



# ESPERANCE GOLDFIELDS SURF LIFE SAVING CLUB

## *Venue Hire*

Located at the iconic Twilight Beach in Esperance, Western Australia, the Esperance Goldfields Surf Life Saving Club (EGSLSC) offers a fantastic venue for a variety of events. The club boasts a modern, two storey facility with an open lawn area, perfect for those looking to host an event with a stunning beachside backdrop.

Whether you're planning a social gathering, a conference or workshop, the Esperance Goldfields Surf Life Saving Club offers a versatile and scenic venue that's sure to impress your guests.

# Facility

## Upstairs Facility

- 127 max capacity, 40 on the balcony
- Fully equipped kitchen
- Bar facilities
- Toilets
- Large Smart TV
- Table tennis and pool table
- Elevator for all access

## Downstairs Facility

- Change rooms with toilets and showers
- Universal access change room/Parent room
- Outside lawned area
- Outdoor showers
- Beach access via stairs directly onto Twilight Beach
- Member and disability access car parking close to the clubhouse
- Barbecue

## Equipment

Kitchen	Servery	Bar	Extras
Oven	Teacups/mugs	Wine Glasses	8 x Trestle tables 50 x chairs
Microwave	Water glasses	Champagne glasses	Large smart TV
Kettle	Plates/bowls	Drinks fridge	Wifi
Dishwasher	Cutlery		Lectern
Fridge/Freezer	Tablecloths x10 (Reg) x 2 (lge) \$8 each		Roving microphone & JBL speaker

# Hiring cost

This table summarizes the different hire options and pricing details for the Esperance Goldfields Surf Life Saving Club. The costs are reflective of the venue's prime location and its modern facilities

Please note:

- Active Members receive discount on Hire
- Saturday & Sunday mornings only open for Club Members
- Sunday hire is only available between April-September
- First Aid Room, Nipper Area & 3 bay storage area is off limits
- EGSLSC does not have an office onsite. All visits to the clubhouse are by appointment only.
- Community groups, not for profit and philanthropic events will be given consideration for hire fee support.
- Bookings will be subject to Board of Management approval.
- Tablecloths available on request, charged out at \$8 each.
- Tea and instant coffee included in hiring cost. Hirer to supply own milk.

## Wedding Hire

- 60 maximum guests
- Bond applicable
- Transport to be arranged for 11pm close
- Hire by application and interview. Price on application
- Availability:

During the season (Oct-Mar) Monday - Friday

Out of Season (Apr-Sept) Monday - Sunday

Hire Option	Half Day (8am-12pm / 1pm-5pm 6pm-10pm)	Full Day (8am-5pm)	Cleaning Fee \$50/hr (Cost to club)
Full venue (Upstairs, Lawn Area and Ground Floor Changerooms)	\$700	\$1500	Yes
Upstairs ONLY	\$500	\$1000	Yes
Ground Floor Changerooms & Lawn Area	\$300	\$600	Yes
Lawn area ONLY (Use of outdoor showers & beach access)	\$200	\$400	If applicable

# *Booking*

- Complete and submit the application form below.
- The Venue Coordinator will generate an invoice and email it to you.
- Make a time to view the venue for familiarization.
- Pay the 20% non-refundable deposit to secure your booking.
- 14 days prior to your booking - pay the balance of the venue hire invoice.
- Day before event, a code to lock box will be emailed to you for key access to gate and facility.

# *Contact us*

VenueHire@egslsc.com.au

# *Additional Information*

## *Catering*

These are local caterers that we know do a terrific job and understand the limitations of our venue:

- Lauren's Larder
- Livs Kitchen
- Saltwater Catering

If you would like to engage a caterer not on our list, please ask them to contact our venue hire coordinator for a kitchen walk through to occur during your familiarization.

You are welcome to use the servery to put together platters of pre-made food that requires no heating or cooking (except in the microwave).

Self-catering of ready-to-serve food is permissible. Kitchen cooking devices such as fryers and warmers are not permitted in the building, however our BBQ may be available for you to use on the grass with pre-approval by the Venue Coordinator.

Please note: We actively discourage the use of single use plastic within our venue and respectfully ask that hirers bring only compostable single use items to use for serving food to your guests.

