

WELCOME TO CHIRNSIDES WHERE EVENTS LIVE

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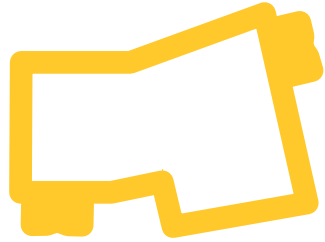
**CELEBRATION
INFORMATION
PACK
2023**



(03) 9741 6688

PRICING STRUCTURE

TO WORK OUT THE FINAL COST OF YOUR EVENT USE THE FOLLOWING AS A GUIDE:



ROOM HIRE

+

DRINKS



+



CATERING

+

OPTIONAL EXTRAS



=

TOTAL COST

PLANNING CHECKLIST

WHEN PLANNING AN EVENT USE THIS CHECKLIST AS A STARTING POINT. ONCE YOU'VE MADE DECISIONS ON THE BELOW CATEGORIES YOU'RE READY TO RELAX, AND ENJOY THE FUN!

- DATE -

- START TIME -

- END TIME -

- TOTAL GUESTS -

- ROOM HIRE PACKAGE -

- CATERING -

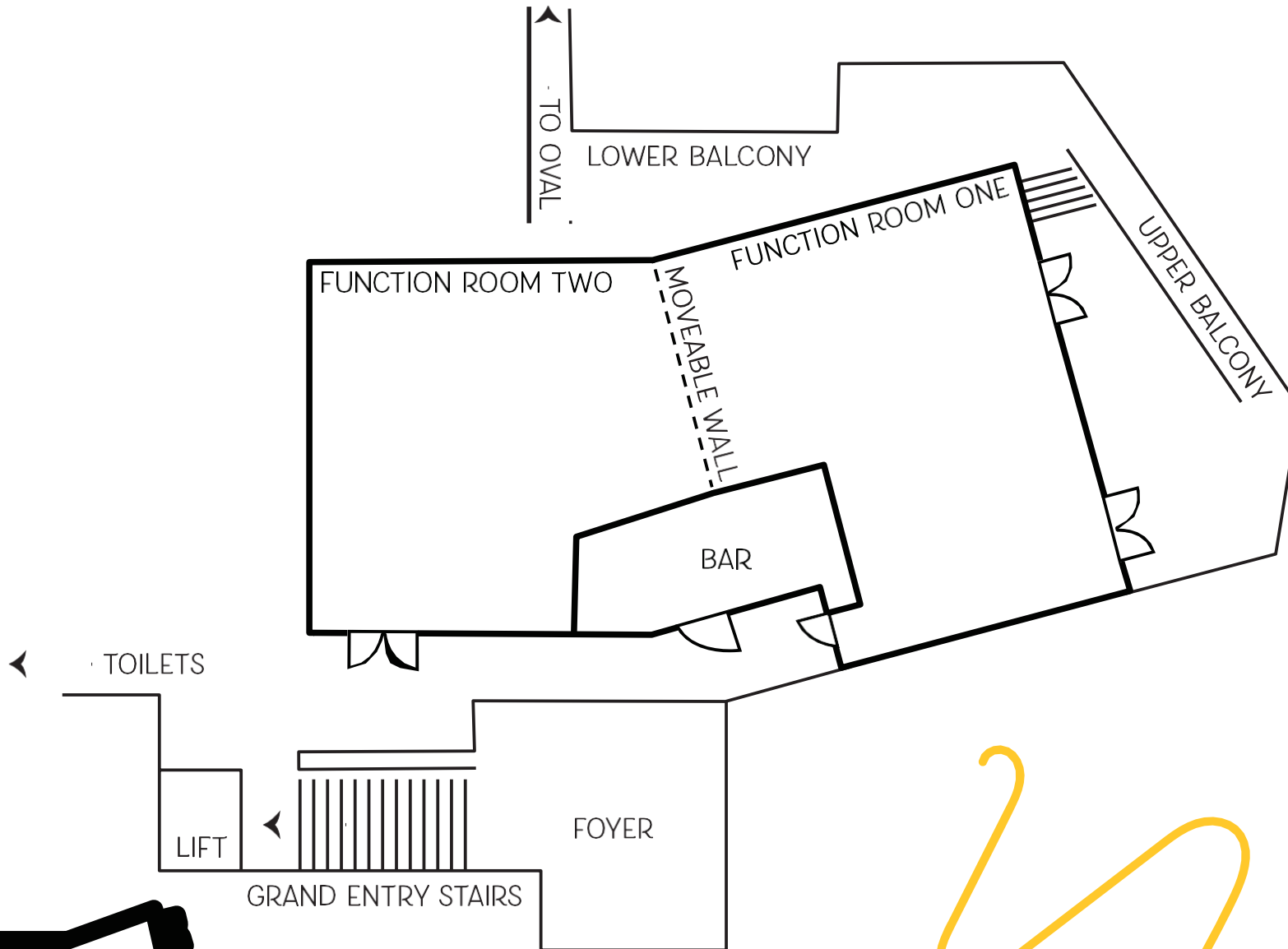
- DRINKS -

- OPTIONAL EXTRAS -

- AV -

- FLOORPLAN -

OUR ROOMS



ROOM SPECS

FUNCTION ROOM ONE:

- 130 SQUARE METRES
- OVAL FACING WINDOWS
- DIRECT BALCONY ACCESS
- 2 x DROP DOWN PROJECTORS
- 1 x HAND HELD MICROPHONE
- SIT DOWN - 60 GUESTS MAX
- COCKTAIL - 80 GUESTS

FUNCTION ROOM TWO:

- 120 SQUARE METRES
- OVAL FACING WINDOWS
- 1 x DROP DOWN PROJECTOR
- 1 x TV SCREEN
- 1 x HAND HELD MICROPHONE
- SIT DOWN - 50 GUESTS MAX
