Brisbane Sailing Squadron – Hall Hire

Frequently Asked Questions

What's included in the rental fee?

- Use of the following areas for your function: main hall; deck overlooking the Brisbane River with city views; kitchen; bar area; and toilets (downstairs)
- Tables and chairs to seat up to approximately 120 people (sit down meal)
    - 30 tables (L 1830mm x W 740mm x H 760mm)
    - 90 padded chairs - black (H 870mm x W 480mm x Seat Depth 550mm x Seat Height 460mm)
    - 85 metal chairs - cream
- Three (3) small plastic tables (L 1200mm x W 600mm)
- Three (3) small round, tall drinks tables and 10 bar stools for deck area (700mm diagonal)
- Two (2) large tables (L 1800mm x W 1200mm)
- Use of facilities from the agreed start time of the function until midnight
- Plastic rubbish bins and liners

Kitchen

- Commercial size Oven and Cook top (electric) – 3 trays, oven size approx. L 700mm x D 370mm – 5 cooking elements (can accommodate large pots)
- Large Bain Marie – holds 2 full sized trays (L 500mm x D 300mm) and 4 half sized trays
- Pie Warmer – 4 trays (L 550mm x D 350mm)
- Commercial Dishwasher
- Domestic size Refrigerator
- Domestic size Microwave Oven
- Stainless steel food preparation and cooking benches
- Food preparation table (L 1800mm x W 1200mm)
- Sink and food prep sink
- Food service counter
- Hot water urn (10ltr)

Bar

- Drinks Fridge – 2 door, 5 shelves
- Bar servery area to both the hall and deck
- Automatic glass washer
- Sink

Toilets

- Mens – Urinal and 1 Pedestal
- Ladies – 3 Pedestals
- Toilet Paper, soap and paper hand towels supplied

Deck – 18m x 5m

- Shade Blinds along full length
- Fairy Lights
- Views, views, views

Hall – 15m x 11m

- Stage Area (L 5m x W 2m)
- Flouresant lighting or mood lighting (dimmed)

What "extras" does the club offer?

The club can provide additional hire items to help you have a successful function. Our prices are very competitive and you don't have the hassle of organising pick-up or delivery. Please advise at least seven (7) days before the function of any additional items you wish to hire.

A full list of additional hire items is attached at the end of this document.
Sorry, we do not have table cloths for hire. The size of the tables are L 1830mm x W 740mm x H 760mm.

Can I come and inspect the premises?
Yes, but as we are volunteers we ask that inspections be scheduled during our Saturday sailing days or at agreed times outside of the sailing season.

**Note: The sailing season goes from the 1st weekend in September to the 1st or sometimes 2nd weekend in December (Christmas break) and then the 3rd weekend in January to Easter each year.*

Does the Club have someone at the function?
No, we require one member of the hiring party, and who will be attending the function, to be nominated as 'responsible person'. Please refer to our *Responsible Person Form* available on the BSS website, Hall Hire page (www.bss.org.au).

When can we get access to set up?
For Saturday weddings in months outside of the sailing season you will have access to set up the day before your function. The wedding hall hire fee is inclusive of this additional set up time.

**Note: Access to set up the day prior to your wedding may be limited for Friday or Sunday weddings during the sailing season (September to Easter each year). The Hall Hire Coordinator will advise on a case by case basis, please ensure you are aware of the set up time available to you before confirming your booking.*

For other weekend functions you will have access to set up from the morning of the function, after 10am or as specifically agreed with the Hall Hire Coordinator.

For other types of functions (mid-week seminars, meetings etc.) set up time will be as specifically agreed with the Hall Hire Coordinator.

How will I get access?
We will arrange for one of our local (Bulimba) club members to provide you with the key, which accesses all parts of the club necessary for your function.

What are the requirements for cleaning?
You are required to leave the club in a clean and tidy state. This includes, but is not limited to the following:

- Chairs and tables wiped, stacked and packed away in the storage area.
- Hall floor swept (NOT mopped).
- Kitchen and bar surfaces wiped.
- Kitchen and bar floors swept and mopped.
- Food preparation/storage devices cleaned appropriately.
- Deck swept, if required.
- Any spillages on the deck mopped.
- All rubbish placed in the industrial bin provided.
- Toilets cleaned as necessary.

This **must** be completed by 9:30 am the following day. We arrange for our cleaner to come in prior to your function, so everything will be clean and tidy ready for your set up.

Can You Provide a Cleaner?
We can give you the contact details for the cleaner we use.

What refrigeration is available?
A domestic size refrigerator and freezer in the kitchen and a large two (2) door drinks refrigerator in the bar area.

Do you have Disabled Access?
Unfortunately not at this time. Access is via front or rear stairs only.

What's the total capacity of the venue?
Up to approximately 120 people for a sit down dinner function inside the hall.
Up to approximately 200 people for a stand up / cocktail function inside the hall and on the deck.