## *Smoking / Vaping*

Smoking is STRICTLY PROHIBITED in our venue. This includes the building's interior, the balcony and all paved areas. Hirers are required to advise smokers to move away from the building and to responsibly dispose of cigarette butts as not to pollute our surrounding area.

## *Liquor*

Functions held at our venue are BYO. Venue hirers are permitted to bring into our venue beer, wine, champagne, soft drinks and premixed spirits. Serving alcohol from bottles of spirits, beer on tap, shooters or jelly shots is STRICTLY prohibited.

All alcohol must be served to patrons from behind the bar. As the venue hirer, you are required to have an Approved Manager and to staff this bar with persons who have a Responsible Service of Alcohol qualification. Hirers must follow all relevant legislation.

If you intend to sell liquor, you need to make an appropriate application with the Department of Racing Gaming and Liquor WA.

You will need to provide the Venue Coordinator with a copy of the relevant licence before your function can proceed. Alcohol may only be consumed by your guests on the balcony and in the upstairs function room. No alcohol may be taken onto the stairs and lobby area, nor the lower outdoor paved areas.

Please note: It is the responsibility of the venue hirer to ensure that alcohol is served responsibly, that water is made available and that no underage drinking is to take place.

## *Room Decoration*

The venue can be decorated to your personal theme to compliment your function. However, the club respectfully asks that nothing is blue tacked, glued, nailed, stapled, screwed or otherwise adhered to any surfaces or memorabilia within the club. The club also prohibits the use of glitter, sparkles, smoke machines and wax candles. Please do not bring any of these items into the venue.

## *Cleaning*

Full cleaning of the venue prior to your function is included in the hire charge. All hirers are required to pay the post-function cleaning fee indicated on their invoice, prior to their event. This allows for a certain number of hours cleaning.

Should additional cleaning be required, beyond allocated in this fee, you will be invoiced for any additional cleaning post-event. It is the responsibility of the hirer to hand the premises back in a clean and tidy condition. There is a vacuum, broom, mop, dustpan and brush located in the servery area, to enable you to clean up any spills or breakages during your function.

## *Waste Removal*

It is the hirer's responsibility to ensure all rubbish and recycling is removed from the premises and disposed in the bins provided outside. Please ensure that your guests place recycling and rubbish into the correct bins. Excess rubbish left on the premises will incur additional waste removal charges which will be invoiced post-event.

## *Damage to building and facility*

In the event the building or property of the EGSLSC is damaged due to misuse or negligence, or if any items go missing, the hirer will be responsible for the full costs of repairs and replacement. Should keys be lost and because of that loss building locks need to be replaced, the hirer will be responsible for the full cost of replacement.

## *Cancellation Policy*

The 20% deposit paid to secure your booking is non-refundable. In the event of cancellation, the deposit will not be refunded. Venue hire and post-function cleaning costs that have been invoiced must be paid no later than 14 days prior to the function date.

Functions not paid for in full by the agreed date will be cancelled by the club and the venue re-booked without notice.

Any cancellation made seven days or less will result in the full hire fee being non-refunded.

## *First Aid*

There is a small first aid kit located in the kitchen area mounted on the wall. Please complete the incident log, located in the kit, if any supplies are used.

## *Emergency Evacuation*

In an emergency there are three major exits from the venue:

1. From upstairs, Exit down the emergency exit stairs at the rear of the building past the toilets.
2. Exit via the entrance stairs leading down to the main entrance and exit out the main entrance doors.


Upon exiting during an emergency, please congregate in the member car park and do not re-enter the building until advised that it is safe to do so.

Standard Operating Procedure: Directing guests to First Floor Level Balcony Area.