- COCKTAIL - 70 GUESTS

CONJOINED ROOM

- 250 SQUARE METRES
- OVAL FACING WINDOWS
- DIRECT BALCONY ACCESS
- 3 x DROP DOWN PROJECTORS
- 1 x TV SCREEN
- 2 x HAND HELD MICROPHONES
- SIT DOWN - 150 GUESTS MAX
- COCKTAIL - 250 GUESTS

ROOM HIRE PACKAGES

WE CHARGE BASED ON GUEST NUMBERS TO ENSURE ALL THE REQUIREMENTS OF YOUR FUNCTION ARE MET, I.E. STAFFING AND SECURITY.

0-40 GUESTS

ROOM HIRE \$500
MINIMUM BAR SPEND \$800

81-120 GUESTS

ROOM HIRE \$600
MINIMUM BAR SPEND \$1500

161-200 GUESTS

ROOM HIRE \$850
MINIMUM BAR SPEND \$2700

INCLUDES SECURITY

41-80 GUESTS

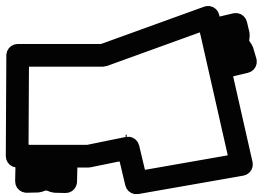
ROOM HIRE \$500
MINIMUM BAR SPEND \$1000

121-160 GUESTS

ROOM HIRE \$750
MINIMUM BAR SPEND \$2500
INCLUDES SECURITY

200+ GUESTS

ROOM HIRE \$950
MINIMUM BAR SPEND \$3200
INCLUDES SECURITY CHARGE



BAR SPEND FAQ

WHAT COUNTS TOWARDS THE MINIMUM BAR SPEND?

THE MINIMUM BAR SPEND CAN BE COMPRISED OF:

- A PREPAID BAR TAB
 - A DRINKS PACKAGE
 - A CASH BAR (WHERE DRINKS ARE PURCHASED AT BAR PRICES BY GUESTS)
 - OR A MIXTURE
- IT'S UP TO YOU.

HOW DO YOU CALCULATE THE MINIMUM BAR SPEND?

