

# FAQ'S

See below for some frequently requested information. If there is something we have missed email us at [venuehire.avalonbeachslsc.com.au](mailto:venuehire.avalonbeachslsc.com.au)

**Beverages:** The Avalon Beach SLSC is a fully licensed venue therefore no BYO is permitted. Hirers may arrange an on consumption bar tab or drinks can be purchased from the bar. At this time we do not offer beverage packages. Hirers operating a bar tab will be charged per bottle consumed. Our standard beverages are permanently available and for events with over 80 guests we can provide a special order beverage list by request. Additional conditions apply to special orders.

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**Bar Staff:** The number of bar staff required will be determined by the final number of attendees, usually ranging from 2-5 staff. You may reduce the number of bar staff throughout your event, however, a minimum of two bar staff must remain until the end of your booking. Refer to our Rates page for Bar Staff rates.

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**Liquor Licence Hours:** Our event spaces can be hired between the hours of 6:00am until 10:00pm Sunday to Thursday and midnight on Friday and Saturday. Bar service stops 15 minutes prior to nominated event finish time.

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**Catering – Bangalley Bar:** Self-catering is permitted in the adjacent domestic sized kitchen which provides an oven, cook top, microwave, urn, fridge, dishwasher and ample stainless steel bench space for your caterer's use. Additionally, the built in BBQ on the Bangalley Bar balcony may also be used. We have a limited supply of crockery and cutlery available for use. Tablecloths are not provided.

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**Catering – Club Room:** For events held Friday, Saturday or Sunday, the Club Room is exclusively catered by the adjacent restaurant "The Avalon on the Beach": [www.theavalononthebeach.com.au](http://www.theavalononthebeach.com.au)

For events held Monday – Thursday, self-catering is permitted and a domestic sized kitchen, adjacent to the Bangalley Bar, provides an oven, cook top, microwave, urn, fridge, dishwasher and ample stainless steel bench space is available for your caterer's use. Note: in the event that both function spaces are in use, Bangalley Bar hirers will have first priority.

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**Furniture:** Each event space has furnishings that are included in your hire. Refer to each Event Space page for specific information. Bangalley Bar hirers are responsible for the set up of the furniture to suit their event. Furniture may be placed on the balcony and unused furniture can be stored in the adjacent meeting room. The hirer is responsible for setting

up furniture and bringing inside all furnishings relocated to the balcony area at the end of their event, unless prior arrangements have been made.

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**Heating/Cooling:** Both event spaces have large sliding doors and windows which provide ample cross ventilation. Additionally, there are large ceiling fans and heaters for use if required. Controls are located on the internal wall adjacent to the Hall of Champions.

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**Pre and Post Event Clean (Bangalley Bar):** Our event spaces and windows will be professionally cleaned in advance of your booking. Hirers may elect to arrange their own post event cleaning or appoint our cleaners, subject to availability. If electing to self-clean after your event, the event space must be returned in the same condition and level of cleanliness it is hired as soon as possible after your event or (usually) before 9:00am the following day. The following will need to be completed:

- All rubbish is to be taken to the bin room located in the carpark (no key required)
- All personal decorations need to be removed from site.
- Tables and chairs wiped down as required.
- Couches dusted down and spot cleaned if required.
- BBQ hotplate cleaned (if used).
- Any crockery and cutlery used to be washed, dried and put away (dishwasher is available in the kitchen).
- Kitchen benches to be wiped down and floor mopped.
- Balcony area to be swept and Event space floors swept and mopped. Cleaning equipment is located in the kitchen adjacent to the Bangalley Bar.
- Furnishings must be returned to the event space (as found).

**A cleaning fee will be deducted from your Bond should further cleaning, arranged by the Club, be required. ABSLSC cleaning rates are \$60+GST per cleaner, per hour.**

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**Entertainment:** Entertainment may be organised, however, all hirers must be mindful of the restaurant and other events that may be taking place when choosing your style of entertainment. We can put you in touch with a number of local musicians who are familiar with our venue.

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**Smoking:** The Avalon Beach SLSC is a smoke-free venue and no smoking is permitted in any area. Hirers and guests may smoke outside, and 4 mtrs from the premises. As we are a beachside location, we ask all smokers to dispose of any cigarette butts in a responsible manner.

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**Parking:** There is metered parking in the adjacent carpark, a free Council carpark in Avalon village and plenty of street parking in the local area.

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**Disabled/Lift Access:** All event spaces and balconies are wheelchair accessible. The lift is located adjacent to the carpark entrance door. Arrangements must be made for guests requiring use of the lift

to be escorted from the carpark to the lift via the main entrance doors. Your access key will be required. Please stand well clear of the lift door and Emergency Stop button.

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**Audio Visual:**

Bangalley Bar - Flat screen television with HDMI, VGA compatible, cordless microphone and ceiling mounted speakers compatible with most devices.

Club Room – Fitted with lowerable anti-glare blinds, large drop-down projection screen, ceiling mounted projector and speakers. HDMI, VGA compatible. Cordless microphone also available.

WiFi available upon request.

Please ensure that all AV equipment is turned off after use.

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**Decorations:**

We can provide you with a list of local styling companies to assist if required. Decorations may not be stuck to the walls or glass. Magnetic hooks are available to hang any decorations. If you bring helium balloons into any event space you may not operate the fans. Strictly no glitter, feathers, rose petals or confetti may be used in either event space. Additional cleaning fees will apply if these items are used.

Candles may be used, however, must be fully contained in glass protective vessels.

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**Delivery/Collection of Items:**

Due to limited storage we cannot take delivery of items in advance of your event date. Deliveries are to arrive on the day of your booking and it is the hirer's responsibility to receive the delivery and provide access to the venue. All personal items must be removed from the event space at an agreed time, usually by 8:00am the following day.

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**Access to the Venue:**

Access to the venue is by security access fob key. Hirers may access the Event Space (usually) from 2:00pm on the day of their event to decorate. Earlier access available by arrangement.

An access fob key can be collected from the office in the week prior to your booking and will provide access to the building via the main entrance doors and balcony entrance doors from 2:00pm (or earlier by arrangement) on the day of your event and until 10:00am the following day if self-cleaning. Advise your guests to use the beachside staircase and access the event space booked via the balcony sliding doors. The carpark entrance doors cannot be propped open under any circumstances. Hirers that unlock these doors will be responsible for any damage to the Club due to unlawful access. Access fob keys can be left with the bar staff or returned to the office within three days following your booking.

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**Security:**

Security is compulsory for all teenage parties aged 15 and over regardless of the number of guests. Please note our venue may not be booked for 18<sup>th</sup> or 21<sup>st</sup> parties.

Security is also compulsory for all events with more than 200 guests.

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