Waikawa Boating Club

FUNCTION INFORMATION AND BOOKING FORM

The Waikawa Boating Club offers a fully serviced venue for up to 95 guests. A large outside deck area right on the Marina and views out into the bay. The Club has a full bar and kitchen offering catering for any event, wedding, meeting or conference. Self catering is available on request. 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 do's and don'ts which are important and include:

- 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. If it is found on the premises it 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 *(very limited).*
- 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 tacs or nails to attach anything to any surface.
- 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 Licence at the time of your booking, this is required for any function where alcohol is served. We are unable to obtain a refund for this licence, therefore if you cancel your booking, this fee is non-refundable. All non-Club functions must have a Special Licence.
- 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)
	Kitchen Hire (own Caterer)	$400 (Includes Cutlery and Crockery)
	Special Licence	$ 65 (compulsory for any event where alcohol is served)
	Cleaning Bond	$100

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BOOKING FORM

Date required: _____

Name of Hirer: _____

Address: _____

Email: _____

Contact Phone: _____ Mobile: _____

Type of Function: _____

Start Time: _____ Estimated Finish Time: _____

Set up time: _____ Number of guests: _____

KITCHEN Do you require the use of our kitchen facilities for your own catering arrangements: Y / N

Our caterer is Deanne phone 021186 8823. Should you wish to use Deanne's services, all arrangements should be made directly with her.

BAR

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

Bar Options:

☐ Dry Till *(all supplies are paid for by you at end of your function as per price list provided)*

☐ Wet/Dry Till (*an agreed tab amount for keg beer, wine, soft drinks; with spirits & bottled beer paid for by guests at time of supply)*

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

Sundry equipment requirements:

Cutlery/Crockery _____ Glasses _____

White Board _____ Screen _____

Projector _____

Office Use Only:
Invoice No: _____
Date 20% deposit Paid: _____
Date Balance Paid: _____

BAR PRICE LIST

APRIL 2017

White Wines	Glass	Bottle
Sparkling		
Lindauer Brut	200ml	8.00
Lindauer Varieties	750ml	20.00
Sauvignon Blanc		
Lawson's Dry Hills	7.50	30.20
Giesen	7.50	30.20
Wither Hills	7.50	30.20
Light Sav Blanc LDH	7.50	30.20
Chardonnay		
Lawson's Dry Hills	7.50	30.20
Giesen	7.50	30.20
Wither Hills	7.50	30.20
Aromatics		
Lawson's Dry Hills Riesling	7.50	30.20
Giesen Riesling	7.50	30.20
Lawson's Dry Hills Pinot Gris	7.50	30.20
Wither Hills Pinot Gris	7.50	30.20

Red Wines	Glass	Bottle
Pinot Noir		
Lawson's Dry Hills Black Label	9.20	38.00
Lawson's Dry Hills White Label	8.10	32.00
Merlot		
Giesen Merlot	7.50	30.20
Kopiko Bay Merlot	8.00	32.00

Beers - Tap

Speights Gold	Glass	4.00
	Handle	6.50
	Jug	10.20
Mac's Hop Rocker, Mac's Gold, Mac's Mid Viscious		
	Glass	4.00
	Handle	7.00
	Jug	13.50
Emersons 1812		
	Glass	5.00
	Handle	9.50
	Jug	16.00

Bottled Beers	
Corona	7.20
Renaissance	11.00
Stella Artois	6.50
Steinlager Pure	6.50
Steinlager Light	6.50
Speights	6.50
Mac's Range	6.50

Cider	
Isaac's	5.50

RTD's	
Coruba	7.50
Jim Beam	7.50
Jack Daniels	8.00
Gordon's G&T	7.50

Spirits

Rum, Bourbon, Whiskey, Vodka, Gin, Bacardi	5.50 single nip 9.50 double nip
Jack Daniels	6.00 single nip 10.50 double nip
Liqueurs/Port	8.00

Baileys, Kahlua, Tequila, Tia Maria etc

Non Alcoholic

Orange Juice Glass	3.00
Orange Juice Handle	4.00
Fizzy Glass	3.00
Fizzy Handle	4.00

Cola, Diet Cola, Lemonade, Ginger Beer, Raspberry, Lemon Lime & Bitters, Soda, Tonic, Ginger Ale

Bar Snacks

Chips	2.50