



## INCLUSIONS FOR ROOM HIRE

- Chairs and tables
- Bar and Servery
- Audio Visual

## EXTRA COSTS

**Bar requires:** The event organiser needs to become a Social member of the Secret Harbour Dockers Sporting Association Inc., Social membership is \$100

- **Bar Staff:** 1 Bar staff required for every 50 guests: \$30per staff member per hour
- **Kitchen staff:** 2 Kitchen staff required for every 50 guests: \$30per staff member per hour
- **Set up and pack down:** If you require staff to set up and pack down our event staff can be hired at \$30 per staff member per hour.
- **Cleaning fee:** For all Events a cleaning fee of \$130 will apply. If carpet cleaning is required then this cost will be deducted from the bond.
- **Security:** One security guard must be booked with a registered organisation from 6pm onwards for functions of more than 50 people. This must be confirmed with SHDSA 4 weeks prior to the event.
- **Event Deposit / Bond:** \$1,000 returnable on conclusion of function.

## ADDITIONAL INFORMATION

**Community:** Registered not for profit clubs, groups and organisations.

**Commercial:** Local, state and federal government departments, private companies, individuals, private and public schools and employees of these bodies acting on behalf of their employers.

**Operational Hours:** Function Room is available for hire from 8am – 12 midnight.

**Cleaning:** When hiring the Function Room for meetings it must be left in a clean and tidy condition, vacuumed, mop any spillages, wipe and stack tables and chairs then return to designated storage areas, rubbish in bins. Toilets are to be left clean and tidy and mopped as required.