



# FUNCTIONS

EVENTS | PARTIES | CORPORATE

SPORTING CAR CLUB of SOUTH AUSTRALIA





Historic Mawson House is one of Adelaide's original sandstone villas and home to the Sporting Car Club of South Australia. With a fantastic location in Unley, and three unique and adaptable function spaces available for hire, we have the perfect venue for your event. Only at the Sporting Car Club SA will you be able to find such distinctive rooms at such a reasonable rate. Prices can be tailored, but they are all great value for money.





# OUR FUNCTION ROOMS

Our three unique and adaptable function spaces.

## REG SPARKS ROOM



Our main function room, overlooking a landscaped garden, is suitable for larger functions, parties, large corporate events and meetings. There is a large stage complete with a parquet dance floor, a large Bar and kitchen facilities. The Reg Sparks Room has an adaptable configuration with a capacity of up to 200 guests.

## PERCY WIEN SMITH ROOM



The Percy Wien Smith Room is in the original Sandstone Villa with direct access from our front garden. The room has beautiful Art Nouveau windows and decor and a large mirror wall, providing a luxurious ambience for your special event. This room is ideally suited for meetings, boardroom, dining or cocktail events with a capacity of 50 to 80 guests. There is a private Bar and kitchenette.

## GOSSE BAR & LOUNGE



The Gosse Bar and Lounge provides an underground, unique atmosphere for your event. The space has real character with exposed stone arches and intimate areas. Boardroom or meetings are suitable. There is a private Bar, kitchen facilities and a large dance floor. The Gosse Bar and Lounge has a capacity of 50 to 60 guests.



## General Information

ROOM	FLOOR AREA	BOARDROOM	COCKTAIL	BANQUET	THEATRE	USHAPED
Reg Sparks Room	256 sqm	N/A	180	150	200	100
Percy Wien-Smith Room	70 sqm	10-30	80	50	80	50
Gosse Bar & Lounge	78 sqm	8-16	60	N/A	40	N/A







## Catering

Your catering can be fully supported by us, or you can self-arrange if desired.

## Beverages

The Reg Sparks Function Room, the Gosse Bar and Lounge and the Percy Wien-Smith room all have private Bars available for your function. Drinks are very affordable, and packages are available.

## Tentative Bookings

Tentative bookings will be held for 21 days from the original reservation. All tentative bookings not confirmed within this time may be cancelled without notice or liability. To confirm your booking, please return your "Application for Hire" form with the applicable security deposit.

## Cancellations

With sufficient notice, the full deposit less an administration fee applies for the cancellation of your confirmed event. For cancellations within 7 days or less from the confirmed event, The Sporting Car Club SA reserves the right to charge up to the full hire fee. Please refer to our Terms and Conditions for full details.

## Pricing

Pricing remains fixed once the security deposit is received. All prices include GST.

## Payment

Full payment for the hire of your event must be received by the Sporting Car Club SA no later than 14 days prior to the date. Payment for beverages will be invoiced 1-3 business days after the function concludes.

## Contact

Please contact the office to arrange a suitable time to view our unique venue and tailor a package suitable for your event.

(08) 8373 4899

[admin@sportingcarclub.com.au](mailto:admin@sportingcarclub.com.au)

[www.sportingcarclub.com.au](http://www.sportingcarclub.com.au) | 51 King William Rd, UNLEY SA 5061

## Current Fees and Charges

	Full day	1/2 Day	Evening
	9am to 5pm Weekdays	8am to Noon Or 1pm to 5pm Weekdays	6pm-midnight
Percy Wien-Smith Room (Upstairs)	<b>\$400</b>	<b>\$290</b>	<b>\$290</b>
Gosse Lounge / Bar (Downstairs)	<b>\$350</b>	<b>\$250</b>	<b>\$290</b>
Reg Sparks Room (Downstairs)	<b>\$450</b>	<b>\$300</b>	<b>\$450</b>

### **Deposit of \$100**

**A refundable Bond of \$500 applies to private functions.**

Tea and Coffee Facilities available at a nominal charge

### **Please note:**

1. The room is to be left as you found it otherwise a surcharge of \$100.00 applies.
2. Variations to times by negotiation.
3. Hires for 18<sup>th</sup> and 21<sup>st</sup> Birthday Parties or where minors will be present are subject to additional requirements. Please contact the office for details.





