

The Devonport Yacht Club (Inc)
 25 King Edward Parade
 P.O. Box 32 036, Devonport,
 Auckland 0744



Application for a Private Function at the Devonport Yacht Club

Applicant: **Email**

Address: **Phone**

.....

City: **Code** **Mobile**

Function: Purpose:..... **Numbers attending** (Condition 2)

Date(s) **Times**(Condition 4) **Catering Required** (Condition 8) YES NO

Hire Fee & Payment <i>- includes GST:</i>	Numbers	Hall Hire Only No Service		Function Includes bar service		Wedding Includes bar service	
<i>Please tick in box to establish your hire fee.</i>	< 40	\$ 350	<input type="checkbox"/>	\$ 560	<input type="checkbox"/>	\$ 770	<input type="checkbox"/>
	40 - 80	\$ 490	<input type="checkbox"/>	\$ 770	<input type="checkbox"/>	\$ 1050	<input type="checkbox"/>
	80 - 120	\$ 630	<input type="checkbox"/>	\$ 980	<input type="checkbox"/>	\$ 1300	<input type="checkbox"/>

BOND: A refundable bond of \$200 **must** accompany this application to Secure a booking (Conditions 5 & 7) **Bond \$200**

DEPOSIT: A deposit of at least **50%** of the hire fee plus the bond **must** accompany this application to secure a booking. (Conditions 5 & 6) **Deposit Submitted \$**

Deposit Payment Method: Please tick in appropriate box:

- Direct Credit** By internet banking to Bank account number: **01 0137 0026279 00**
 Please include "**Function**" in the Particulars field and the applicant name in the Code field.
- or **Cheque** Enclosed herewith.
- or **Paid at Bar** Cash, Cheque, EFTPOS or Credit Card accepted

I accept the Terms and Conditions on page 2 and apply for hire of the Devonport Yacht Club Clubhouse as above:
 Signature of Applicant Date:

Please post your completed application form to the Secretary at P.O. Box 32 036, Devonport, Auckland 0744 or email to functions@dyc.org.nz or hand in at the Club bar.

Terms and Conditions:

1. **Restrictions**
 - a. The Clubhouse is not available for youth functions or 21st birthday parties
 - b. The Clubhouse is not normally available for hire after 4 pm on Fridays.
 - c. The Sir Peter Blake Lounge is not included in the hire but will be made available for clients' use when not required for a Club activity (see diagram below).
 - d. Smoking is not permitted in the Clubhouse

2. **Numbers**

The Clubhouse can accommodate a maximum of 120 at a sit-down dinner. If formal seating is not required the maximum is 180 which may be arranged at additional cost

3. **Hire Fee**

The scale of hire fees is set out on the front page, inclusive of GST, is based on numbers attending. "With Bar Service" includes the cost of staffing and of the Special Licence required by law.

4. **Hire Period:**

The hire period is for 8 hours. This is nominally from 0800 – 1600 for daytime bookings and 1600 – midnight for evenings. Other time frames may be approved to meet specific requirements. Evening functions must end by midnight. Access outside the approved hire period may be arranged for preparation and re-instatement provided this does not conflict with other Club requirements.

5. **Hire Payment**

A deposit of 50% of the appropriate hire fee together with the \$200 bond is required with application to secure a booking. The balance owing will be invoiced and must be paid not later than 1 calendar month prior to function.

6. **Cancellation**
 - a. > 3 months prior to function: Deposit refunded in full.
 - b. 3 – 1 months prior to function: 50% of deposit refunded
 - c. < 1 months prior to function: No refund of deposit.

If a Special Licence has been purchased the cost will be deducted from any refund.
Subject to condition 7, the Bond will be refunded in the event of cancellation.

7. **Costs Incurred**

The applicant authorises the Club to retain the bond should any additional costs not covered by the hire fee be incurred by the Club as a result of incidents or damage arising from the applicant's use of the Club's premises.

8. **Catering**
 - a. The Club's caterer has first option to cater for all functions at the Club.
 - b. Applicants should contact the club's caterer, Matt or Ata of PlatterCafe, phone 09 466 6626 or email bookings@plattercafe.co.nz to discuss options and costs.
 - c. Arrangements for catering and payment thereof are between the applicant and the caterer.
 - d. Applicants may apply for approval to make their own arrangements for catering. If approved, a charge may be made for use of the Club's kitchen and utensils.

9. **Bar Service**
 - a. All beverages (both alcoholic and non-alcoholic) must be purchased from the Club's bar and consumed in the clubhouse building or on the deck. BYO is not permitted.
 - b. The bar may be operated only by the Club's licensed bar staff.
 - c. Maximum Licensed hours are from 11 am till midnight.
 - d. All Beverage costs must be settled with the Bar Manager at the end of a function.
 - e. Applicants should contact the Club's Bar Manager, Kirsty McPherson, phone 827 5992, or 027 2070 449 or email kirmac@xtra.co.nz to discuss arrangements.

10. **Table Linen**

Provision of table cloths and napkins, if required, will be the responsibility of the applicant. This may be arranged with the Bar Manager and the cost settled with the bar tab.

11. **Preparation**

The applicant is responsible for any required re-arrangement of furniture or decoration etc. and must remove all decorations and reinstate furniture immediately following the function. Staff assistance will incur an extra charge.

