

The Port Noarlunga Surf Life Saving Club



Congratulations on your engagement and thank you for considering the Port Noarlunga Surf Life Saving Club to celebrate your Wedding Day in 2020/21. Join us and let us help organise the wedding day of your dreams!

Enjoy our open air balcony, floor to ceiling windows in our function room and the luxury of breathtaking sunsets throughout will provide the perfect backdrop for your very special day.

We would love to assist in planning this with you and once all the planning is done all we ask is that you arrive, ready to enjoy, safe in the knowledge that your wedding day will be just as you both have dreamt.

We are delighted to present the following information about our wedding options. Of course we would be pleased to take you on a personalised tour of our facilities and discuss the plans for your very special day, or simply give me a call to discuss over the phone.

Kind Regards,

Karri Guy

Club and Functions Co-ordinator

The Port Noarlunga Surf Life Saving Club

Phone: 08 8382 1376 Mobile: 0432 223 662

Email: pnfunctions@hotmail.com

INCLUSIONS

A dedicated wedding coordinator to assist in planning your wedding day along with assistance on the day

The exclusive use of our refurbished, modern function room

A dance floor area with polished floorboards

Our large balcony with sweeping coastal views

Your reception is set up by our professional staff on square or rectangular tables (round tables are an additional cost)

White or black crisp, linen napkins, tablecloths and polished cutlery

Our inhouse catering partner with flexible catering options

Personalised menus - printed for the tables

A cake knife and cake table

A white easel for guest seating chart to be displayed

All AV equipment including 3 TVs for slideshow presentations and a microphone and lectern

Complimentary guest parking (subject to availability)

ROOM HIRE \$2000

Access from 12 noon – Midnight

Minimum of 60 guests

CEREMONY ON OUR BALCONY

Ceremony from 3.30pm on our balcony

20 chairs & signing table

Subject to weather and availability

BALCONY HIRE \$250



COCKTAIL FOOD PACKAGES

2 HOUR COCKTAIL MENU from \$25.90 per person
5 hot items & 2 cold items

PLATTERS SELECTION from \$80.00 per platter
Minimum spend - \$800.00
A mix of 6 options from our Platters menu



DINNER PACKAGES

THREE COURSE DINNER FROM \$35.00 PER PERSON

Set soup entrée, alternate main course & your Wedding Cake served as dessert
Served with bread rolls and tossed salad

THREE COURSE DINNER FROM \$48.00 PER PERSON

Your choice of an alternate entrée, main course and dessert
Served with bread rolls and tossed salad
Include serving of your Wedding cake for \$3.00 per person



BUFFET DINNER FROM \$31.00 PER PERSON

Your selection of 2 roasted meats, roasted potatoes and 4 salads.
Includes a selection of fine cakes and gateaux along with tea and coffee.

Add ½ hour of canapés to any sit down menu for \$8.00 per person.



PACKAGE INCLUSIONS

A choice selection is available at \$6 per person/per course
All packages include freshly baked bread rolls, salads to share with main course and tea and coffee for your guests

We are partnered with Fieldhouse Catering and we can tailor packages to suit your budget and requirements.

You are welcome to peruse their website for many, many more options.

Dietary requirements are catered for separately and meals will be at the chef's discretion.

BEVERAGE PACKAGES AND OPTIONS

BAR TAB

You nominate an amount and you can advise which beverages are included and offered to your guests. We will supply a list that is displayed. A minimum spend of \$1000.00 applies to all events.

Any beverages requested outside of your nominated list will need to be paid for in full by the individual requesting.

BEVERAGE PACKAGES

PRE DINNER DRINKS

1 hour of continual service from \$12.50 per person.

Our house option of a white wine, a red wine, a sparkling white wine a selection of local beer, soft drinks and orange juice.