# TERMS AND CONDITIONS FOR FACILITY HIRE

Please read these terms and conditions carefully before signing acceptance on the Application for Hire/Hiring Agreement for Venue Use. The Sporting car Club of South Australia Incorporated will not accept responsibility for the Hirer misunderstanding or not complying with these conditions.

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## 1. BOOKINGS

Tentative bookings are held for a period of twenty-one (21) days, after which time the Hirer must confirm his/her intention to proceed with the booking. The SCCSA reserves the right to automatically cancel any booking which has not been confirmed within this period. Our staff will naturally confer with you first.

## 2. BOOKING CONFIRMATION

On confirmation of a booking, an Invoice will be issued accompanied by an "Application for Hire/Hiring Agreement for Venue Use" form, which must be completed, signed by the Hirer, and returned to the Club as soon as possible. Once the form has been agreed to and signed, the Hirer undertakes to comply with the Terms and Conditions for Facility Hire.

A minimum deposit of \$100.00 must be paid in order to confirm the booking.

Upon payment of the deposit, a receipt will be issued, and the booking taken as confirmed.

The balance of the total hire fee (including the bond and room hire) must be paid at least fourteen (14) days prior to the date of the Hirer's booking.

## 3. BOND

A bond of \$500.00 (negotiable) is payable at the time of booking confirmation. If any of the Terms and Conditions have not been complied with, the Bond (or part thereof) may be retained by the SCCSA. The cost of rectifying any damage and/or additional cleaning required will be charged against the Bond. An account for any costs in excess of the Bond will be sent to the Hirer.

## 4. PAYMENT

Hire Fees, Deposits and Bonds can be paid by Credit Card, Direct Deposit, Cheque or Cash. Please make cheques payable to *Sporting Car Club SA*.

Direct Deposit Details:

Account Name: Sporting Car Club SA

BSB: 633-000

Account No: 1384 666 93

Reference: Name and Date

## 5. SETTING UP FEES

Session bookings must include setting up and cleaning up within the session time. If the premises are required outside of the allocated time for any reason, then arrangements must be made with Sporting Car Club staff. Please note it is the responsibility of the caretaker / barperson to secure the building at the conclusion of the function.

## 6. CANCELLATIONS

Ample notice in the event of the cancellation of a confirmed booking would be appreciated. All monies paid will be returned, less a \$50.00 administration fee, except in the following instances:

- In the event of a cancellation within **seven (7) days** of the date booked, we reserve the right to charge **50%** of the total hire fee.
- In the event of a cancellation of less than **twenty-four (24) hours** before the date booked, we reserve the right to charge **100%** of the total hire fee.

## 7. THE EVENT

The facility will be opened by the caretaker/barperson 30 minutes prior to booking commencement. The caretaker/barperson to be present at all times and to secure the facility at conclusion of the booking.

## **8 . M U S I C A N D N O I S E**

Music and noise is to be kept at a level so as not to disturb the local residents. Hirers are asked to ensure that people leave the premises promptly and with a minimum of noise. Please note the following must be adhered to:

- **Bar must close at midnight.**
- **Music to cease by 12.30am.**
- **All guests must leave the premises by 1.00am.**

## **9 . C O N F E T T I**

Under no circumstances are wedding guests to throw confetti or other material (with the exception of rose petals) anywhere on the premises. Failure to comply will result in a cleaning surcharge of \$50.00 over and above the normal cleaning fee.

## **1 0 . S M O K I N G**

The Club is a non-smoking environment. No smoking is to be conducted anywhere within the building. The Hirer is responsible for advising and enforcing this regulation to all guests. An outside area is specifically designated for smoking.

## **1 1 . C A R E O F V E N U E**

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building. Nothing is to be nailed, screwed, stapled or adhered to any surface or part of the building. Decoration of the premises may only be carried out with the approval of the club management.

## **1 2 . D A M A G E / D I S C L A I M E R**

Any damage caused by guests to the SCCSA building will be the financial responsibility of the Hirer and the costs associated with repairs or abnormal cleaning will be charged to your final account.

The SCCSA will not accept responsibility for damage or loss of goods or equipment left in or at the premises before, during or after the hiring period. All Hirers' goods and chattels must be claimed and removed from the premises within 48 hours after the event.

## **1 3 . R E S P O N S I B L E S E R V I C E O F A L C O H O L**

Function organizers /Hirers are not permitted to supply their own alcohol without prior approval. Any alcohol served must be provided by The Sporting Car Club of SA, unless special arrangements have been negotiated with the Club.

