

UNLEY PARK SPORTS CLUB HIRE INFORMATION

Established in 1923, the Unley Park Sports Club is conveniently located at 8 Northgate Street, Unley Park, between Unley Road and King William Road. The Club is a not-for-profit organisation and is totally operated by members.

The Club offers a variety of recreation and social options. Home to four sports – bowls, croquet, petanque and tennis, we have full bar facilities and a variety of function areas to suit all occasions. All of our sporting codes have lit areas for evening play.

Our facilities are available for hire for a range of social or corporate events such as:

- Birthdays
- Engagements
- Wedding Anniversaries
- Retirements
- Corporate Launches
- Christmas Functions
- Product Launches
- Social groups
- Team Building Days

FUNCTION AREAS

Kidman Room

The Kidman Room offers a great range of options – a fully stocked bar, new kitchen, flexible open area with tables and chairs which can be configured to suit your needs, views onto the bowling green and tennis courts. Licensed for up to 200 people.

The following equipment is included free of charge

- Roving Microphone
- Inside/outside sound system
- Whiteboard with markers
- 65 inch TV
- DVD/CD player
- Inside PA system
- Use of kitchen

Barton room

The Barton Room has views onto the petanque piste and croquet lawn. It offers a flexible open area and kitchen facilities. Limited bar facilities can also be made available if required. Licensed for up to 90 people.

The following equipment is included free of charge

- Sound system
- Use of kitchen
- Whiteboard with markers



SPORTING FACILITIES (Minimum hire \$180)

Lawn bowls:	8 rinks available (6 more by arrangement).
Croquet:	3 lawns available (1 more by arrangement)
Tennis:	4 synthetic grass courts available
Petanque:	16 pistes available. Hired in lots of 2

Sporting equipment is available free of charge. Appropriate footwear is essential – especially flat soled shoes or bare feet for bowls, tennis and croquet. Basic sports instruction is available. The Club also has a professional tennis coach available if required, rates on application.

FOOD & BEVERAGE

The club does not provide catering, so feel free to arrange your own, we have BBQs for hire, and you are welcome to use our kitchen.*. Our bar provides a selection of wines, spirits and beers at club rates. (*See Appendix – Kitchen Care and Maintenance)

HIGH TEAS

For something a little different, why not consider a High Tea? The Club specialises in providing fully catered High Teas in The Barton Room which can also include a game of croquet if desired. Enjoy delicate club sandwiches, exquisite floral cupcakes and other earthly morsels which characterise our High Teas. We can cater for a wide range of events from 20 to 55 people. (please refer to <http://hightea.ppfoto.com> for more information).



For all High Tea bookings and enquiries,
please contact
Jan Magill
8271 4189, Mob 0413 296 437
janice@iprimus.com.au

HIRE COSTS

Kidman Room & Bar	\$100 for up to 4 hrs – then \$50/hr
Barton Room (no bar)	\$15 per hour - minimum 4 hours
Sporting Facilities	\$12 per hour per green/court/lawn/double pistes, min \$180
Lighting	\$8 per hour per green/court/lawn/double pistes
BBQ	\$20 per BBQ per session
Service	\$100
Deposit	\$100

For all bookings and enquiries, please contact:

Derek Sullens 0419 559 004

unleypsc@tpg.com.au



UNLEY PARK SPORTS CLUB FUNCTION GUIDELINES, TERMS & CONDITIONS

Thank you for selecting Unley Park Sports Club as the venue for your function. The Club is a community facility and exists in a residential area. It is a place to enjoy with family, friends and colleagues and it is expected you and your guests will show respect to our neighbours with your quiet and orderly behaviour when entering and leaving the premises.

When holding a function at the Unley Park Sports Club it is important to adhere to the following rules and regulations.

- Unley Park Sports Club is a fully licensed venue and actively implements Responsible Service of Alcohol guidelines. All Local, State and Federal Laws, in regard to liquor licensing will be strictly adhered to at all times. It is understood that the organiser and guests will conduct themselves in an orderly manner at all times.
- Consumption of alcohol is to be confined to the licensed area and not allowed on the greens.
- Running a bar tab is possible, please request on booking.
- All accounts must be settled within 14 days of issue.
- The Unley Park Sports Club accepts cash or cheque only, **we do not offer credit card facilities or direct deposit.**
- If using our kitchen, you are responsible for kitchen care (including checking all switches are off), basic cleaning and washing up, please see separate use of kitchen guidelines.
- The function organiser assumes financial responsibility for any and all damages caused by them, their caterers (including consequential fire damage) or their guests.
- The function organiser is to nominate a responsible officer for children attending the function and ensure children do not trespass onto the areas outside of those hired.
- For outside music, standard noise restrictions will apply, and must be turned off by 10.30pm.
- The Unley Park Sports Club will not be held responsible for any property misplaced or stolen while on the premises. All external and private property is to be brought onto the premises at the risk of the owner.
- We reserve the right to refuse entry and remove patrons considered unruly, intoxicated, abusive, behaving in an inappropriate or illegal manner, or for any other reason deemed necessary.
- The Unley Park Sports Club will be the sole provider of alcohol. No alcohol may be brought in to the Club grounds or facilities unless prior arrangement has been made and agreed in writing.
- The function organiser is required to monitor and supervise their guests leaving the premises.