GEN # 01 MANAGEMENT PLAN FOR ACCESS FOR PEOPLE WITH A DISABILITY – TO ACCESS BALCONY ON FIRST FLOOR

OBJECTIVE

TO RESPOND TO THE REQUIREMENTS OF GUESTS WITH A DISABILITY IN A TIMELY AND DIGNIFIED MANNER

ACTION STEPS	HOW	OPPORTUNITY/TRAINING
<p>1. Acknowledge Guest</p> <p>2. Anticipate Needs</p> <p>3. Show the Way</p> <p>4. Take ownership</p>	<p>A guest who is a wheelchair user is likely to not have independent access to the balcony on First Floor due to existing building structural constraints, this SOP has been created on how with assistance, they can access the balcony on the First Floor in a timely and dignified manner.</p> <p>This SOP outlines on how to communicate in a sensitive manner and cater for any guest with a disability visiting Esperance Goldfields Surf Life Saving Club.</p> <ul style="list-style-type: none"> <li>Maintain open body language and awareness of guest approach.</li> <li>Make eye contact and acknowledge guest.</li> <li>Greet guest verbally</li> </ul> <ul style="list-style-type: none"> <li>Introduce yourself</li> <li>Enquire whether the guest needs any assistance</li> </ul> <ul style="list-style-type: none"> <li>If the guest enquires about access to the balcony explain to them the location being on First Floor Level, provide directions to the lift on Ground Floor via the main entrance as necessary.</li> </ul> <ul style="list-style-type: none"> <li>Offer to show the guest the way and if they would like this level of assistance, personally escort them to First Floor Level. To access the Balcony, open the sliding door as necessary and invite guest out on to the balcony. Be sensitive to the guest needs by observing the general etiquette.</li> </ul>	<p><u>General Etiquette</u></p> <p><u>Don't make Assumptions</u> Remember that people with disabilities have different preferences. Just because one person with a disability prefers something one way doesn't mean that another person with the same disability also prefers it that way.</p> <p><u>Ask before you help</u> Before you help someone, ask if he/she would like help. In some cases, a person with a disability might seem to be struggling, yet he/she is fine and would prefer to complete the task on their own. Follow the person's cues and ask if you are not sure what to do. Don't be offended if someone declines your offer of assistance.</p> <p><u>Speak normally</u> Don't assume that because a person has one disability, that he also has a cognitive disability or is hard of hearing. For example, a person with cerebral palsy might use a wheelchair, have uncontrolled upper body movements, have difficulty speaking, and yet have very good hearing, cognitive abilities, and intelligence.</p>
<p>5. Follow Up</p>	<ul style="list-style-type: none"> <li>Once you have escorted guest to the Balcony on First Floor Level, ask if they would like you to wait and escort them back inside, or to leave the building etc, as is their preference.</li> <li>If they would like you to wait, do so in a visual range once they indicate they are ready to leave the Balcony. Escort and assist them as per their direction.</li> <li>If visitors provides staff/volunteers any feedback, ensure it is passed on to the Board of Management in a timely manner.</li> </ul> 	<p><u>Use "people first" language</u> when referring to people with disabilities. People-first language means put the person first and the disability second. For example, say "a man who is blind" rather than "a blind man," and "a woman who uses a wheelchair" instead of "a wheelchair-bound woman."</p> <p><u>Be aware of personal space</u> Some people who use a mobility aid, such as a wheelchair, walker, or cane, see these aids as part of their personal space. Don't touch, move, or lean on mobility aids. This is also important for safety.</p>

# Venue Hire Application form

<b>Hire/contact name:</b>	
<b>Organisation:</b>	
<b>Name of responsible person in attendance:</b>	
<b>Mobile number:</b>	
<b>Contact email:</b>	
<b>Contact address:</b>	
<b>Purchase Order Number:</b>	
<b>Time, Day and Date of function:</b>	
<b>Function type and number of attendees:</b>	
<b>Hire option:</b> (Please circle)  Please refer to cost table above for charge per facility hire.	Full Venue  Upstairs ONLY  Downstairs ONLY  Lawn Area ONLY

**HIRE AGREEMENT:**

I agree to abide the conditions of hire as outlined in the EGSLSC Venue Hire Information Booklet. I agree to pay all invoices on or before the due date and agree to pay for any breakages, damages, additional cleaning and all other additional costs incurred as a result of my hire of the venue, within 7 days of an invoice being received. I understand that I am responsible for ensuring the good conduct by all of my guests and will ensure that the venue is handed back in the same condition it was hired out.

**Applicant name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please submit to [venuehire@egslsc.com.au](mailto:venuehire@egslsc.com.au)

# *Upstairs set up*



# *Kitchen*



# *Toilet facilities*