Under the liquor licensing laws of South Australia, we have a duty of care to all our clients and reserve the right of our barperson/caretaker to refuse service of alcohol to persons he/she deems are intoxicated and may do harm to themselves or other patrons or property.

## **1 4 . E Q U I P M E N T**

It is the responsibility of the Hirer to check the correct functioning of equipment before the event. The Hirer shall note any damage or defect prior to the commencement of the hire period and advise the caretaker/facilities officer. All tables and chairs are included in the hiring fee. Any other special requirements must be supplied by the Hirer.

## **1 5 . G A R B A G E**

Garbage removal is included in the hiring fee, provided garbage is placed in the plastic bags provided and deposited in the bins provided. No loose garbage or litter is to be left on the premises. All decorations need to be removed and balloons punctured prior to placing in bins.

## **1 6 . F I R E R E G U L A T I O N S**

The Hirer and any person acting on their behalf or in their employ must not do or require to be done anything that is contrary to the laws and regulations with respect to the Places of Public Entertainment Act and the Liquor Licensing Act of South Australia.

Hirers may not bring anything of an explosive or flammable nature onto the premises. The use of candles or candelabra is prohibited.

## **1 7 . O C C U P A T I O N A L H E A L T H A N D S A F E T Y**

It is a legal requirement that the Hirer be instructed in the Occupational Health and Safety procedures as to the evacuation of the Sporting Car Club building in the event of an emergency.

This should be done prior to the date of hire by appointment and signed off on.

It is then the Hirer's responsibility to advise guests of the evacuation procedures.

**The SCCSA reserves the right to set any other conditions that are deemed to be necessary in the best interests of the operation of the SCCSA, and the security and safety of its occupants.**



# OTHER CHARGES

Subject to guest numbers, site set up & available facilities, the hirer may incur a charge for the following items

<b>Linen Hire</b>	
Banquet Tablecloths (Black or White)	\$16 each
Trestle Tablecloths (Black or White)	\$16 each
Chair covers (Black)	\$2 each
Dry Bar Table Covers (Black)	\$5 each
<b>Glassware Hire</b>	
Champagne Glass	\$1 each
Wine Glass	\$1 each
Beer Glass	\$1 each
Water Tumbler	\$1 each
<b>Cutlery &amp; Crockery Hire</b>	
Dinner Plate	\$1 each
Side Plate	\$1 each
Cup & Saucer	\$1 each
Cutlery Set	\$1 per setting
<b>Coffee &amp; Tea</b>	
Coffee / Tea / Hot Chocolate	\$2 per person
<b>Sound System</b>	
Portable Speaker and Microphone	\$30
<b>Staff</b> (one bar staff / 50 guests)	
Bar Staff - Hourly Rate, Mon-Fri before 6pm, per staff member (min 3 hours)	\$55 per hour
Bar Staff - Hourly Rate, Weekdays after 6pm, Sat-Sun, per staff member (min 3 hours)	\$65 per hour
Security Staff – Hourly Rate, per staff member (minimum 4 hours)	\$80 per hour*



### Application for Hire/ Hiring Agreement for Venue Use – Events/Functions

Name:	
Organisation:	
Email Address:	
Postal Address	
Phone:	
Mobile:	
Event/Function Type:	
Date(s) Required:	
Time(s) Required:	
Room(s) Required:	
Estimated No. of Attendees:	

**Event/Function Requirements:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Microphone     | <input type="checkbox"/> Tables/ Trestles | <input type="checkbox"/> Tea/Coffee          |
| <input type="checkbox"/> TV/ Video/ DVD | <input type="checkbox"/> Sound System     | <input type="checkbox"/> Lectern             |
| <input type="checkbox"/> O/H Projector  | <input type="checkbox"/> Whiteboard       | <input type="checkbox"/> No. of Chairs _____ |

Room Hire Fee (incl GST)	\$
Cleaning Fee (if necessary)	\$
Bar staff (weekdays)	\$
Bar staff (weekends/public holidays)	\$
Bond (Refundable)	\$
Deposit	\$
Beverage account & bar staff will be invoiced 1-3 working days post event.	

I/ We have read, understood and agree to comply in all respects with the conditions as detailed in the Conditions of Hire.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

For and on behalf of (if applicable)

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