BEVERAGE PACKAGE

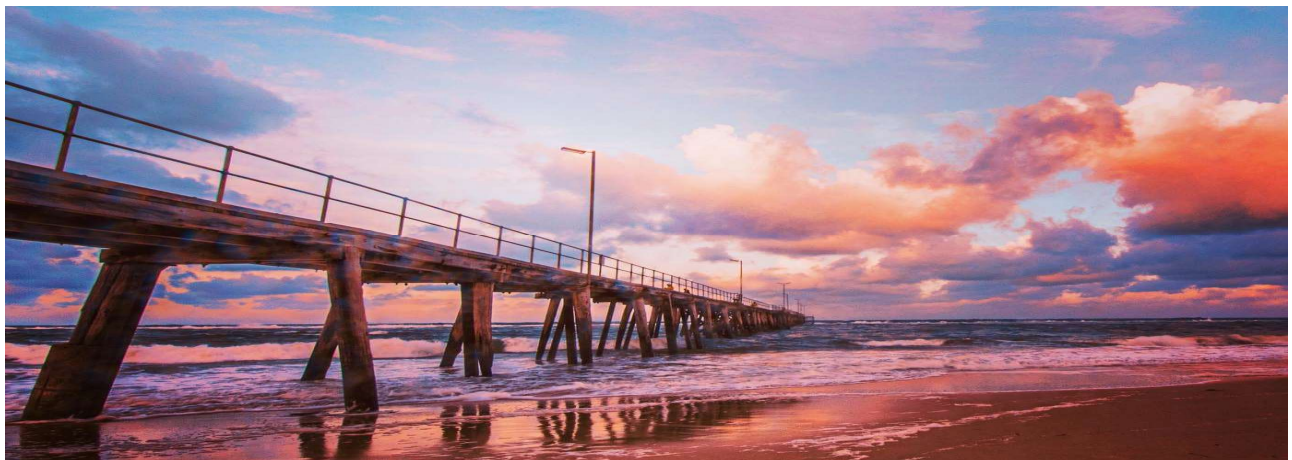
4 hours of continual service from \$35.00 per person.

Wirra Wirra Scrubby rise range of white and red wines, a sparkling white wine and a selection of local beers, soft drinks and juices.

\$10.00 per person every hour thereafter.

A minimum bar spend of \$1500.00 applies on all evening events.

RSA is applied at all times.





TERMS AND CONDITIONS

TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 7 days, after this time should a deposit not been received it will automatically be released without notification.

CONFIRMATION

Confirmation of your booking with an estimated number of attendees must be received for an event to be held. Once confirmation is received we will forward to you your booking agreement which will be signed by both parties. Deposit is required no longer than two weeks after receipt of invoice to secure your booking. If this is not received, management reserves the right to cancel your event and allocate the venue to another client.

CANCELLATIONS

In case of cancellation the room hire charge will not be refunded unless the function room is resold. If the event is cancelled within 14 days of the event date, full payment will be required.

FINAL NUMBERS

Are required 14 days prior to your event.

PAYMENT OF EVENT

All accounts are to be settled 14 days prior to your event unless by prior arrangement.

Personal cheques are not accepted.

MENU SELECTION

Details must be finalised at least 14 days prior to your event. Please inform us of any dietary requirements as we can cater for your every need.

RESPONSIBLE SERVICE OF ALCOHOL

The Port Noarlunga Surf Life Saving Club reserve the right to refuse service to any guest who are deemed intoxicated. Guests are respectfully reminded that photo ID is required to purchase and/or consume alcohol. Guests are not permitted to bring their own alcoholic beverages

SMOKING

The Port Noarlunga Surf Life Saving Club is a non-smoking venue at all times, this includes the balcony area. If guests wish to smoke, please use the designated area outside where ashtrays are provided.

INSURANCE

We cannot take responsibility for damage to or loss of items before during or after an event and recommend that you arrange appropriate insurance cover.

CLIENT RESPONSIBILITY

Organisers are financially responsible for any damage/breakage sustained to the PNSLSC Function Centre by the organiser, organisers guests, invitees or other persons attending the function.

TERMS AND CONDITIONS (CONT.)

SECURITY

Arrangement for security can be made upon request. For groups over 150 security will be required at a charge of \$50.00 per hour for the duration of the event.

EXTENDING HOURS

Any event continuing beyond the confirmed departure time will incur an additional charge of \$250.00 per hour, extension only until 1am.

CAR PARKING

Is complimentary however subject to availability.

FOOD & BEVERAGE

No food or beverage may be brought onto the Function Centre premises for consumption during an event unless prior arrangement has been made – celebration cakes are the exception.

CLEANING

General and expected cleaning is included in the cost of the room hire. Additional charges may be incurred by you in instances where an event has created additional cleaning requirements which are considered to be over and above expected cleaning. ie confetti and table scatters.

RESPONSIBILITY

Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a refund of any deposits may be made. We will endeavour to provide you with reasonable notice.

ADDITIONAL SERVICES

We will be pleased to arrange a variety of additional services upon request, such as entertainment, technical equipment, theming etc. A charge may be incurred for these services. If the event is cancelled such service charges will be your responsibility.