



FUNCTION INFORMATION AND BOOKING FORM

WAIKAWA BOATING CLUB

The Waikawa Boating Club offers a fully serviced venue for up to 95 guests. There is a large outside deck area right on the marina and views out into the bay. The Club has a full bar and our caterers can tailor a menu to suit, offering catering for any event, wedding, meeting or conference. If you have any special requests regarding alcohol preferences we are usually able to accommodate these, please ask. We operate under a Club liquor license which means we are not a BYO venue regarding alcohol.

Included in the venue hire are the projector, screen, and whiteboard. Your fee also includes bar staff and our cleaning service, however any cleaning considered excessive will be charged.

We have some important do's and don'ts:

- Bookings are only confirmed upon receipt of completed booking form and 20% deposit is paid.
- Unless you or your organisation is a regular user of our venue you will be asked to pay the remaining balance prior to the event.
- The venue is available to 1am.
- Bar tabs are to be paid for on the day/night of your function.
- We have a NO glitter/metallic shapes and decorations or confetti rule, or candles - if found on the premises they will incur an extra cleaning charge of \$60.
- Please stipulate on the booking form the time/time frame you require to set up prior to your function.
- You will not have exclusive use of the venue during set up and will be informed of any club activities going on at the Club during this time.
- Be aware that Club members have access to the showers, laundry and toilets out of normal business hours and may be using these facilities during your time at the Club.
- All decorations and other gear brought onsite must be removed by 9am the following morning. This includes band equipment.
- Please do not remove any pictures or wall hangings and do not use tacks or nails to attach anything to any surface. Please do not remove any signage in the club.
- While you are able to move the furniture it is your responsibility to ensure that any tables and chairs moved are placed back as you found them by 9am the following morning.
- The Club is required to pay \$65 for a Special License at the time of your booking, for any function where alcohol is served. We are unable to obtain a refund for this license, therefore if you cancel your booking, this fee is non-refundable. All non-Club functions must have a Special License.
- Any damage to the premises, Club equipment, furniture and fittings, glassware, crockery and cutlery as a result of you or your guests will be charged to you and must be paid within 7 days.

COSTS

Venue Hire	9am – 5pm Monday – Friday	\$30 per hour
	Evening Monday – Friday	\$200
	9am – 5pm Weekend Day	\$40 per hour
	Evening Weekend	\$300
	Wedding Full Day 8am to 1am	\$750 (includes Bar staff)
	Cutlery/Crockery hire	\$1 per person
	Special License	\$ 65 (compulsory for any event where alcohol is served)
	Cleaning Charge	\$30 (per hour over and above “normal cleaning”)



WAIKAWA BOATING CLUB

BOOKING FORM

Date required: _____ Email Address: _____

Name of Hirer: _____

Address: _____

Mobile: _____

Contact Phone: _____

Type of Function: _____

Start Time: _____ Estimated Finish Time: _____

Set up time: _____ Number of guests: _____

Caterer

Our club caterer is Paula from Waikawa Caterers her phone number is: 021 041 9861

BAR

Do you require the Bar: _____ From what time: _____

Dry Till (*all supplies are paid for by you at end of your function*) _____

Wet/Dry Till (*an agreed amount for keg beer, wine, soft drinks* _____ *Tab amount \$* _____
With spirits & bottled beer paid for in cash at time of supply)

Wet Till (*cash paid for by guests at time of supply*) _____

Sundry equipment requirements:

Cutlery/Crockery: Yes / No Invoice No: _____

Glasses Yes / No Total Invoice \$ _____

White Board Yes / No 20% deposit date paid: _____

Screen/Projector Yes / No Date balance Paid: _____