



Document Includes :

- Frequently Asked Questions
- Event Instructions
- Furniture & Inclusions

Frequently Asked Questions

What do I need to organise? - You will need to think about the following

- Catering
- Beverages
- Decorating
- Entertainment

Catering - you can engage any caterer you choose or use one of our preferred suppliers listed below.

Beverages Options

- Purchase all the drinks yourself. You will need to employ a barman to run the bar. We can assist with this or your caterer can provide bar staff. It is the Club's requirement that someone with an RSA licence remains in control of the bar throughout your event and that person is not one of your guests.

- Food & beverage package from your caterer
- Engage one of the mobile bar services.

Decorating You can engage a decorator of your choice or use our preferred Partner [Rebecca](mailto:rebecca@fairytaleevents.com.au) rebecca@fairytaleevents.com.au 0448 090 560

- bring your own decorator
- DIY or combo DIY and professional decorator

Entertainment

- Band / DJ or use the audio system and plug in a phone, mp3 player, laptop.

What's Included?

- Tables & chairs for up to 180 PAX. You may need to hire additional tables and chairs pending your layout and choice of furniture. The decorator can provide these. Inventory of available pieces is on the website. HHSC does not setup the venue. Table set up is



either done by Renter, Caterer or Decorator. HHSC can provide staff to setup if required and there is a cost associated with this service.

- Cleaning and Pack up of furniture at the end of your function
- Venue cleaning
- Removal of garbage in skip and recycling bins provided
- Restocking bathrooms with hand towels soap and toilet paper
- Hand Sanitiser

What time can I have access on the day?

Access to the room is normally from 9 am on the day of the function. Early access the day before can be arranged for and will attract additional rental fees.

Can I look at the function space?

Check out the photos on the website, Instagram page, or visit the club by appointment. Email your inquiry to venue@huntershillsailingclub.org.au or call 0412 254 502 for an appointment. Please look at our Instagram page @huntershillsailingclub for images of functions, the club and it's surroundings.

What is the bond for?

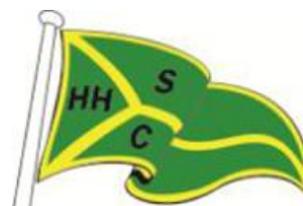
The bond of \$1500 is a safe guard for the club, to ensure people leave the hall in a suitable state and do not cause deliberate damage. If either of these events occurs, the club will deduct an amount to restore the venue's condition from the bond. If there is no damage and the hall is left in a suitable condition, the club will refund the bond 14 days after your event subject to condition report and reparations if required.

Who can hire the hall at HHSC?

The club hires the function space to the general public to support the sailing club's activities. Approval for hirers is based on compliance with Hunter Hill Sailing Club's standards and conditions.

What does the hire include?

The hire includes use of the function hall and balcony (with its fabulous view of Sydney Harbour), the kitchen, and the tables and chairs. There is an inventory list of furniture on the club website. You can hire additional tables and chairs if required.



Does HHSC provide plates and glasses?

No, the hirer provides all crockery, glassware and cutlery. Your caterer can help with this.

Can I decorate the hall?

Yes, decorations are allowed, however nothing which is currently on the walls must be damaged. Any damage will be deducted from your bond. Fairytale Events is the club's preferred partner for decorating. Rebecca can transform the hall into a magical fairyland or a very grown up cocktail party with anything imaginable in between. The use of pins, nails, screws or staples is not permitted. Honour boards are not to be removed but can be covered.

Does HHSC cater?

The club has caterers, who work at the venue often. They are familiar with the club and can cater for different events and budgets.

Our Preferred Partners know how to set up, pack away and operate the club venue and kitchen. As they have their own keys, the pre and post event logistics can be easier to manage.

- Piquant Catering, Justine Nicholls justine@piquant.com.au 0407 254 240

Does HHSC pack up the tables and chairs after my function?

Pack up of tables and chairs is included and is at no extra charge.

Is the function space heated or air-conditioned?

No, we do have 2 large drum fans and you are welcome to hire additional fans, heaters and coolers if desired. The cover over the balcony allows guests to enjoy the view without worrying about rain or too much sun! Sliding glass doors onto the balcony also allow for a nice breeze off of the water.

