18 FOOTERS LEAGUE



PRIVATE FUNCTIONS

BOOKING POLICY

For all private functions held at the Club

UPDATED JUNE 2024

AUSTRALIAN 18 FOOTERS LEAGUE

Double Bay, Sydney

Contents

Our guide to function bookings, payments, spaces, catering, member pricing and cancellation terms.

Bookings & Attendance

01 Function Bookings and Member Attendance 3

02 Function Times and Availability 3

03 Number of Functions Held at One Time 3

Spaces & Capacity

04 Guest Numbers and Capacity 4

05 Available Function Spaces 4

Payments & Fees

06 Deposits and Pre-Payments 5

07 Holding Fee 5

08 Staffing and Service Fees 5

Beverages & Catering

09 Beverage Pricing and Membership Benefits 6

10 Catering Requirements 6

11 Final Guest Numbers 6

Conduct & Entry

12 Responsible Service of Alcohol and Guest Conduct 7

13 Sign-In and Entry Requirements 7

Cancellations

14 Cancellation by the Host 8

15 Cancellation by the Club 8

General Conditions

16 Weather and Operational Changes 9

17 Management Discretion 9

18 Multimedia and Furniture Requests 9

— **The Club Photos** 10–12

Racing · The Venue · Food & Beverage

This policy is intended for hosts and guests. It sets out the terms that apply once a function enquiry is accepted or a booking is confirmed by the Club.

This policy applies to all private functions held at the Australian 18 Footers League. It is designed to ensure functions are properly managed while protecting the experience of members, guests and regular Club patrons. All function bookings are subject to Club approval and availability.

BOOKINGS & ATTENDANCE

Sections 1–3

SECTION 01

Function Bookings and Member Attendance

Functions must be booked and hosted by a current financial member of the Club.

The booking member is responsible for the function and must be in attendance for the duration of the event. This includes responsibility for the conduct of their guests and ensuring that all guests comply with Club rules, sign-in requirements and responsible service of alcohol obligations.

The Club reserves the right to decline or cancel a function booking where the proposed event is not suitable for the Club, may adversely impact members or regular operations, or does not meet the requirements of this policy.

SECTION 02

Function Times and Availability

Approved functions may be held during the following fixed time slots:

Session	Time
Afternoon	1:00 pm – 5:00 pm
Evening	6:00 pm – 10:00 pm

Function times are fixed unless otherwise approved by the Club in writing.

Sundays and Mondays

Monday functions are available during the 1:00 pm–5:00 pm slot only, due to Trivia Night. Sunday functions are not available during Sailing Season, which generally runs from mid-September to mid-March.

SECTION 03

Number of Functions Held at One Time

The Club generally only accepts one function booking at any one time.

A second function on the same day may be approved where both functions fit within the Club's available indoor spaces and each has a suitable wet weather option.

If two functions are booked and wet weather occurs, the second booked function will be allocated the Alf Beashel Room as its indoor backup area. The Alf Beashel Room has a limited capacity of approximately 30 guests.

SPACES & CAPACITY

Sections 4–5

SECTION 04

Guest Numbers and Capacity

Functions are generally suitable for **up to 50 guests**. This reflects the Club's standard function capacity and operating norm.

Functions of 51–60 guests may be considered at the Club's discretion, taking into account:

- Space availability
- Staffing requirements
- Impact on members and regular Club trade
- Other bookings or events occurring on the same day
- Weather and indoor backup requirements

Approval for larger functions is not guaranteed.

SECTION 05

Available Function Spaces

Space	Capacity	Features
Lounge & Quarter Deck	20–50 guests	Harbour views · Cocktail setting · Deck access
Alf Beashel Room	15–32 guests	Private indoor · AV / TV · No harbour view

The carpeted dining area is not included as part of the standard function space. Limited access may be considered depending on the date and operational requirements, such as where lower tables are required for children or elderly guests.

In the event of wet weather, the Alf Beashel Room may be made available as an additional indoor space for Lounge & Quarter Deck functions.

PAYMENTS & FEES

SECTION 06

Deposits and Pre-Payments

Where a beverage package has not been purchased and paid for in full prior to the function, a pre-payment is required. This payment represents the **minimum required spend on beverages** at the bar and is credited towards your function's bar account.

