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# VENUE GUIDE

YAMBA SURF LIFE SAVING CLUB



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# WELCOME

Perched on the sand at Main Beach, Yamba Surf Life Saving Club offers stunning ocean views and the relaxed charm of Yamba—perfect for weddings, celebrations, and gatherings.

Just metres from the water, enjoy a great selection of local beverages and a true coastal atmosphere. Whether it's a sunset celebration, milestone event, or casual get-together, the club blends seaside beauty with community spirit.

Founded in 1908, the clubhouse reflects over a century of surf lifesaving history and local tradition, adding character to any event. For breathtaking views and a touch of Yamba heritage, Yamba Surf Life Saving Club is the ideal venue.



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# FAQ

Below are the most commonly asked questions to help you understand what's available, what's included, and how to make the most of this stunning venue.

## WHAT ARE THE HIRE OPTIONS AND PRICING?

We offer a range of hire packages depending on your event type:

### **Wedding Reception**

**\$3,000 + \$1,000 Bond**

**24-hour hire:** 8am–8am (6am–6am during Surf Patrol Season)

Includes:

Venue Organiser

General cleaning

Use of Club tables, chairs, tablecloths, glasses

### **Private Party**

**\$1,500 + \$1,000 Bond**

**12-hour hire:** 12 noon to 12 midnight

Access to the Club on the event day only

Includes:

Venue Organiser

General cleaning

Use of tables, chairs, tablecloths, glassware

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**Public Event Hire**

e.g. community markets, festivals, ticketed events

**\$3,000 + \$1,000 Bond**

**Subject to Board approval**

**24-hour hire:** 8am–8am (6am–6am during Surf Patrol Season)

Additional costs:

**Security** – at hirer's expense

**Commercial cleaning** – at hirer's expense

**Bar staff charged hourly** –paid prior to event and price is determined by guest numbers.

**General Hourly Hire (No Bar)**

**\$75 per hour + \$300 venue organizing & cleaning fee**

e.g. meetings, yoga, workshops, etc.

Includes **kitchen use**

## HOW MANY PEOPLE CAN THE VENUE HOLD?

We can accommodate

**120 people** in a sit down style

**150 people** in a canape style

## WHAT HOURS CAN WE ACCESS THE VENUE?

**Wedding & Public Events:** 24 hours

**Standard:** 8am–8am

**Private Party:** 12 noon – 12 midnight

**Hourly Hire:** Times as arranged

**Note:** All guests, along with any furniture, equipment, and personal items, **must vacate the premises by midnight.** This is a strict policy in accordance with licensing regulations.

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## WHATS INCLUDED IN THE VENUE HIRE?

All major event packages include:

**Venue Organiser** support for 4 hours

General post-event cleaning

Use of:

**Tables** (plastic & timber)

**Chairs** (indoor & outdoor)

**Tablecloths**

Water glasses

**Basic cutlery & crockery** for 120 guests

**PA system** with Bluetooth

**Lectern, high bar table & stools**

Use of **heat & Serve kitchen**

**Operating Bar** stocked with client preferences.

## CAN WE BRING OUR OWN CATERERS?

Yes. You're welcome to use external caterers.

The Club kitchen includes:

Electric turbo fan oven

Gas grill & hotplates

Dishwasher

Stainless-steel benches

**Caterers must:**

Bring their own serving/preparation equipment

Hold **Public Liability Insurance**

**Not park long-term at the Club door** – vendors using trailers or food vans must **park in the nearest available carpark**

## HOW DO WE ORGANISE THE CATERING?

Catering arrangements are at your discretion. Please note that your chosen caterer is responsible for complying with all legal and regulatory requirements associated with external catering.

The surf club kitchen is a heat-and-serve style facility and includes basic cutlery and crockery. Equipment available for use includes a grill, four hotplates, a medium-sized convection oven, microwave, and a 500L refrigerator. Three-phase power is available on the oven side of the kitchen.

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# MOST ASKED QUESTION

WHO ARE YOUR RECOMMENDED VENDORS  
AND ENTERTAINERS?

You're welcome to choose your own, but we recommend:

## Catering & Food

- All local cafe & restaurants
- [Spare Chef](#)
- [Crusta Pizza Byron](#)
- [Flour & Fondant](#)
- [Bowens](#)

## Music / Bands

- [Ryan Martin](#)
- [The Maintenance Men](#)
- [Ryan Enns](#)
- Amy & Rob Imeson
- The Ford Brothers

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## WHAT ARE THE BAR SERVICE DETAILS?

Bar is available for **6 hours**, usually **5:30pm–11:30pm–** or to your requested times

Strictly **no BYO**.

**Flexible service styles** available.

**Bar TAB:** Options available are Part TAB, Full TAB or pay as you go.

**Beverage inclusions, TAB amounts & Drink Preferences** to be clarified with venue organiser 2 weeks prior to event.

**TAB must be paid in full at completion of event.**

## HOW MUCH IS BAR STAFF WAGES?

**Staff wages are based on 6 hours of bar service** and are calculated based on guest numbers. Factors that can increase the wages include service style, guest behavior, and drink preferences.