Am I required to clean the hall?

HHSC will make sure the room is in tip top shape before the start of your function, and it is a hiring condition that that you leave it in the condition that you found it. Your caterer is responsible for cleaning the kitchen. You are responsible for removing anything that can not be picked up by a vacuum cleaner. Failure to do so will result in a charge being levied against the bond. For those small mishaps that sometimes occur during functions, there is some cleaning gear provided in the table storage area.



What about cleaning?

The cost of cleaning fee is included and is at no extra charge. It takes approximately four hours to clean the space – that is to wash floors, vacuum carpet, wipe down the bathroom, fridges and ovens. It does not include removal of rubbish, or doing a heavy clean of the kitchen. If this needs to be done, an amount will be deducted from your bond.

Am I required to remove my rubbish?

Yes, you must remove all rubbish from the premises into the large commercial bin outside.

How do I have to leave the hall?

The hall must be cleared of all rubbish. If the hall needs to be cleared, and rubbish removed, the cost of this will be deducted from your bond.

Most professional caterers will remove rubbish after an event, as long as you have made this arrangement with them.

Does the hall recycle?

ABSOLUTELY! Please dispose of all plastic and glass containers in the yellow recycle bins. These bins should be left in the foyer or on the balcony if half full or brought down to the commercial bin if at full capacity. If there is rubbish commingled in the recycle bins and someone has to sort the rubbish out, a fee will be deducted from your bond. Please flatten all boxes.

Do I have to bring garbage bags, toilet paper, hand towels?

The club ensures the toilets are properly stocked with hand towels, soap and toilet paper. Garbage bags are not supplied.

Does HHSC provide a PA system?

Yes, there is a PA system in the building, complete with microphone and new state of the art speakers. Music, such as from an iPod, can be played through the speaker system.

Does HHSC provide an Audio Visual system?

Yes, there is an AV system. A screen and projector are mounted in the ceiling and are positioned to provide maximum coverage. The use of the AV system is available attracts an



additional rental fee of \$200. You will need to provide your own high performance HDMI cable and a laptop.

Does the HHSC hall have disabled access?

Yes – there is a ramp into the building and toilets about 50m from the hall, in the Clarke's Point Reserve.

Is there a car park?

Yes, council's car park for the Clarke's Point Reserve accommodates 90 cars and is directly behind the sailing club. Parking meters are in place from 8am to 8pm.

Does the hall have water views?

Yes, the hall overlooks Sydney Harbour, directly opposite Cockatoo Island. The city skyline and Harbour Bridge is visible from the parkland around the sailing club.

Is smoking or vaping permitted in the hall?

No, smoking or vaping are not permitted in the hall or on the upstairs balcony. This must be strictly observed. If cigarette butts are thrown off the balcony, your bond will be forfeited as we need to pay someone to clean them up.

How much noise can I make?

Noise and music are to be kept to background levels outside the hall. Hirers must be considerate toward neighbours when returning to their cars or taxis.

Do you allow 18th - 21st Birthday Parties?

Yes, we allow 18- 21st Birthday parties. Depending on the size of the celebration, one or two security guards will be required to stay the duration of the party.

How do I make a booking?

1. Check whether your preferred date is available on the venue hire calendar on our website.
2. Email or phone with the following information: preferred date, approximate number of guests anticipated and type of event. Email is the preferred method of communication. We will send you a quote for the full amount and an invoice for your initial payment.



If you have not heard from us within three business days of your email, you can follow up with our Function Manager venue@huntershillsailingclub.org.au

3. Download the completed application, scan and email to venue@huntershillsailingclub.org.au . Your booking is not confirmed until you've paid your deposit via direct deposit into the Hunters Hill Sailing Club account. Please include your surname and invoice number as a reference.
5. The balance of the payment is due 12 weeks prior to your event.
6. Your booking is confirmed only upon receipt of written (including email) confirmation from HHSC.

Are there any cancellation fees?

Yes – please check the hiring agreement for conditions.

When will I get my bond back?

Bond refunds are processed 2 weeks after your event. Any deductions will be detailed in an invoice.

