



3 Morgan Road, Denmark, WA 6333.
08 9848 1517.
events.riversideclub@gmail.com

Denmark Riverside Club

Venue Hire Information



2023-2024

Denmark Riverside - Venue Hire Information

Overview

Denmark Riverside Club is a unique modern facility in which to host your next corporate event or private function. Situated on the banks of the Denmark River and within easy walking distance of the picturesque Denmark town centre, the Denmark Riverside Club (the Club) is home to lawn bowls, dragon boating, and community rowing clubs. The stunning modern venue has a lovely outlook, overlooking the riverside's natural surrounds and the club's own bowling greens.

The Venue

The Club offers the flexibility of one large venue or can be partitioned to suit your requirements.



- The entire club comprises a function area with dining space to accommodate 200 guests at a sit-down dinner, bar facilities, dance floor, commercial grade kitchen and wide outdoor veranda. There is audio-visual equipment ideal for workshops, conferences, board meetings, community functions and celebrations and a stage can be set up for performances.
- A room divider allows for a smaller room with capacity for up to 50 people. It has an adjoining kitchenette and access to the veranda and with its own audiovisual equipment is ideal for smaller seminars and meetings.
- The main function area, with divider in place, retains many of the listed features of the entire function area and suits a variety of functions with dining space, bar, and kitchen facilities.

The Club has plenty of parking for your guests and a large deck overlooking the river for breakout sessions or sundowner drinks.

Bar Facilities

The club has a licensed bar, though a **special licence** is required for non-membership functions. The bar is well stocked with a full range of drinks including local wines and on tap beers at reasonable prices. Coffee and tea making facilities are available independent of the bar and kitchen for your workshop or meeting.

Venue Booking information.

We recommend that you arrange to come and see the facilities and discuss your requirements with one of our Events Committee members before making a booking by emailing events.riversideclub@gmail.com or phone the Club to leave a message on 08 9848 1517. Alternatively you may fill out the booking form at the bottom of this Venue Hire Information package and return it to us for assessment and final quote. Bookings are subject to availability of the venue and the requirements of the event.

Venue Fees and Charges.

The venue hire fee is dependent on the venue area required for your function as follows:

Full venue area

\$90 per hour plus any extras, see list below.

Larger Partitioned area

\$60 per hour plus any extras, see list below.

Smaller Partitioned area

\$30 per hour plus any extras, see list below.

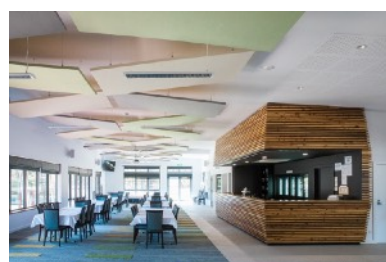
Venue Hire Includes

- Access to the club premises in accordance with your booking
- Parking
- Tables and chairs
- House lighting & air conditioning
- Standard power usage and consumption
- Lectern
- Microphones and audio-visual equipment (as outlined above)
- Portable stage
- Fixed dance floor in main function area
- Water bottles/ water glasses
- Access to First Aid kit, AED, Wheelchair.

(Smaller room may not be able to include all the above – please enquire at time of booking)

Not Included

- Kitchen facilities
- Bar staff
- Cleaning
- Setup costs
- Food and beverage – see catering below.
- Additional crockery, cutlery, and glassware hire
- Security services.
- Background music.
- Equipment hires.
- Function decorations.
- Tablecloths



Denmark Riverside - Venue Hire Information

- Access to the bowling greens is by prior arrangement and only for playing lawn bowls.
- Any other item not specified as included.

Group Hiring

Price discounts may apply for members, community and charity groups and weekly bookings for regular meetings, depending on usage and availability. Please check with the Club – priced from \$30 minimum.

Kitchen Hire

Commercial Kitchen rate when hiring in conjunction **with venue hire is \$25 per hour** to a maximum of \$125 day.

Commercial Kitchen rate when hiring **without venue hire is \$35 per hour**.

Kitchen use in conjunction with venue hire that requires no cooking, e.g., prep for serving a morning or afternoon tea – from **\$15 per hour**. Negotiable at discretion of the Club.

Kitchen hire includes crockery and cutlery (qty limited)*Note: for large sit-down functions, extra glass ware, crockery and cutlery may be required at your cost

Club Bar

Bar Manager and Bar Staff are charged at **\$35 per hour**, per staff person required.

Special bar licenses according to state regulation requirements – from **\$135** please enquire.