THE MINIMUM BAR SPEND IS CALCULATED BASED ON AN AVERAGE SPEND OF \$15 PER GUEST.

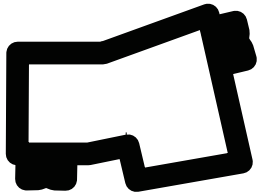
WHAT IF WE DON'T REACH THE MINIMUM BAR SPEND?

IF YOU AND YOUR GUESTS DO NOT REACH THE MINIMUM BAR SPEND BY THE END OF THE EVENING WE WILL ASK YOU TO COVER THE REMAINDER.

ROOM HIRE INCLUSIONS

ALL ROOM HIRE PACKAGES INCLUDE THE FOLLOWING:

PRIVATE VENUE HIRE
FULL FLOOR TO CEILING WINDOWS WITH OVAL VIEWS
AUDIO SYSTEM WITH AUX CONNECTOR
PROJECTOR SYSTEM
DANCE FLOOR
ROUND OR RECTANGLE TABLES
TABLE LINEN
HIGH BAR TABLES WITH HIGH STOOLS
ALL NECESSARY DINNERWARE AND BARWARE
HIGHLY TRAINED BAR STAFF
FULL ACCESS TO THE CHIRNSIDES BAR
LECTERN - INBUILT MICROPHONE, LIGHT, AND LAPTOP REST
STAGE
HAND HELD MICROPHONES
FREE WIFI
HIGH END FRANKE COFFEE MACHINE
PRIVATE ACCESS TO UPPER AND LOWER BALCONY
AMPLE ONSITE PARKING
POST FUNCTION STORAGE
EVENT PLANNING SPECIALIST



WHAT'S NOT INCLUDED?

WE ASK THAT YOU PROVIDE THE FOLLOWING:

- BALLOONS
- DECORATIONS
- ANY EVENT SIGNAGE YOU REQUIRE

ASK US ABOUT OUR TABLE DECORATIONS FOR HIRE!



FAQ'S

DOES THE ROOM HIRE FEE INCLUDE TIME TO SETUP?

YES! THE ROOM HIRE FEE COVERS UP TO 6 HOURS OF EVENT TIME, PLUS AN ADDITIONAL 1-2 HOURS OF SETUP TIME. IF YOU REQUIRE LONGER THAN 2 HOURS TO SETUP YOUR EVENT WE WILL NEED ADDITIONAL NOTICE.

IN MOST INSTANCES YOU'RE MORE THAN WELCOME TO COME AND SET UP 2 HOURS PRIOR TO THE EVENT START TIME. IF YOU WOULD LIKE TO DROP OFF DECORATIONS EARLIER PLEASE DISCUSS THIS WITH THE EVENT MANAGER.

DO I NEED TO ORGANISE CLEANING AFTER MY EVENT?

NO! CLEANING AND PACKUP ARE INCLUDED IN YOUR ROOM HIRE FEE, YOU DON'T NEED TO WORRY ABOUT IT AT ALL!

DO I NEED TO TAKE MY DECORATIONS/ITEMS HOME WITH ME ON THE NIGHT?

NO! FOR SMALL TO MEDIUM SIZED OBJECTS YOU WILL BE ABLE TO STORE THESE AT THE VENUE FOR UP TO ONE WEEK AFTER YOUR EVENT. YOU WILL NEED TO DISCUSS A TIME TO PICK THESE UP WITH THE EVENT MANAGER.

IS YOUR VENUE WHEELCHAIR FRIENDLY?

OUR VENUE HAS FULL WHEELCHAIR ACCESS, WITH A RAMP AND ELEVATOR FOR USE.

DO YOU CATER TO DIETARY REQUIREMENTS?

YES! WE DO NEED TO KNOW PRIOR TO THE EVENT ABOUT ANY DIETARY REQUIREMENTS, TO ENSURE WE HAVE THE CORRECT FOOD TO CATER FOR YOUR GUESTSS.