Do you have audio visual equipment?
We have a PA/speaker system, CD player, projector and screen available for hire. Please refer to the full list of additional items available for hire at the end of this document.

Can we play music?
Yes, but the hall is close to our neighbours and clear restrictions on noise are included on the 'Responsible Person Form'. If you want loud music, this isn't the venue for you. No live music is allowed out on the deck under the terms of our Entertainment Venue License.

Can we BYO drinks?
Certainly, all drinks are BYO.

Our Beer System is available for hire at an additional cost. Please refer to the full list of additional items available for hire at the end of this document for further details.

*IMPORTANT: Please note that in accordance with the clubs RSA licence, non-club functions are not permitted to sell alcohol. If you have any specific requirements or questions regarding this, please email the Hall Hire Coordinator.

Do you have a caterer; do we have to use your caterer?
No, catering is entirely up to the hirer. This allows great flexibility in planning a function to individual taste.
At this time we do not have a list of 'preferred caterers' that we recommend.

Do you have a preferred party hire company?
Not at this stage. However, we can provide some of your function/catering requirements by way of glassware and crockery etc. Please refer to the full list of additional items available for hire at the end of this document.

How will I know how to use the lights and equipment at the hall?
We will provide you with a full 'How To' Guide in the lead up to your function.

Can I decorate the hall?
Yes, the hall has been transformed through decorating at many functions. We only ask that you do not disturb the photos on the walls, or damage paint or woodwork (and obviously take down decorations after the function).

Can I have my wedding ceremony on the club grounds?
Yes, the front lawn/jetty area can be used for a ceremony for an extra hire fee of $150.00.

**Note: Please inform the Hall Hire Coordinator of this requirement ASAP. They will confirm if use of this area is possible for your booking date and ensure all necessary lawn maintenance occurs just prior.*

Additional Hire Items

Item	Price inc. GST	Units/price	Number Hired	Total Cost
Glasses				
Wine Glasses (per 10 glasses, max. available 120)	$ 5.50	10	0	$ -
Champagne Glasses (per 10 glasses, max. available 120)	$ 5.50	10	0	$ -
Water Glasses 7oz (per 10 glasses, max. available 120)	$ 5.50	10	0	$ -
Beer Glasses 10oz (per 10 glasses, max. available 120)	$ 5.50	10	0	$ -
Crockery				
Dinner Plates (per 10 plates, max. available 120)	$ 5.50	10	0	$ -
Bread Plates (per 10 plates, max. available 120)	$ 4.40	10	0	$ -
Dessert Bowls (per 10 plates, max. available 120)	$ 4.40	10	0	$ -
Tea Cups & Saucers (per set of 10, max. available 50)	$ 6.60	10	0	$ -
Salt & Pepper shakers (per pair, max. available 14)	$ 2.20	2	0	$ -
Cutlery				
Entree (or bread) knife (per 10 placings)	$ 4.40	10	0	$ -
Entree (or dessert) fork (per 10 placings)	$ 4.40	10	0	$ -
Dinner knife & fork (per 10 placings)	$ 8.80	10	0	$ -
Soup spoon (per 10 placings)	$ 4.40	10	0	$ -
Dessert spoon (per 10 placings)	$ 4.40	10	0	$ -
Beer System				
System hire – includes Beer Glasses 10oz (max. available 120)	$ 350.00	1	0	$ -
Available Beer – Hahn Premium Light (per litre) 2.6%	$ 7.00	1 litre	Hirer's will be invoiced for beer consumed on a per litre basis following the event.	
Available Beer – Carlton Mid (per litre) 3.5%	$ 7.00	1 litre		
Available Beer – Gold (per litre) 3.5%	$ 7.00	1 litre		
Available Beer – Rogers (per litre) 3.8%	$ 7.00	1 litre		
Note: If you would prefer to purchase your own kegs they will need at least 5 days to chill in our refridgerator. We will also connect and test the lines prior to your function.				
Other				
Ice Buckets – Stainless Steel single wine bottle buckets (each)	$ 4.40	1	0	$ -
PA System – Amplifier, Speakers, Microphone, Microphone Stand	$ 165.00	1	0	$ -
Projector & Fixed Screen (with laptop connections)	$ 66.00	1	0	$ -
Gas Outdoor Heaters – 2 available and includes gas (each)	$ 66.00	1	0	$ -
BBQ – 4 burner, including gas	$ 66.00	1	0	$ -
Large Drinks Eskies – 2 available, 1 x 130 litre & 1 x 90 litre	$ 33.00	1	0	$ -
Cloth Drapes to cover BSS photoframes – excluding wall over the kitchen and bar area (hirer to put up & take down)	$ 50.00	1	0	$ -
Wedding Ceremony in club grounds	$ 150.00	1	0	$ -
				$ -

**The Additional Hire Items list is available in Excel format to input 'number hired' and automatically calculate the 'Total Cost'.*