

# Events

HALF MOON BAY SLSC



## Functions

The HMB Function Space is located in Black Rock, Melbourne and offers stunning views of the Port Phillip Bay, nestled in the Red Bluff Cliffs.

It's perfect for bespoke weddings, engagements, birthdays, parties, celebration of life events and corporate events.

Our function space allows us to host events from Christmas parties weddings, engagements, life celebrations, birthdays, meetings & conferences.

Inside Capacity: - 80 Standing, 40 Seated  
Inside & Balcony Capacity - 100 Standing, 60 Seated

## Weddings

Bookings include venue access up to two hours prior to guest arrival & one-hour post guest departure.

Your ceremony can take place in the clubhouse or on the balcony with the bonus of beach and bay views.

If you would like your ceremony on the beach, then a permit is required from the City of Bayside.

Please refer to:

<https://www.bayside.vic.gov.au/services/facilities-and-venues/open-space-bookings-and-permits>

All ceremonies held in the club rooms or on the deck will incur a setup fee of \$250 over and above any other charges which includes one additional hour to your wedding duration to incorporate your guest arrival and ceremony timings as well as up to 30 chairs arranged for guest seating and a dressed signing table with two chairs.

All weddings will incur a booking fee of \$500 over and above any other charges. This will help cover the cost of pre-wedding site visits and planning.





## Venue Inclusions

Venue access by prior arrangement.  
Tables, chairs and the deck are included.  
You can arrange for your own furniture to be delivered and removed upon arrangement.

On hand we have:  
3 Tall Long Tables  
16 Tall Stools  
10 Tables, 50 Chairs

Venue setup is the responsibility of the hirer.  
The club can offer a set up service charged at \$100 per hour or part there of by prior arrangement.

Venue floorplan is available upon request.



## Audio Visual

We have limited AV equipment on hand, you can however bring in your own, but you do need to arrange a time in advance to make sure it is compatible.

- Flat Screen TV with HDMI connection
  - Sound system
  - Microphone
- Wireless internet connection connections

## Room Hire Only

Our function space is available for casual hire and can accommodate up to 24 people in a classroom or boardroom setting with more in a theatre setting.

Complete with tables, chairs and a visual display flat screen TV to connect your own laptop to.  
Hire the room from just an hour to a whole day.

Your choice of set up is available and catering can be arranged.

If you have any questions please get in touch with Sally our Venue Manager & Caterer  
M 0409 66 88 12  
email: [functionbookings@halfmoonbayslsc.com.au](mailto:functionbookings@halfmoonbayslsc.com.au)



## Silver Package

2 hour duration \$29 p/p  
 3 hour duration \$39 p/p  
 4 hour duration \$48p/p  
 5 hour duration \$55 p/p

Beverages include\*:

Carlton Draught  
 Cascade Light  
 T'Gallant Brut Cuvee  
 Chapel Hill  
 Cab Sav and Shiraz  
 Chapel Hill  
 Pinot Grigio  
 Chardonnay  
 Soft Drinks

Spirits available at \$10 per glass

\*Brands subject to change



## Catering

Our in-house caterers FOODstyling offer a delightful range of food experiences, to suit all budgets. Sally our Venue Manager & Caterer will be able to provide you with more details  
 email: [functionbookings@halfmoonbayslsc.com.au](mailto:functionbookings@halfmoonbayslsc.com.au)

Self catering attracts fees and food handling certificates.  
 External caterers attract fees and registrations.

## Beverages

The club is fully licenced and offers a range of beverages on consumption, a PAYG bar (guests pay), TAB Bar (client pays), or a time limited beverage package arrangement.

Beverage packages are suggested for larger events, a staff surcharge may apply for events with less than 40 guests.



## Gold Package

2 hour duration \$37 p/p  
 3 hour duration \$45 p/p  
 4 hour duration \$55 p/p  
 5 hour duration \$65 p/p

Beverages include\*:

Corona, James Squire Pale Ale  
 Cloak & Dagger Prosecco  
 Oyster Bay Sauvignon Blanc NZ  
 Oyster Bay Chardonnay NZ  
 Mockingbird Hill Shiraz  
 Cat Amongst The Pigeons Cab Sav  
 San Pellegrino Sparkling,  
 Soft Drinks  
 Spirits available at \$10 per glass

Other wines available by request

\*Brands subject to change

## Delivery of Goods to the Club

Access is available through the B15 and B14 carpark . We can arrange to move a bollard to gain closer access to the building otherwise we have a trolley for heavier items to be moved in and out of the bulding.

Long term parking is not available here and once vehicles are unloaded they must be relocated to the B14 or B15 carpark.

## Bookings and Bond

A bond of \$500 is required to book the venue date and will be held in trust against any misfortunate damage that may arise. A \$1000 bond is required for 21st birthday celebrations. 50% of the bond will be held if cancellations occur outside of our control.