DO I HAVE TO BRING MY OWN SPEAKERS OR PROJECTORS?

OUR VENUE HAS A FULLY INTEGRATED AUDIO-VISUAL SYSTEM, SO THERE IS NO NEED TO BRING YOUR OWN EQUIPMENT, ALTHOUGH YOU ARE WELCOME TO IF YOU WOULD PREFER IT.

WHAT IF I DONT WANT SECURITY?

SECURITY IS THERE FOR THE SAFETY OF BOTH YOUR GUESTS AND OUR STAFF. IF YOUR EVENT IS A 21ST OR HAS OVER 100 GUESTS SECURITY IS MANDATORY, AND IS ARRANGED BY OUR EVENT MANAGER. OUR SECURITY IS DISCREET AND PROFESSIONAL, YOU WONT EVEN NOTICE THEY ARE THERE.

HOW MUCH PARKING IS AVAILABLE?

WE HAVE OVER 30 PARKING SPOTS WITHIN OUR CAR PARK, AS WELL AS ADDITIONAL PARKING A FURTHER 100M WALK.

FAQ'S

IS THERE A CANCELLATION FEE?

YES, WE DO HAVE CANCELLATION FEES DEPENDING ON THE TIMING OF THE CANCELLATION:

30+ DAYS PRIOR TO EVENT - FULL DEPOSIT REFUND

21-30 DAYS PRIOR TO EVENT - 50% DEPOSIT REFUND

14-21 DAYS PRIOR TO EVENT - 25% DEPOSIT REFUND

0 - 14 DAYS PRIOR TO EVENT - NO DEPOSIT REFUND

ANY EVENT CANCELLED LESS THAN 7 DAYS PRIOR TO THE EVENT WILL BE SUBJECT TO FOOD SPOILAGE FEES

ANY EVENT WITH A LARGE REDUCTION IN NUMBERS LESS THAN 7 DAYS PRIOR TO THE EVENT WILL ALSO BE SUBJECT TO FOOD SPOILAGE FEES.

ARE PUBLIC HOLIDAYS PRICED DIFFERENTLY?

THERE IS AN ADDITIONAL \$1000 BAR SPEND ON PUBLIC HOLIDAYS..

ARE CHILDREN ALLOWED IN YOUR VENUE?

YES! CHILDREN AND UNDERAGE PATRONS ARE ALLOWED ON PREMISIS WHEN ACCOMPANIED BY A PARENT OR GUARDIAN. OUR BAR STAFF ARE ALL TRAINED IN THE RESPONSIBLE SERVICE OF ALCOHOL, AND WILL BE CHECKING IDS OF ANY GUESTS WHO LOOK UNDER THE AGE OF 25.

WILL THERE BE OTHER EVENTS RUNNING AT THE SAME TIME AS MY EVENT?

NO! WE WILL NOT HAVE OTHER INTERNAL EVENTS RUNNING CONCURRENTLY WITH YOURS. THERE MAY BE EVENTS HAPPENING ON THE FOOTBALL OVAL, SUCH AS EVENING TRAINING SESSIONS, CRICKET MATCHES, OR FOOTBALL MATCHES - YOU WILL BE NOTIFIED OF ANY SUCH THINGS PRIOR TO BOOKING. DUE TO OUR WINDOW GLAZING, AND HEIGHT ABOVE THE FOOTBALL GROUND YOU CANNOT HEAR ANY NOISE FROM ANYTHING TAKING PLACE ON THE GROUND WHILE WITHIN OUR VENUE.

DO YOU ALLOW EXTERNAL CATERING?

NO! WE DO NOT ALLOW EXTERNAL CATERING ON PREMISIS OTHER THAN A CELEBRATION CAKE.

DO YOU ALLOW EXTERNAL ALCOHOL?