Bar staff wages are to be **paid in advance** once guest numbers have been confirmed.

**Up to 60 guests – 2 bar staff – \$700.00**

**60–90 guests – 3 bar staff – \$1000.00**

**90–110 guests – 4 bar staff – \$1500.00**

**110 guests – 5 bar staff – \$1800.00**

## CAN DRINKS BE SERVED OUTSIDE THE CLUB BUILDING?

Yes, the area directly around the surf club can be used, with drinks served through the surf club bar.

Service and consumption of alcohol outdoors (e.g. on deck or lawn), away from the surf club requires council permission.

The Kiosk space can also be hired. Please email Andre at – [thekioskyamba@gmail.com](mailto:thekioskyamba@gmail.com)

Please confirm with the **Venue Organiser** 2 weeks prior to event to understand current regulations and event layout implications so staff and bar can be organised.



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# CAN WE HOLD A CEREMONY ON-SITE OR OFF-SITE?

## **Ceremony**

–Beach, Park, Pilot Hill

**Requires a permit** from Clarence Valley Council

**Wet Weather Back-up** (Indoor Ceremony)

**Fee: \$200 plus extra staff wages**

Only available with prior approval by 10am on the day.

No confetti, rice, rose petals, or similar Outdoor

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## WHAT IS THE VENUE ORGANISERS ROLE?

Your main point of contact, the Venue Organiser, will help with:

### **Before Your Event**

Arrange an **initial Clubhouse tour** (in-person or virtual)

Discuss Floor plans, answer questions, recommend vendors, provide guidance & support.

### **2 Weeks Before**

Confirm **guest numbers**

Finalize **drink preferences, order and stock bar & bar TAB setup**

Organize **Club access & key collection**

Identify **main contact** for event day to liaise with

List of surf club furniture required

### **Week of Event**

Request a **list of all vendors** involved (for coordination & safety)

## WHO DOES THE DECORATING?.

Most Surf Club functions use Monique Turner from Yamba Weddings and Events for draping and lighting decoration. Monique has extensive experience styling events at the Surf Club and offers a range of options to suit different occasions and budgets.

You also have the option to arrange and complete your own decorating if you prefer.

For more information or to view her portfolio, please visit:

 [www.yambaweddingsandevents.com.au](http://www.yambaweddingsandevents.com.au)

## CAN I PICK UP MY EVENT FURNITURE & DECORATIONS THE NEXT MORNING?

No, the venue is to be vacated and cleaned so it is fully operational as a surf club the following day..

## HOW DO I SECURE A BOOKING?

Contact the Venue Organiser to **check availability**

Pay a **\$500 deposit** to reserve your date

Complete & Sign the **Terms & Conditions** form

Remaining balance, Bar Staff wages and \$1,000 bond are **due on month before** the event

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# Drinks

## SIGNATURE DRINKS

Aperol Spritz, Clarence Distillery varieties of Gin & Vodka, Margaritas

\$10.00- \$17.00

## WINE

Pinot Gris, Sauvignon Blanc, Chardonnay  
Rose, Various Red wines

starting at \$40.00 a bottle

## SPARKLING

Prosecco, Champagne, Pinot Noir Chardonnay, Cuvee

starting at \$40.00 a bottle

## BEER

Coopers varieties, Corona, Stone & Wood, Wobbly Chook Light, Great Northern  
Super, XXXX, Hanah Gluten Free, GN Alcohol Free, Cider, Ginger Beer

\$6.00- \$9.00

## PREMIXED SPIRITS

Bundaberg Rum, Vodka Cruiser, Jim Beam & Canadian Club, Seltzer

\$10.00 each

We are happy to accommodate your preferred drink choices to be stocked in the bar for your event.

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# TERMS & CONDITIONS

## THE FUNCTION

Please be advised that the Surf Club is an operational facility and remains active throughout the year.

As such, the venue may, on occasion, be required for essential Surf Club activities, training, or operational purposes. While all reasonable efforts will be made to avoid disruption to booked events, the Club reserves the right to conduct such activities as necessary to fulfil its core functions and responsibilities. Bookings for the Club's Function Room are to be made with our venue organiser, Sally Gilbert, [events@yambaslsc.org.au](mailto:events@yambaslsc.org.au), or through the office, [office@yambaslsc.org.au](mailto:office@yambaslsc.org.au)