- A **Bar Manager is a requirement** when alcohol is being served.
- Bar management, including staffing, must be arranged through the club.
- All bar use must be in accordance with the liquor licensing act.
- It is a requirement of the hire of the venue that all alcohol, including wine, must be purchased through, and provided by, the Club.
- Licencing regulations state that: Last beverages will be served at 11.30pm Monday to Saturday and 9.30pm on Sundays.

Extras

Cleaning	\$60 per hour – minimum 2hrs
Set-up furniture	\$30
Tablecloths	\$5 each

Catering

Catering must be arranged at your expense by you/ your function coordinator/ your caterer.

*The Club may be able to provide light catering by prior arrangement.

Alternatively, Denmark has local businesses able to cater for various sized functions.

Communication with your outside contractors

It is your responsibility to clearly communicate to your contracting company (i.e., catering, decorations, cake supplier, celebrant, DJ, etc.) the venue hire times, delivery and pack-down times and arrangements as agreed in your venue hire arrangements.

Audio Visual Equipment

The club's audio-visual equipment is available and ideal for celebrations, conferences, board meetings, workshops, and community functions. (Subject to operational staff.)

There are two large projector screens. One at each end of the multifunction area with ceiling-mounted projectors for optimum resolution and ability to transmit TV signal; two LED Televisions; an interactive white board; and a surround-sound audio system - which functions for music and PA (wireless microphones are available) across the full building. If you are planning on making a presentation we have HDMI cables to connect your laptop to the system. Please make sure you have been and tested your laptop with the system prior to the presentation (we cannot guarantee its compatibility).

Cleaning

Venue hirers are required to remove their possessions and decorations at the conclusion of the agreed venue hire period.

The hirer is required to place all rubbish into the available receptacles.

All outside areas in the immediate vicinity must be kept rubbish free and will also be the responsibility of the hirer.

The kitchen and facilities must be returned to the same condition as prior to the function.

If these conditions are not met the entire bond / or part thereof may be forfeited and in cases where this doesn't cover costs an invoice equivalent to the cost of the Club returning facilities to the same condition as prior to the function will be sent.

Access Times

All agreed venue hire times must be strictly adhered to. Should the event overrun, The Club may apply a surcharge for every hour or part thereof that the space is occupied.

Prohibited Areas

Access to bowling greens and boat storage areas are STRICTLY PROHIBITED except when arranged as sporting activity with appropriate sporting section of club. Please enquire if you wish to make any of the club's sporting activities a part of your function as all sections have hire options available.

Standard Terms and Conditions of Venue hire

Prices include GST and subject to change without notice.

Price Adjustments – When necessary, the Club may increase the cost of beverages, services and hall hire in accordance with increased costs associated with commodities, taxes and labour that occur after the agreement is made.

Bond for Private Functions such as Balls, Weddings, and Parties.

Bond is \$500 – negotiable at discretion of Riverside.

Bonds may be held up to 7 days after the event.

Deposit

50% of **venue hire** will be invoiced to the hirer at time of booking confirmation. This deposit will be used to offset any cancellation fees. The remainder of hire charges to be paid at least 7 days prior to the event.

A confirmed booking is one that has been agreed between the hirer and the club and will expire if deposit has not been paid by due date.

Tentative bookings will be held at no charge for 14 days only.

Cancellations

Notice of cancellation is required.

In the event of a cancellation 10% of the Venue Hire Fee will be withheld from the return of the deposit to cover any administration expenses.

Management reserves the right to consider extenuating circumstances and may offer leniency with cancellation fees to individual cases.

Deliveries and Collection

Deliveries and collection must be made within the agreed venue hire times. The Club does not take responsibility for accepting any deliveries on behalf of the hirer or their contracting companies. If delivery and collection is required outside the agreed venue hire time, then a fee may apply.

Decorations Displays and Signage

No items are to be attached, pinned, or glued to the wall surface of any area in the Club. The Club regrets that fine glitter and confetti is not permitted in or around the facilities. If confetti or glitter is found to have been used, or any surface is damaged, the client will be liable for an additional cleaning/repair charge.

Smoking

Smoking is not permitted anywhere within the premises of Denmark Riverside Club building, including outdoor eating areas or within 5 metres of the building's entrances and openings.

Dance Floor

If you are conducting a function where your guests will be dancing, you will be required to use the dance floor.

Damage/Insurance

The client is financially responsible for any loss of merchandise, or any damages sustained by the client's guests or sub-contractors.