NO! WE DO NOT ALLOW EXTERNAL ALCOHOL ON PREMISIS. IF YOUR GUESTS ARE FOUND TO HAVE BROUGHT ALCOHOL INTO OUR VENUE WE HAVE THE RIGHT TO EVICT THEM FROM THE PREMISIS. IF YOU, THE HIRER, ARE FOUND TO HAVE BROUGHT ALCOHOL ON PREMISIS WE HAVE THE RIGHT TO END BAR SERVICE AND TERMINATE THE EVENT IMMEDIATELY.

TERMS & CONDITIONS

TENTATIVE BOOKINGS

TENTATIVE BOOKINGS WILL BE HELD FOR 7 DAYS UNLESS OTHERWISE DISCUSSED, IF WE DO NOT RECEIVE CONFIRMATION OF BOOKING AFTER 7 DAYS THE DATE IS FORFEITED.

DEPOSIT AND BOOKING CONFIRMATION

THE TOTAL ROOM HIRE FEE ACTS AS A DEPOSIT FOR YOUR EVENT, AND MUST BE PAID TO CONFIRM YOUR BOOKING. UPON CONFIRMING YOU WANT TO GO AHEAD WITH YOUR EVENT A BOOKING CONFIRMATION INVOICE AND E-CONTRACT WILL BE SENT TO YOU. IF THIS IS NOT PAID AND SIGNED WITHIN 7 DAYS YOU WILL FORFEIT THE SELECTED DATE.

PAYMENT SCHEDULE

ALL PAYMENTS MUST BE MADE BY 5 DAYS PRIOR TO EVENT COMMENCEMENT UNLESS OTHERWISE DISCUSSED. ANY PRE-PURCHASED DRINKS PACKAGES, AND PRE-ORGANISED BAR TABS MUST BE PAID PRIOR TO THE COMMENCEMENT OF THE EVENT. IF DURING THE EVENT YOU EXTEND THE BAR TAB WE WILL ASK TO HOLD A CREDIT CARD, AND THIS WILL BE CHARGED AT THE END OF THE EVENT.

CANCELLATIONS

IN THE CASE OF AN EVENT CANCELLATION THE FOLLOWING CANCELLATION TIMELINE MUST BE ADHERED TO:

- 30+ DAYS PRIOR TO EVENT - FULL DEPOSIT REFUND
- 21-30 DAYS PRIOR TO EVENT - 50% DEPOSIT REFUND
- 14-21 DAYS PRIOR TO EVENT - 25% DEPOSIT REFUND
- 0 - 14 DAYS PRIOR TO EVENT - NO DEPOSIT REFUND

ANY EVENT CANCELLED LESS THAN 7 DAYS PRIOR TO THE EVENT WILL BE SUBJECT TO FOOD SPOILAGE FEES DEPENDANT ON FOOD SELECTION AND CATERING NUMBERS.

ANY EVENT WITH A LARGE REDUCTION IN NUMBERS LESS THAN 7 DAYS PRIOR TO THE EVENT WILL ALSO BE SUBJECT TO FOOD SPOILAGE FEES.

CARD ON FILE

UPON YOUR FIRST VISIT TO OUR SITE WE ASK THAT YOU SIGN A CREDIT CARD AUTHORISATION FORM, ALLOWING US TO KEEP YOUR CREDIT CARD DETAILS ON FILE FOR UP TO 7 DAYS POST EVENT. THIS WILL THEN BE DESTROYED.

YOUR CREDIT CARD INFORMATION WILL ONLY BE USED IN CASE OF DAMAGES CAUSED TO THE PROPERTY, OR TO COVER ANY OUTSTANDING FEES. YOU WILL BE NOTIFIED PRIOR TO ANY CHARGES MADE.

MINIMUM SPEND

THE MINIMUM SPEND IS THE HIREE'S RESPONSIBILITY TO BE MET. THIS WILL INCLUDE ANY PAYMENTS MADE BY GUESTS OVER THE BAR, BAR TABS, OR DRINKS PACKAGES. IF AT END OF NIGHT IT IS NOT MET A CREDIT CARD PAYMENT MUST COVER THE REMAINING FEE. IF YOU DO NOT COVER THIS FEE WE HAVE THE RIGHT TO USE THE CREDIT CARD ON FILE FOR ANY OUTSTANDING PAYMENTS.