1. NO-ONE is authorised to make 'special arrangements' with hirers/decorators or other parties involved for variations to normal procedures (such as late collection of gear, early setup, or decorations being left in the Clubhouse throughout the week/weekend).
2. Bar availability for ANY booking is usually for six hours, generally from 5.30pm-11.30pm. All music and bar sales must cease at 11.30pm.
3. Bar Staff: A minimum of 2 Bar Staff are required at all events. Bar staff wages are based a 6 hour bar service, are calculated on guest numbers and are to be paid prior to the event. Guest behavior, Service Style & Drink preferences may increase staff wages above the advertised rate.
4. Venue Organiser – The hire fee includes our Venue Organiser, who is the point of contact for: Surf Club bar and equipment requirements, venue access, reviewing your Event Run-Sheet, guidance on local suppliers, and general queries. They will also liaise with your Event Planner. Any extra requirements will be charged at an hourly rate.
5. The access road behind the Surf Club is a public road, it must be kept clear (deliveries OK).
6. Our Liquor Licence covers upstairs of the Clubhouse only – no alcohol outside of the building. Downstairs in the Clubhouse is out of bounds for function guests.
7. Yamba Surf Club has a strict 'NO SMOKING/VAPING' policy. This applies both inside the Clubhouse AND on the balconies & timber walkways/entrance ramps.
8. The Surf Club Function Room must be fully vacated by midnight. (Licence requirement)

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9. All items brought in for the event must be removed from the premises before midnight- as other people need to use the venue. A late fee of \$1,000 will apply If any items are collected after that time. No responsibility will be accepted by Yamba SLSC for any damage to said items whilst we remove them to enable the venue to be cleaned and prepared for the next event. It is the venue hirers responsibility to to ensure their vendors understand the Terms & conditions of Yamba Surf Life Saving Club.

10. Hirer to ensure that their Caterers have appropriate Public Liability Insurance for external catering.

11. Caterers are required to clean the kitchen area, and remove all of their equipment/food items and rubbish from the Clubhouse, on the night of the function.

12. The hirer is responsible for any damage or breakages sustained to their own property or that of Yamba Surf Life Saving Club Inc during the function – including any excessive cleaning, such as carpet staining, marks on walls, mess outdoors, BBQ clean. Any change to this arrangement must be pre-arranged with Sally.

## PAYMENT

- i). Making the Booking: When enquiring/making a booking for the Function Room, you will be asked to fill in an Expression of Interest Form.
  - a. On receipt of this completed form, an Invoice will be issued for a \$500 Deposit to secure the date, together with a link to our Terms & Conditions form to return to us within 14 days.
  - b. We will hold your selected date for 14 days from the date of the Invoice. Failure to pay by the due date releases your selected date.
  - c. All forms required are available from our Venue Organiser or the Surf Club Office.
  - d. The balance of the hire fee, the bar staff wages, together with a \$1,000 Bond, will be invoiced 3 Months before the function date. Full payment is due one month before the function date.
- ii) BOND: \$1,000 – Will be invoiced with the Balance Payment invoice. This provides security for the Club to cover: any breakages or damage, extra work staff hours, extra cleaning or if all goods and equipment are not removed from the Clubhouse before midnight.
- iii) RESCHEDULING: If you change the date of your event – one change is permitted. Any further date changes will result in a forfeit of your deposit, with another \$500 needed to secure the new date.
- iv) CANCELLATIONS: Cancellations occurring more than 6 months out from the scheduled function date will lead to a forfeiture of 50% of the deposit, and cancellations within 6 months of the function date will lead to a forfeiture of the whole deposit. (Bond will be returned in full). Cancellations due to Government constraints on movement or venue access will not incur a loss of deposit.

## GENERAL RULES:

Thank you for considering Yamba Surf Club for your next function. Your support helps fund volunteer lifesaving services on Yamba Beach, including lifesaving equipment, first aid supplies, and training for our lifesavers.

### **Event Timing & Music**

Events must finish, and the venue vacated, by midnight.

Music and last drinks end at 11:30pm.

All belongings, decorations, and equipment must be removed by midnight.

### **Prohibited Events**

No 'bucks parties', 18th, or 21st birthday parties.

### **Booking & Payment**

\$500 deposit secures your date.

\$1,000 bond payable with balance of hire fee & staff wages, refundable after the event, less costs for:

### **Damage or breakages**

Extra Staff wages for cleaning

Items not removed by 6am

### **Venue Care**

#### **No real candles or confetti are to be used**

Treat facilities with care; any damage may incur extra charges.

Use of the hanging hooks for lights and nothing on walls to peel paint.

Return furniture to its original location.

### **Alcohol & Behavior**

Alcohol only in designated areas.

The club reserves the right to refuse service or remove guests for unsafe/inappropriate behavior.

### **Noise & Safety**

Keep noise reasonable, especially outdoors.

Fire exits and safety equipment must remain accessible.

Children must be supervised.

### **Cleaning & Waste**

Dispose of rubbish in bins provided.

Leave the venue tidy for the next event.



## STILL HAVE QUESTIONS?

If you have more questions or want to arrange a tour, please contact our Venue Organiser. We'd love to help you create an unforgettable event at Yamba Surf Club.

E: [events@yambaslc.org.au](mailto:events@yambaslc.org.au)

