

SSU Hammer & Swine Clubs Expression of Interest Form

1. Chief contact

Name of Club:		
Contact person:	Official Club Position:
Mobile Contact:	Email:

2. Venue booking:

The Hammer & Swine is a flexible venue that can be booked for private use, or as a shared venue where public customers retain access to the bar.

Proposed date/s:
Function purpose:

Weekday lunchtime:	Weekday afternoon:	Thursday PM:	Thursday night:
<input type="checkbox"/> 12-3pm (3 hour booking)	<input type="checkbox"/> 3-7pm (4 hour booking)	<input type="checkbox"/> 4-11pm (7 hour booking)	<input type="checkbox"/> 7-11pm (4 hour booking)
Please note that events starting or finishing outside of our regular trading hours will require a temporary liquor licence, which is the responsibility of the club to cover. A temporary liquor licence costs \$120			

Shared venue use	Private function	Private rooftop function
<input type="checkbox"/> Shared public use of the indoor lounge and rooftop garden	<input type="checkbox"/> Exclusive use of the venue, including indoor lounge and rooftop garden	<input type="checkbox"/> Exclusive use of rooftop garden, with public access and use of indoor lounge

3. Guest expectations:

A basic staff presence is available during normal operational hours. During events and functions, the Hammer & Swine may need to engage extra staff and/or security (where appropriate) subject to the size and nature of the event.

Please Note- Security requirements are determined by the University and the cost of security is the responsibility of the club to cover. 1 security guard for 1 hour costs \$50

Expected number attending:			
<input type="checkbox"/> Below 20 guests	<input type="checkbox"/> Between 20 to 40 guests	<input type="checkbox"/> Between 40 to 100 guests	<input type="checkbox"/> 100 to 150 guests

4. Catering options:

Catering options can cost as little as \$5 per person for basic finger foods through to \$25 per person for gourmet BBQ's. Catering options can also be mixed and matched for example, Platters and BBQ. We are also happy to discuss other options to meet your requirements

Catering Options:	
<input type="checkbox"/> None: no catering required	<input type="checkbox"/> Finger food: spring rolls, party pies, etc.
<input type="checkbox"/> Platters: fruit, dips, cheeses, crackers, etc.	<input type="checkbox"/> Pizza: selection from standard pizza menu
<input type="checkbox"/> Self-managed BBQ: food & cooking supplied by hirer	<input type="checkbox"/> H&S BBQ: sausages, veggie sausages, bread, sauces, etc.
<input type="checkbox"/> Gourmet BBQ: various sausages, kebabs, rolls, salads, etc.	<input type="checkbox"/> Other:

5. Drink options:

The purchase of drinks can be arranged through a number of means, including:

Guests 'pay as they go':	Bar tab with set spend limit:	Welcome drink service:	Drinks vouchers:
<input type="checkbox"/> Each guest pays for the cost of their own drinks throughout the event	<input type="checkbox"/> Set financial limit of 'complimentary' drinks for guests. Once tab is exhausted, guests can 'pay as they go'	<input type="checkbox"/> A single complimentary glass of wine or beer upon arrival, after which guests 'pay as they go'	<input type="checkbox"/> A number of vouchers (i.e. 2 or 3) provided to each guest upon arrival, redeemable at bar for basic drinks

6. Other Facilities & Services

Entertainment and Activity Options:	
<input type="checkbox"/> Venue music (Spotify)	<input type="checkbox"/> Professional Photographer (2 hrs)
<input type="checkbox"/> Digital TV facility	<input type="checkbox"/> DJ (3 hrs)
<input type="checkbox"/> PA System	<input type="checkbox"/> Karaoke Machine
<input type="checkbox"/> Projector and Screen	<input type="checkbox"/> Trivia competition