TERMS & CONDITIONS

CATERING AND DRINKS

DUE TO THE NATURE OF OUR HEALTH AND SAFETY LICENSES WE ARE UNABLE TO PERMIT PATRONS OR GUESTS TO BRING LIQUOR OR FOOD ONTO THE PREMISES. SIMILARLY NO FOOD OR BEVERAGE CAN BE REMOVED FROM THE PREMISES. CELEBRATION CAKES ARE AN EXCEPTION TO THIS, BUT MUST BE DISCUSSED WITH THE EVENT MANAGER PRIOR TO THE EVENT.

IF YOUR GUESTS ARE FOUND TO HAVE BROUGHT ALCOHOL INTO OUR VENUE WE HAVE THE RIGHT TO EVICT THEM FROM THE PREMISES. IF YOU, THE HIRER, ARE FOUND TO HAVE BROUGHT ALCOHOL ON PREMISES WE HAVE THE RIGHT TO END BAR SERVICE AND TERMINATE THE EVENT IMMEDIATELY.

ADDITIONAL HOURS

ANY EVENT CONTINUING BEYOND THE CONFIRMED DEPARTURE TIME WILL INCUR AN ADDITIONAL FEE.

WE HAVE A STRICT 1AM VENUE CLOSING HOUR. NO GUESTS MAY REMAIN ONSITE AFTER 1AM, OR THEY WILL BE REMOVED BY SECURITY.

DECORATIONS, CANDLES, GLITTER, CONFETTI

ANY CANDLES MUST HAVE A SUITABLE CONTAINER TO CATCH WAX SPILLAGE. IF THERE IS ANY DAMAGE CAUSED BY SPILT WAX THERE WILL BE AN ADDITIONAL \$100 CLEANING FEE.

WE DO NOT ALLOW ANY GLITTER OR CONFETTI ON PREMISES. IF THESE ITEMS ARE USED THERE WILL BE AN ADDITIONAL CLEANING FEE OF \$100. WE WELCOME ALL OTHER DECORATIONS, HOWEVER NO ATTACHMENTS ARE TO BE USED ON THE WALLS WITHOUT PRIOR APPROVAL.

SECURITY

SECURITY IS MANDATORY FOR 21ST BIRTHDAYS OR EVENTS WITH OVER 100 GUESTS. THIS IS ARRANGED BY THE EVENT MANAGER AT NO ADDITIONAL COST.

IF YOU WOULD LIKE ADDITIONAL SECURITY IT IS \$40 PER HOUR WITH A MINIMUM OF 5 HOURS.

DAMAGE

YOU ARE FINANCIALLY RESPONSIBLE FOR THE COST OF REPAIRING ANY DAMAGE OR BREAKAGE OF VENUE PROPERTY OUTSIDE OF STANDARD WEAR AND TEAR. IF YOU REFUSE TO PAY FOR ANY DAMAGES WE HAVE THE RIGHT TO CHARGE THE FEE TO THE CREDIT CARD ON FILE. YOU WILL BE NOTIFIED PRIOR TO ANY CHARGES.

BAR TABS

TO OPEN A BAR TAB DURING THE EVENT, OR ADD MORE ON TO A PRE-PAID BAR TAB YOU WILL BE REQUIRED TO LEAVE A CREDIT CARD WITH OUR BAR STAFF. YOU WILL RECEIVE THIS BACK AT THE END OF THE EVENT ONCE THE BAR TAB HAS BEEN SETTLED.



TERMS & CONDITIONS

RESPONSIBLE SERVICE OF ALCOHOL AND PROOF OF AGE

ALL STAFF AT CHIRNSIDES BY THE RIVER PRACTICE RESPONSIBLE SERVICE OF ALCOHOL. ANY PERSON DEEMED INTOXICATED MAY BE REFUSED THE SERVICE OF ALCOHOL, AND CAN BE ASKED TO LEAVE THE VENUE IN EXTREME CIRCUMSTANCES.

