



Waikawa Boating Club – Function Booking Form

Function Date: Type of Function:

Name of Hirer: Phone:

Address:

Email: No. of Guests:

Start time: Est. Finish Time: Setup Time:

Special License Required? (all functions where alcohol or non-members are being served) Yes / No Bar Required? Yes / No

Catering Requirements - Our Club Caterer is Deezire Caterers (Deanne Stammers), phone 021 186 8823 or email deezirecaterers@gmail.com

Are you using our Club caterer? Yes / No If No, who will you be using? (include name, phone & email):

Bar Requirements (if applicable)

- I intend to run a tab for ALL alcoholic & non-alcoholic beverages Tab Limit:
- I intend to run a tab for standard tap/bottled beers, wines and non-alcoholic beverages only Tab Limit:
- Guests will be paying for their own beverages

Hirer Acknowledgement

- I have been supplied with a "Private Function Cost Estimate" and I accept this to be the amount payable for this function.
- I understand the cost of the bar tab is not included in the estimate.
- I agree that a 20% deposit (of the hireage fee), along with the Special License Fee (\$65) is payable up front to secure the booking (refer bank account details below).
- I agree that all other charges, including the bar tab, will be paid by me within 3 days of receiving the final invoice.
- I have read and understand and agree to all the "Terms & Conditions of Hire" as outlined on the reverse of this form.

Signed: Date:

Bank Account Details: Waikawa Boating Club, Westpac Picton – Account No. **03-1710-0015359-00** (please use surname as reference).

WBC Office Checklist

- | | |
|--|--|
| <input type="checkbox"/> Confirm booking in diary | <input type="checkbox"/> Order Special License |
| <input type="checkbox"/> Add to Google Events Calendar | <input type="checkbox"/> Roster Bar Staff |
| <input type="checkbox"/> Outlook Calendar | <input type="checkbox"/> Copy of all to Functions Co-ordinator |
| <input type="checkbox"/> Invoice/Receipt 20% deposit | <input type="checkbox"/> Special License Received |

Final invoice generated

Payment received

Hireage Agreement – Terms & Conditions of Hire

Waikawa Boating Club (WBC) takes great pride in the presentation of their venue and ask that you respect the facility.

Terms & Conditions of Hireage

1. The 'hireage fee' is simply the cost of hiring the venue - WBC do not get involved in decorating/dressing tables etc – this is the responsibility of the hirer. WBC can, however, configure the correct number of tables/chairs into desired location (as per a seating plan provided by the hirer) at an additional cost of \$40. Should this option *not* be required, it will be the responsibility of the hirer to configure tables to their own requirements prior to the function. Table cloths are the responsibility of the hirer and can be booked if required via A1 Drycleaning (03) 579-2550. All Bar glassware IS provided within the hire fee; however, cutlery & crockery hire is charged at \$1 per person. (Hirers should be aware that the cutlery/crockery provided within this charge may be slightly mismatched. If perfectly matching items are required, we suggest contacting Continental Event Hire on (03) 578-1111 option 2). Any broken or damaged glassware will be charged to the hirer.
2. Timing for set up and pack down for all events is at the discretion of the Club Manager. All equipment hired in must be removed from the facility on the night of the function unless prior arrangements have been made with the Club Manager.
3. The user is required to do a basic clean-up of the venue upon leaving, including removing all personal items (unless removal of these has been arranged to be undertaken the following day at the discretion of the Club Manager). An additional cost of \$250 will be charged for cleaning costs should the venue not be left in reasonably tidy condition.
4. If key access to the venue is required prior to the function, this will be discussed with the Club Manager at the time of booking. Keys must remain in the sole care of the person who signed for the keys and must be returned at the conclusion of the function, or by arrangement with the Club Manager.
5. At no time are staples or nails to be used for hanging decorations within the premises. Hooks are in place to facilitate hanging of decorations.
6. No products that may materially damage the building may be used, for example: no confetti, rice, bubbles, gel beads, glitter etc within the facility.
7. Any damage to fixtures, fittings in the complex, or the building itself will be invoiced at replacement cost or cost to put it right. The user will be charged for any breakages and/or damages incurred while persons associated with the occasion are in attendance.
8. The user agrees to abide by all the local bylaws, including the liquor licensing regulations.
9. A non-refundable deposit of 20% (of the hireage fee) is required at the time of booking to secure the venue. Cancellations are to be notified at least two weeks prior to the booking. Any cancellations after this time will result in the hirer being invoiced for the full hireage charge and payable immediately.
10. The user agrees to provide a list of people who will need assistance to exit the building in the event of an emergency; fire, earthquake or any other eventuality. The list include their names and a description of the type and degree of assistance they would require.
11. In the event that the NZ Fire Service attends the Club for a fire or false alarm, it is the hirer's responsibility to pay any expense incurred. In the event of a fire, if the hirer is found to be negligent or responsible in any manner, the hirer will pay all costs not directly met by Waikawa Boating Club's insurance.
12. Full payment of the hireage fees must be paid within 3 days of the date of invoice.
13. Due to liquor licensing requirements, at functions where alcohol is being sold, a General Bar Manager must be in attendance. This will be organised by the Club Manager. When over 60 people are present at a function an additional bar person must be in attendance.

14. Strictly No BYO allowed from individual guests or attendees.
15. When a late license is in place, last drinks will be called at 12.30am, with guests to be exiting the venue by no later than 1am.
16. The Bar Manager on duty at the function has sole discretion to close the function down at any time should they feel the need to do so. This could include but is not limited to: guests/attendees becoming unruly or intoxicated, loud and abusive behaviour, or exceeding the building number limit. The Bar Manager and Bar staff have the right to refuse service to any person(s) at their sole discretion.
17. The hirer should be aware that Waikawa Boating Club members have access to the showers, laundry and toilets located inside the foyer area of the Club out of normal business hours and may, *on very limited occasion*, be using these facilities during the time of the function (they will at no point have access to the function itself).

Special Terms & Conditions relating to Catering

When self-catering or using a caterer who is not the Club caterer, it is your responsibility to ensure your caterer is aware of these terms and conditions.

1. The kitchen is to be left in the same condition as on arrival at the venue.
2. At no time are club items or equipment to be removed from the premises. (It is recommended to bring extra plastic containers to take away left over foodstuffs).
3. The hirer/caterer is responsible for providing cleaning product and equipment for surfaces and dishes, this includes rubbish bags, tea towels, cloths, dishwashing liquid etc.
4. Any damage to property or items removed will be charged to the hirer.

I have read and understand the conditions of this Agreement and agree to abide by these conditions.

.....
 (Name of hirer)

.....
 (Signature of hirer)

.....
 (Date)