Force Majeure

Where matters beyond the reasonable control of the Denmark Riverside Club impair or prevent the Club being able to perform its obligations under the Venue Hire Booking Agreement, to the extent that such matters affect the Club's ability to perform its obligations, the client releases the Club from any liability or loss incidental or consequential to such matters.

Indemnity Provision

The client releases the Club (and its agents, contractors, subcontractors, and employees) from any action, claim, damages, demand, expense, liability and losses of any kind for damage, loss, injury or death occurring in the Club as a result of the client's use of the Club.

Responsible Service of Alcohol and acceptable behaviour

The Club is a responsible purveyor of alcohol, and, as such, reserves the right to refuse alcohol service to anyone including private function guests.

Clients are responsible for ensuring the orderly behaviour of their guests.

The Club reserves the right (without recourse) to refuse service to any person who is disorderly or behaving in an inappropriate manner or suspected of being under the influence of alcohol and/or to refuse access to or remove said person from the premises.

Under absolutely no circumstances may any person under the age of 18 years of age consume alcohol on licensed premises. Proof of age ID may be requested and failure to produce proof will result in no-alcoholic beverage service. Please advise your guests.

The client will not, and will ensure that their guests will not, bring beverage of any kind into The Club as this infringes liquor licensing regulations.

The Club's policy is that it does not host 18th or 21st birthday parties due to these restrictions.

Courtesy, Noise Restrictions, Parking

As a courtesy to neighbours of the Denmark Riverside Club and in accordance with local authority regulations: noise restrictions and regulations must be adhered to. When parking, be considerate of neighbouring homes, do not block driveways or park on lawns.

Denmark Riverside - Venue Hire Information

All patrons must vacate the premises by 12 midnight Monday to Saturday and by 10.00pm on Sundays unless other arrangements are confirmed with Riverside Club bar manager.

Security

Security requirements for events to be arranged and provided at client's costs.

Fire and Safety

- The Club retains the right to adjust any setup to ensure fire, life and safety codes are not breached.
- Permission to use equipment requiring compressed gas cylinders must be pre-arranged.
- Permission to use smoke machines must be pre-arranged.
- Pyrotechnics, firearms, and potential weapons are not permitted to be brought into the Club.
- The Club retains the right to decline the performance of any activity or use of hazardous materials.

Reporting Incidents and Hazards

Immediately report all incidents or near misses to The Club, as this will ensure the removal of hazards and a safer environment for staff, clients, contractors, and patrons.





HOME TO:
 Denmark Bowling Club
 Denmark Dragon Boat Club
 Denmark Community Rowing Assoc.
 3 Morgan Street, Denmark, WA 6333
 Phone 9848 1517
www.denmarkriversideclub.org.au
1Riverside16@gmail.com

2023-2024 FUNCTION BOOKING FORM

APPLICANT:

Name: Company Name:

of (full address)

Telephone (Home)..... (Mobile)

Email Address.....

Function Name: Function Type:

Function Date: Function Time: From To

Approximate Numbers Attending: - Please confirm one week before the function.

<u>HIRE FEES</u>	Full Venue Area \$/hr	Larger Partitioned Area \$/hr	Smaller Partitioned Area \$/hr	Hours	Total \$
Venue Hire	\$90.00	\$60.00	\$30.00		
Kitchen Hire with Venue	\$25, max \$125				
Tea/Coffee	\$15				
Bar Manager	\$35				
Bar Staff	\$35				
Cleaning	\$60, Min \$120				
<u>EXTRAS</u>	\$			No.	Total \$
Set-up	\$30				
Liquor License	\$135				
Tablecloths	\$5 each				
Total Cost Estimate					

Denmark Riverside - Venue Hire Information

<u>OTHER REQUIREMENTS</u>	Circle or number as required		
Set Up	Theatre	Conference	Seated Function
Tables (Number)			
Chairs (Number)			
Audio Visual	Microphone	Screens	TVs

Any other requirements:.....

For Weddings, Balls and Parties a Bond of \$500 is required. Bond required? Yes/No

Deposit of 50% of the Venue Hire will be invoiced at time of booking.

Please ensure that you have read all of the Venue Hire Information before signing this booking form.

I, agree to the terms and conditions set out in this Venue Hire Information package.

Signed Dated

Please print and sign this document and return to events.riversideclub@gmail.com
 Once this booking form has been received it will be assessed and the cost estimate approved and the hirer will be invoiced for the deposit.

We look forward to seeing you at the Denmark Riverside Club and hope that we can help make your function a great success.

Kind regards,
 Denmark Riverside Club Events Committee.

Office use:
 Booking Date Reviewed and agreed by