WE ONLY ACCEPT AUSTRALIAN DRIVERS LICENCES, AUSTRALIAN PROOF OF AGE CARDS, OR INTERNATIONAL PASSPORTS AS PROOF OF AGE.

UNDER AGED GUESTS

GUESTS UNDER THE AGE OF 18 ARE ALLOWED ON PREMISES, ALTHOUGH MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN. THEY WILL NOT BE ALLOWED TO CONSUME ANY ALCOHOL WHILE ON PREMISES. IF IT IS FOUND THAT SOMEONE IS SUPPLYING THEM ALCOHOL BOTH PARTIES WILL BE EVICTED FROM THE VENUE.

PHOTOGRAPHY

IMAGES TAKEN BEFORE OR DURING AN EVENT BY THE EVENT MANAGER OR PROVIDED TO THE EVENT MANAGER BY GUESTS OR THEIR REPRESENTATIVES, MAY BE PUBLISHED ON OUR WEBSITE OR SOCIAL CHANNELS WITHOUT OBTAINING SPECIFIC PERMISSIONS. PLEASE LET YOUR EVENT MANAGER KNOW IF YOU DO NOT WISH FOR THIS TO OCCUR.

SMOKING

OUR VENUE IS A NON-SMOKING VENUE. THERE IS SMOKING PERMITTED ON THE BALCONY AND OUTSIDE OF THE VENUE.

18TH BIRTHDAY CELEBRATIONS

WE DO NOT HOST 18TH BIRTHDAY CELEBRATIONS AT OUR VENUE.

SITE VIEWINGS

YOU ARE MORE THAN WELCOME TO COME AND VIEW OUR SITE PRIOR TO BOOKING IN.

THIS MUST BE PREARRANGED WITH OUR EVENT MANAGER, WE DO NOT ACCEPT WALK INS, JUST AS YOU WOULD NOT WANT A STRANGER WALKING INTO YOUR FUNCTION.



PLANNING TIMELINE

EXPRESSION OF INTEREST

REACH OUT TO US AT

INFO@CHIRNSIDESBYTHERIVER.COM.AU
TO EXPRESS INTEREST AND ASK US
ABOUT YOUR DATE

SITE VIEWING

IF YOU WOULD LIKE TO VIEW THE VENUE
BEFORE BOOKING, YOU CAN ARRANGE
A TIME WITH OUR VENUE MANAGER. BY
APPOINTMENT ONLY.

PLANNING SESSION

EITHER ON SITE, OR OVER THE PHONE,
WE CAN DISCUSS ROOM LAYOUT,
CATERING OPTIONS, RUN TIMES, AND BAR
OPTIONS.

FINAL DETAILS

10 DAYS PRIOR TO YOUR EVENT YOU WILL
BE SENT YOUR FINAL FUNCTION DETAILS.
YOU WILL BE ASKED TO E-SIGN A COPY,
DECLARING THAT ALL INFORMATION IS
CORRECT.

TENTATIVE DATE BOOKING

IF WE HAVE YOUR DATE AVAILABLE, WE CAN
PLACE A TENTATIVE BOOKING FOR UP TO 7
DAYS.

DEPOSIT PAYMENT

ONCE YOU PAY YOUR DEPOSIT AND AGREE
TO OUR T&C YOUR CHOSEN DATE IS LOCKED
IN. FROM HERE WE CAN START ORGANISING
DETAILS.

DRAFT DETAILS

YOU WILL BE SENT A COPY OF THE DRAFT
DETAILS DISCUSSED IN YOUR PLANNING
SESSION.

FINAL INVOICE

7 DAYS PRIOR TO YOUR EVENT YOU WILL BE
SENT A FINAL INVOICE. THIS MUST BE PAID AT
LEAST 5 DAYS PRIOR TO EVENT DATE.