

Marsden Yacht and Boat Club

PO Box 9 Ruakaka 0151

Information and conditions of hall hire for **Private Party Functions**. Please complete this form and return with your payment to the Club at the above address as soon as possible to complete your booking.

The **hire fee** for weddings is \$550.00. Other functions is up to \$300.00

Setting up on the day prior to the function is \$150.00

Name: _____ **Email:** _____

Address: _____

Phone: _____ **Date requested:** _____

Either yourself, or a named representative, MUST be present on the premises at all times for the entire duration of the function. On departure from the function they must ensure that no persons are left present on the premises prior to locking up.

Name of Appointed Representative _____

Contact number on the day of the function _____

Nature of Function (please circle): Wedding Other: (please specify)

Is alcohol to be available? (please circle) NO YES (if yes, please complete box)

Is Alcohol to be... _____ Sold, _____ Supplied _____ BYO

(Check sold if there is any money at all being exchanged i.e., door fee, price per head, donations, honesty box, koha, etc.)

If you have checked "sold" you will need to get a **Special Liquor License** from the **Whangarei District Council**. Allow up to **3 weeks** to organise this.

You also need a **Special Liquor License** if you:

Are allowing the general public to attend. _____ No

Please check one of the following and sign below:

_____ **I can see that I will need a Special Liquor License and will provide the Club with a copy before our event.**

_____ **According to the above, I do not need a Special Liquor License, but will be personally responsible for the alcohol consumed on the premises of the Marsden Yacht and Boat Club at my event on the date of _____.**

The Keys are kept in the lockbox to the left of the front entrance. A code for the lockbox will be given to you prior to your events. Keys supplied are:

1. Front door key
2. Alarm key (alarm panel is on wall to the right of front door - insert key and turn to "off" position)

Equipment Available:

Tables and chairs for 60 people Fridge/freezer and chiller
Oven / microwave and pie warmer glass/dish washer
a small quantity of assorted cups, plates and glasses urn

Bring your own tea towels, rubbish bin liners, serving utensils, etc. Any club owned tea towels used should be cleaned and returned to the drawer the next morning.

Crockery and Cutlery: A plain white dinner set and matching stainless cutlery for up to 60 is available as an optional extra charge of \$1 per head for crockery & \$0.50c per head for cutlery.

Veranda Curtains: A full set of veranda curtains is available at an additional cost.

Being a residential area, noise levels must be reasonable and all loud noise including bands, DJs and music etc. MUST cease playing by 1 am.

It is not permitted for anyone to remain on the premises overnight.

Upon **completion** of the function, the building must be left clean and furniture put back as it was found.

Please leave about 20 chairs out of the store room and take care that the chairs are not stacked so close to the cleaning equipment that it can't be accessed. If cleaning is not satisfactory the resulting expenses will be your responsibility.

Cleaning is permitted the following day by arrangement only and must be completed by 10 am. If premises are not vacated by this time an additional charge may be incurred.

When **leaving** please check that all windows and doors are closed and locked, the curtains are drawn close, and the **alarm is re-set**. Return the keys to the lockbox and spin the dials so it will no longer open.

A **bond** of \$500 is also required.

For major functions a 50% deposit is required at the time of booking. In the event of cancellation this will be refunded in full unless it has resulted in a loss of income to the club.

If the premises are found to be satisfactory upon inspection and no noise complaints are received then the sum will be refunded in full.

Full payment must be received prior to the function. Please allow three working days for bank transactions.

Payments are to be made into the following bank account

Marsden Yacht & Boat Club Bank Account # 03-0498-0251199-00

(Particulars) Hall Hire *(Code)* Wedding or Birthday *(Reference)* Name

Your bond will be refunded into the account from which the payment was received unless instructed otherwise.

November 2018

Should you have anything to report back to us, please do not hesitate to contact our Hall Hire Manager: **Jenny Walker** on **09 4327422/ 0212632197** or kev-jen@slingshot.co.nz

I/We the undersigned have read and agree to the conditions that apply to hiring the Marsden Yacht and Boat Club Hall on (date)_____.

The appropriate fee of \$_____ and \$500.00 bond will be paid prior to the function.

A 50% deposit will be made upon acceptance of this application.

I have completed the section of this form relating to alcohol availability and will supply the Club with a copy of the Special Liquor License (if applicable) prior to my event.

I understand that should I breach ANY of the above conditions, then part, or all of the bond payment may be retained.

Signed _____ Date _____

Print name _____ Hirer

I confirm booking of this function and providing the conditions of this agreement are complied with the bond paid will be refunded in full.

Signed _____ Date _____

Print name _____ on behalf of Marsden Yacht and Boat Club

Marsden Yacht and Boat Club reserve the right to refuse hire.