Please refer refer to our caterers cancellation terms.

## Music

As our venue is located adjacent to a residential area music must not be audible outside the venue.

We appreciate your co-operation with this request. Music is required to cease half an hour prior to departure or when the bar closes.

## Conclusion

Bar service will conclude at an agreed time or no later than 11:30pm when liquor licence expires. guests must depart within half an hour of this time or as outlined on your paperwork.

Charges will be incurred at \$250 per hour or part thereof past the departure deadline.

## Payments

Confirmation of definitive guest numbers and a comprehensive guest list is required 14 days prior to the event and deposits are strictly non-refundable within 30 days of the proposed function date.



## How to get to

Half Moon Bay SLSC is located at 26 Cerberus Way, Black Rock VIC 3193.

The map above shows shaded pink car parking areas. There is ample parking available. Bayside residents can park free by displaying their permit, minimal charges apply for others to park.

## Transport & Parking

Taxi 13CABS and UBER  
Forshore: Permit Parking & Paid Parking options  
Beach Road & Side Streets, then you can walk down

## Decorations

Venue, tables and surrounds may be decorated by you at your cost. Confetti, party poppers or any water leachable material must not be used.

Any damage to furniture or facilities will be charged for at cost price of repair and/or replacement.

## Confirmation

Bookings will be confirmed with your bond deposit and a signed copy of the Venue Hire Booking Form.

Deposits may be processed via bank transfer upon receipt of invoice.

## Cleaning Charge

It is compulsory to employ our contract cleaner after all events. Rates are shown in the table of fees and applies so long as the Club is left in reasonable condition.

Extra charges will apply should there be broken glass, excessive cleaning or rubbish removal after the conclusion of the event.

## Security

Required at the discretion of the Venue Manager

## Smoking

Is not permitted within the venue or on the deck.

# HMBSLSC Hiring Fees

2024

|          | <b>Hourly Hire</b><br>Monday - Friday<br>Up to 4 hours | <b>Full Day (9-5)</b><br>Monday - Friday<br>Up to 8 hours | <b>Full Day (9-5)</b><br>Saturday - Sunday<br>Up to 8 hours | <b>Evening</b><br>Friday<br>5 hours till 11:30pm | <b>Evening</b><br>Saturday - Sunday<br>5 hours till 11:30pm |
|---|--|---|---|--|---|
| <b>Full Venue</b>   | \$125  | \$450   | \$650   | \$880  | Full Venue Only   |
| <b>Cleaning Fee</b>   | \$150  | \$150   | \$150   | \$150  | \$150   |
| <b>Bar Staff Charge</b><br>x1<br><small>Applies to PAYG and TAB bar arrangements.</small> | \$55 per hour  | \$55 per hour   | \$55 per hour   | \$55 per hour                                    | \$55 per hour   |
| <b>Security Staff</b><br>x1<br><small>This charge is function/event dependant.</small>    | \$70 per hour  | \$70 per hour   | \$70 per hour   | \$70 per hour                                    | \$70 per hour   |
|   |  |   |   |  |   |

## BOOKING DETAILS

NAME OF ORGANISATION

TYPE OF FUNCTION

CONTACT NAME  CONTACT NUMBER

EMAIL ADDRESS

CONTACT ADDRESS

## FUNCTION DETAILS SECURITY DEPOSITS

DATE OF PROPOSED FUNCTION  START TIME

ESTIMATED NUMBER OF GUESTS  END TIME

OTHER DETAILS

**Security deposits to be PAID to:**  
FOODstyling  
BANK: BENDIGO BANK  
BSB: 633 000  
ACC: 187 361 407

**Security deposits to be REFUNDED to (your details):**  
BANK: \_\_\_\_\_  
BSB: \_\_\_\_\_  
ACC: \_\_\_\_\_

## HMBSLSC MEMBERS

ARE YOU A CURRENT MEMBER OF HALF MOON BAY SURF LIFE SAVING CLUB?  YES  NO

PRICE FOR MEMBERS WILL BE DISCUSSED AND DECIDED BY THE HALF MOON BAY SLSC EXECUTIVE COMMITTEE.

## CATERING REQUIREMENTS & AV REQUIREMENTS

|  |   |
|--|---|
| <input type="checkbox"/> MORNING/AFTERNOON TEA | <input type="checkbox"/> MICROPHONE         |
| <input type="checkbox"/> LIGHT LUNCH           | <input type="checkbox"/> OTHER AV EQUIPMENT |
| <input type="checkbox"/> TEA/COFFEE            | <input type="checkbox"/> SPEAKERS           |
| <input type="checkbox"/> OPEN BAR              | <input type="checkbox"/> FLAT SCREEN TV     |

**NOTES:**