UNLEY PARK SPORTS CLUB FUNCTION BOOKING FORM

Booking Entity:

Contact Person:

Date of Function:

Start time:

Finish time:

CONTACT DETAILS

Email:

Telephone:

Postal Address:

		Hours	Rate \$/hr	Total Cost
Kidman Room and bar	(min 4 hours)	4	\$25	\$100
	Beyond 4 hrs		\$50	
Barton Room (No bar)	(min 4 hours)		\$15	
		No.	Hours	Rate \$/hr
Bowling Rinks	Daytime			\$12
	Under lights			\$20
Tennis Courts	Daytime			\$12
	Under Lights			\$20
Croquet Rinks	Daytime			\$12
	Under lights			\$20
Petanque Pistes (2)	Daytime			\$12
	Under Lights			\$20
Sundries				
BBQ		no. @ \$20	
Instructor		no. @ \$15/hr	
Tablecloths (Lace, up to 16)			Lump sum \$20	
Black Table Cloths (each)		no. @ \$5	
Other (please note)				
Service Charge			\$100	\$100

TOTAL

\$

- I note the minimum sports hire is \$180. I have read and understand the requirements of the Unley Park Sports Club and agree to hold my function within the rules, regulations and guidelines as set out herein.

NAME:

SIGNED:

DATE:

Please complete this page and either return it to the Functions Manager, UPSC, 8 Northgate Street, Unley Park SA 5061 with your \$100 deposit, or by arrangement – Ph 0419 559 004.

APPENDIX - UNLEY PARK SPORTS CLUB KITCHEN

CARE & MAINTENANCE

BENCHES, DRAWERS, CUPBOARDS

- Avoid scourers and abrasives as they will damage the surface.
- Don't place hot objects, electrical appliances or pots straight from the oven onto the surface. There are protection/cutting boards either side of the stove, in top drawer (RHS of oven) and in the container on the bench
- Don't cut on the surface – use the protection/cutting boards
- Keep waxes and polishes well away as they dull the natural shine.

Cleaning gear location

- Dishwashing liquid, dishwashing tablets and rinse-aid, dishcloths and “Deb's cleaning mix” are located in the cupboard under the sink
- Clean tea towels are located in the bottom drawer of unit to the RHS (facing) of the oven. Used tea towels can go on the rail at the LH end (facing) of the oven bench (by the access door)
- More cleaning spares are kept in the RH (facing sink) corner cupboard, beside the water heater.
- The special mop for the floor is located between the fridge and the corner cupboard. Put it outside to dry by/through the tennis fence

General Care

- Clean benches with the Club provided Spray marked “Deb's cleaning mix”.
- **Grease:** Using a mild dishwashing detergent in water will remove greasy marks. Dab, wait and wipe away. Finish with Deb's cleaning mix
- **Spills:** prompt action is essential with any of these - wipe off beetroot, grape and berry juices, first aid preparations, concentrated bleach, oven cleaners, dishwasher detergents, artificial dyes, and solvent based pen ink immediately.

FRIDGE

Please label any food you want to keep in the fridge and clear it of your unwanted food. Any unidentified food is likely to be thrown out.

The fridge and shelves can be cleaned with Deb's cleaning mix, and finished with essence of vanilla.

FREEZER

Anything going in the freezer must be labelled with today's date. Anything without a date will be thrown out.

RUBBISH BINS

There are 2 rubbish bins in the, full height, drawer next LH side facing stove. Please empty the bin(s) to the Council blue wheelie bin outside the kitchen door and replace with fresh bag liner whenever you use the kitchen. In particular do not leave food scraps in the bins.

FLOOR

The floor needs to be swept and mopped after every use. Mop using the special string mop and dishwashing detergent in hot water.

STOVE

The stove hob will only work if the bottom of the saucepans used are dead flat. Otherwise the elements continually overheat and cut out.

Do not use steel wool, abrasive pastes or abrasive cloths of any kind on the glass hob, as they will damage the surface. Any burnt residues after cooking can be removed with the scraper provided (in the cupboard to the left above the stove), rinse with water and wipe dry with a clean cloth. **IF IN DOUBT LEAVE IT FOR ONE OF THE SKILLED CLEANERS TO FIX (WHITE VINEGAR UNDER A LAYER OF CLING FILM OVERNIGHT).**

The door glass should always be kept clean. Use absorbent kitchen paper to clean. In case of tough spots, clean with a damp sponge using dishwashing detergent.

SINKS

The sinks should be cleaned with Deb's cleaning mixture or for stubborn spots, Ajax liquid/powder.

TILES

Using a mild dishwashing detergent in water will remove greasy marks. Dab, wait and wipe away. Finish with Deb's cleaning mixture.

TEA TOWELS

There is a tea towel rail at the LH end of the oven side bench. Clean tea towels are stored in the top drawer next to the stove (extras in bottom drawer) with oven dishes.

DISHWASHER

The dishwasher is a semi-commercial model with a 15 minute cycle

Brush/rinse plates in cold water before loading into dishwasher

One tablet into dispenser and close the lid

Press start button (big green button on the right). Cycle light comes on.

At the end of the cycle (the light goes out) open the door to release the steam and assist drying

Be considerate of people using the kitchen after you – the dishwasher is to be unloaded after every use – NEVER leave dishes (clean or dirty) in the dishwasher.