEN IS YOUR VENUE AVAILABLE TO HIRE?

The Club is available to hire for corporate functions during the day Monday – Thursday, as well as Monday, Tuesday and Wednesday evenings all year round.

Please note that the venue is not available for private hire on Fridays, Saturday days or Sundays as we are open to serve the public at these times.

## CAN I ORGANISE MY OWN CATERING?

All catering is to be supplied by the Henley Surf Life Saving Club – no additional food is to be bought in and consumed on the premises with the exception of celebration cakes.

## DO YOU HAVE BEVERAGE PACKAGES?

We do not offer any beverage packages for functions. If you are looking at running a beverage tab for your guests, you are more than welcome to run an account for drinks on consumption, have guests paying for beverages they wish to consume, or a combination of both.

## DO YOU OFFER SUBSIDISED DRINKS?

No subsidised drink packages are available.

## WHAT TIME CAN I COME IN TO SET UP MY FUNCTION?

If your function is booked for a Saturday night you are welcome to come in to the club from 4pm onwards – please note we are open to the public until 3pm on Saturdays, most of our customers normally leave by 4pm after this but we will not 'kick them out', you are welcome to start setting up as long as you're a doing so in a sympathetic manner.

Corporate functions held during the day on a weekday can specify what time they would like access to the building as we are otherwise closed during the day.

### CAN I BRING IN MY OWN WINES?

No, no alcoholic beverages are to be bought in and consumed on the premises – we have a selection of wines available on our in house wine list.

### WHAT DO YOU SUPPLY?

The club has a number of audio visual devices to be used at your disposal – including projection screens, televisions and microphones. If you are hoping to run some sort of presentation or slide show for your event we recommend coming in to test it prior to your event. \*Client must provide own laptop\*

To connect a laptop to the projection system a laptop with HDMI connectivity is required. Generally speaking MAC laptops do not work with the system.

There is also a lectern available for use at no extra charge - please advise us before your event if you would like to use this.

The tables and chairs cannot be removed from the venue under any circumstances.

Glasses, crockery and cutlery is all standard – please liaise with the Event Manager if are after something specific as this may not be provided.

Linens are available at an extra cost – must be organised well in advance. POA.

All staff will be provided by the club, as is all catering.

iPod connectivity is available if you wish to bring in your own, alternatively house music can be played.

# *Booking Conditions...*

## DEPOSIT

The deposit will consist of the full room hire quoted rate. Once your booking has been made, the deposit required must be paid within seven days of booking, after such time management observes the right to cancel your function booking.

## PAYMENT OF YOUR ACCOUNT

Full payment of your catering charges is required no later than seven days prior to your function (this coincides with the notice required to confirm your final numbers).

ALL remaining charges must be settled in full at the end of your function. Preferred payment is by cash, cheque or Visa/Mastercard (please note we do not accept American Express). Direct debit facilities are available for your initial deposit payment and catering payment, however this method is not acceptable for the final day payments.

## PRICE VARIATIONS

Whilst every endeavour is made to ensure that prices published are maintained, due to unforeseen circumstances prices are subject to change without notice. All prices are inclusive of GST

## DELIVERY/PICK UP OF GOODS

The Henley Surf Life Saving Club does not accept any responsibility for the damage or loss of goods within the venue – prior to, during and after your function. All goods must be removed from the venue at the end of your function – no belongings can be stored overnight. It is the organiser's responsibility to advise the club if any goods are being delivered to the club, that they are clearly labelled, and are collected at the end of the function.

## DAMAGES

Organisers will be held financially responsible for any damage sustained to the club by the organisers, their guests and any contractors prior to, during and after the function. Nothing is to be nailed, screwed or

adhered to in any way, to any wall, door or other part of the club. Charges will be incurred to the organiser to cover any repairs arising from unauthorised actions.

### CLEANING

If a function is deemed to have caused an excess mess of the facility, then any extra cleaning charges will be forwarded to the hirer.

### PARKING

It should be noted that the Henley Surf Life Saving Club does not accept any responsibility for any damage to or loss of any vehicle whilst parked at the club at any time prior to, during or after the organisers event – nor does the club accept any responsibility for any parking infringements sustained by individuals or groups attending functions at the club.

### INAPPROPRIATE BEHAVIOUR

The Henley Surf Life Saving Club reserves the right to expel or eject from the venue any person or persons attending a function who behaves in an objectionable manner, deemed as such by the manager on duty.

### SMOKING

The ENTIRE venue is non-smoking – this includes the balcony deck on the first floor as well as immediately in front of the building. There are no exceptions to this rule, anyone caught smoking on the balcony will be asked to leave the function. Repeated warnings that go ignored will result in the bar being closed down – regardless of the time remaining for the function. Any charges for cleaning as a result of smoking will be charged to the organiser.

### FINAL NUMBERS

Numbers must be confirmed fourteen days prior to the date of your function. The numbers given at this time will be considered as final and the hirer will be responsible to pay the full amount that has been booked for.

### MENU SELECTIONS



We ask that all catering requirements be confirmed with the Event Manager no less than 14 days prior to the event. All catering is done on the premises and no food or beverages may be bought into the club for consumption during an event (celebration cakes are an exemption to this rule).

### CANCELLATIONS

Confirmed bookings cancelled fifteen days or less prior to the booking will lose their full deposit. Cancellations seven days or less prior to the function will lose full payment.

### MUSIC

No live music or DJ permitted on a Monday

Live music or DJ must finish by 11pm – iPod can then be used.

When live music or DJ playing, balcony doors must be kept closed.