Guest Range	Deposit Required
20–30 guests	$1,000
31–40 guests	$1,500
41–50 guests	$2,000
51–60 guests (if approved)	$3,000

Please note: These amounts apply to beverage purchases only. Food is charged separately and is not included in, or deducted from, the minimum bar spend. All food arrangements and associated charges are outlined in Section 10 – Catering Requirements of this Booking Policy.

All deposits and/or beverage packages must be paid **no later than 14 days** prior to the function date. Failure to make payment by the required date may result in the booking being cancelled.

SECTION 07

Holding Fee

A **$500 holding fee** may be paid to reserve a preferred date while function details are being finalised.

The holding fee is non-refundable if the booking does not proceed. If the function is confirmed, the holding fee will be credited toward the required function deposit.

The purpose of the holding fee is to protect Club calendar availability and to ensure that dates are only held for genuine function bookings.

SECTION 08

Staffing and Service Fees

- Functions of more than **30 guests** must have one dedicated function staff member.
- Functions of more than **50 guests**, where approved, must have two dedicated function staff members.

Day Type	Fee per Staff Member
Weekday	$200 flat fee
Weekend	$250 flat fee

Dedicated function staff assist with service flow, food placement, beverage packages, bar tabs and general coordination. They also act as the point of contact for the function organiser during the event.

BEVERAGES & CATERING

Sections 9–11

SECTION 09

Beverage Pricing and Membership Benefits

Beverage packages are priced at member rates.

Bar tabs are not automatically entitled to member pricing. Where a function operates primarily on a bar tab and more than 50% of attendees are non-members, member pricing will not apply unless a list of attending members is provided to the Club in advance. The Club may verify membership attendance on the day.

Members are welcome to use their own membership card for their own individual or group purchases. However, **membership cards must not be shared**. Shared cards may be excluded from member benefits. Repeated misuse may result in membership privileges being reviewed or cancelled in accordance with Club rules.

SECTION 10

Catering Requirements

To support responsible service of alcohol and appropriate function service, finger food must be ordered for a **minimum of 70% of total guests**, unless otherwise approved by the Club.

Final guest numbers and catering requirements must be confirmed no later than **14 days prior** to the function date.

Approximate food service times:

- Afternoon functions (1:00 pm–5:00 pm) — food served from approximately 2:00 pm
- Evening functions (6:00 pm–10:00 pm) — food served from approximately 7:00 pm

> ***Example: For a function of 35 guests, catering must be ordered for at least 25 guests (70%). At $49 per person, the minimum catering requirement is $1,225. With a $1,500 deposit, up to $375 may be applied toward catering, with the remaining $1,125 credited toward the bar tab or beverage package.***

SECTION 11

Final Guest Numbers

Final guest numbers must be confirmed **no later than 14 days prior** to the function date.

Reductions in guest numbers after this time may not result in a reduction of the required deposit, minimum spend, catering requirement, beverage package, staffing charge or other agreed function costs. This is because staffing, catering, supplier orders and space allocation are arranged on the basis of confirmed numbers.

CONDUCT & ENTRY

Sections 12–13

SECTION 12

Responsible Service of Alcohol and Guest Conduct

All functions are subject to responsible service of alcohol requirements and Club rules.

The Club reserves the right to refuse service to any person who is intoxicated, disorderly, underage, unable to provide valid identification, or otherwise in breach of Club rules or legal requirements. The Club may remove any person from the premises where required.

The booking member is responsible for ensuring all guests behave appropriately and comply with staff directions at all times.

SECTION 13

Sign-In and Entry Requirements

All non-members attending a function must comply with Club sign-in requirements. Guests may be required to provide valid identification and sign in upon arrival.

Entry is subject to Club rules, licensing requirements and staff discretion. The Club reserves the right to refuse entry where legal, licensing or Club requirements are not met.

CANCELLATIONS

Sections 14–15

SECTION 14

Cancellation by the Host

To ensure fairness and allow appropriate staffing, catering and preparation, the following cancellation policy applies to all functions held at the Club.

Timing	Outcome
More than 14 days prior	Any deposit paid will be refunded in full, less any non-refundable holding fee.
14 days or fewer prior	Deposits and prepaid packages are generally non-refundable. Any refund or credit within this
Within 7 days prior	The full deposit or prepaid amount will be retained by the Club. Additional costs already incurred

Additional incurred costs may include staffing, catering, supplier costs or third-party services already arranged for the function.