Critical:

- If you don't hear from us you don't have a booking;
- The event date is held only with the receipt of your deposit into the club's bank account;
- Booking is only made when full payment is received.

Covid Restrictions

- Please refer to the official NSW Government website



Day of Event Instructions

Kitchen ~

Fridge maybe turned off when you arrive. Power point is located left side of fridge.

Caterer is responsible for cleaning the kitchen.

This includes

- All benches
- Sink
- Splash back
- Ovens ~ inside and out
- Stove top
- Dishwasher - inside and out and the 'Shutdown' procedure is to be completed.
- Empty bins ~ skip bin is located near the front ramp
- Recycling bins are located on the balcony
- Remove all items from Fridge and Freezer
- Wipe out fridge and freezer
- Sweep and mop kitchen floor

Venue including Balcony The venue must be cleared of all rubbish. If the hall needs to be cleared, and rubbish removed, the cost of this will be deducted from your bond.

- All rubbish that cannot be picked up by a vacuum cleaner should be placed in bins provided.
- Broken Glass in and outside venue should be cleaned up.

Rubbish Bins

Location of Bins



- 1100L skip bin with RED lid is located near left side entrance ramp.
- 240L YELLOW lid recycling bins are located on the balcony accessible via the 1st timber door left side of main room.

Bin Keys - 1st is located on a block of wood hanging next to fridge and 2nd on the main set of keys provided to the hirer.

Recycling bins are for cans, glass and plastic bottles only.

A garbage bin is provided for bar staff to dispose of bottle tops, cups, surround wrap. Contaminated yellow lid bins attract a garbage surcharge.

Cardboard Boxes - to be flattened and placed in RED skip bin.

End of function - Yellow bins are to be placed by the Red skip bin at the end of the function

All bins to be locked.

Smoking - there is no smoking in the venue or on the balconies. Smokers are to be directed to the bottom of the stairs towards the car park and provided with a butt bin.

End of Function Checklist

- Kitchen Cleaned
- Dishwasher "shutdown"
- Yellow bins locked and placed outside by the skip bin
- Rubbish that cannot be picked up by a vacuum cleaner is placed in bins
- All bins locked
- All doors locked
- Keys returned to key safe



Furniture & Inclusions

Furniture Type & Size	Number of	Seats
White Gladiator / Americana - Indoor use only	184	
Round Banquet - 1800mm diameter	11	10
Trestle Rectangle - 2400mm x 750mm	10	10
Trestle Rectangle - 2100mm x 750mm - 725mm Height	8	8 - 10
Trestle Rectangle - 1750mm x 750mm	2	6 - 8
Drinks Bar / buffet Rectangle - 3600mm x 815mm - Shelf under table top	2	Bar / Buffet
Bar table - round - ~800mm diameter - ~1065mm Height	4	
Other tables - Rectangle : 800mm x 1200mm 725mm Height	2	
Lectern	1	
Partitions - various sizes	2	



Kitchen

Dishwasher - operating instructions on kitchen wall	Norris Café Mate
Oven / Stove Electric - 4 Stove Top burners - 4 Oven Shelves	Moffat Turbofan Size "Medium"
Microwave	LG
Fridges - 1 x 3 Door Glass front fridge Freezer - 1 x 2 door	TGA15 1500L Capacity 4 adjustable shelves Quipwell-TSC10 900L Capacity 4 adjustable shelves
Mobile Stainless Steel work tables	2

Other inclusions

Internal Garbage Bins - 4 x Internal Bins 60L round bins	Bring your own bin liners
External Garbage Bins - 1 x General Waste 1.1m ³ Skip Bin	Located outside near ramp. Keep locked.
Recycling 240L x 4 - Glass and Plastic Bottles - Cardboard boxes	Located on balcony right side near side door. To be locked & put out by skip bin at end of function.
Vacuum Cleaner - Pullman CB60-2-SS 220-240v-50Hz 2000W	Located in storage room Serial number 20444077
Floor mats - 2 x square mats for bar area - Long wet weather entrance mat	
Mobile Hand Sanitiser Stand	Located in foyer

This document is available on the Hunters Hill Sailing Club website along with images of inclusions.