SECTION 15

Cancellation by the Club

In the unlikely event that the Club is required to cancel a function due to unforeseen circumstances, any deposit or prepaid amount will be refunded in full.

The Club will not be liable for any additional costs incurred by the host, including costs relating to external suppliers, entertainment, travel, accommodation, decorations or other arrangements made in connection with the function.

GENERAL CONDITIONS

Sections 16–17

SECTION 16

Weather and Operational Changes

The Club is a waterfront venue and some function areas may be affected by weather. Where outdoor or semi-outdoor space is allocated, the Club will make reasonable efforts to provide a suitable indoor backup area where available. Indoor backup areas are subject to capacity, existing bookings and operational requirements.

The Club reserves the right to alter the allocated function space where required due to weather, safety concerns, staffing, member operations or other Club requirements.

SECTION 17

Management Discretion

The Club reserves the right to approve, decline, vary or cancel function arrangements at its discretion. Any variation to this policy must be approved by Club management in writing.

Staff are not authorised to waive deposits, cancellation fees, staffing requirements, catering requirements, member pricing rules or other function terms without management approval.

SECTION 18

Multimedia, Entertainment, and Furniture Requests

The Club will make reasonable efforts to accommodate multimedia, entertainment and furniture requests where possible. This may include microphone use, background music or playlists, TV/slideshow display, speeches, decorations, table linen, furniture adjustments, entertainment, photobooths or similar requests.

All such requests must be discussed with the Functions Coordinator prior to the event and are subject to availability, suitability, staffing requirements and management approval. Additional costs may apply where extra equipment, setup time, staffing, cleaning or supplier coordination is required.

External suppliers, entertainers or contractors must be approved by Club management before being confirmed. The Club reserves the right to decline any request that may create safety issues, disrupt other members or guests, damage Club property, or interfere with normal Club operations.

By confirming a function booking, the host acknowledges and accepts the terms of this Function Booking Policy.

For function enquiries, please contact the Club directly. All bookings remain subject to availability, Club approval and the terms of this policy.

The Club

The Australian 18 Footers League at Double Bay, Sydney — home of the world's fastest sailing skiffs, a stunning harbourside venue, and a warm Club community.

Racing



The Fleet in Action

The 18 Footers are the fastest monohull skiffs in the world, racing on Sydney Harbour each week during Sailing Season. Guests watching from the Club enjoy a front-row seat to one of sailing's greatest spectacles.



Race Day on the Harbour

Powered by enormous spinnakers and crewed by three, the 18 Footers regularly achieve speeds exceeding 30 knots in a stiff harbour breeze. The spray, speed and skill on display make race day a truly unforgettable experience. © SailMedia

The Venue



The Club from Above

Perched over the water at Double Bay, your function space includes a quarter of the deck, so you and your guests can soak up the sun and enjoy uninterrupted views across the harbour.



The Function Space

The Lounge and Quarter Deck area offers a relaxed harbourside setting with direct access to the deck, harbour views, and a cocktail-style atmosphere perfect for any occasion.



The Waterfront

The Club's waterfront position at Double Bay Marina places your guests right on the water's edge, with boats, the harbour and the Double Bay skyline as a constant backdrop.



The Club on Race Day

Race days draw a vibrant crowd to the Club. Guests enjoy drinks at the bar while watching the fleet launch directly from the Club's jetty — a uniquely 18 Footers experience.

Food & Beverage



The Bar

The Club's fully licensed bar serves a wide selection of beers, wines and cocktails. Beverage packages are available for private functions at member rates, with dedicated bar staff ensuring seamless service throughout your event.



Celebrating at the Club

From intimate dinners in the Alf Beashel Room to cocktail functions on the quarter deck, the Club is a favourite venue for celebrations of all kinds.



Function Canapés

Finger food is available for all functions. The Club's kitchen offers a selection of canapés and platters to suit all tastes and dietary requirements.



The Club Kitchen

From salt and pepper calamari to mushroom arancini, fresh salads and more, the Club's kitchen produces quality function food that complements the relaxed harbour atmosphere.