

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



Clubhouse Coordinator:
 Phone (09) 550 6751
 e-mail functions@dyc.org.nz
 Website: www.dyc.org.nz

Application for a Private Function at the Devonport Yacht Club

Applicant:

Name:		Email	
Address:		Phone	
City:	Code	Mobile	

Function:

Purpose of Function:		Numbers attending(Condition 2)			
Date(s)	Hours(Condition 7)	Catering? (Condition 8)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">YES</td> <td style="padding: 2px 10px;">NO</td> </tr> </table>	YES	NO
YES	NO				

Hire Fee & Payment:

	Numbers	Hall Hire Only		Hall Hire & Bar Service	
Please tick in the appropriate box to establish your hire fee. All charges include GST	< 50	\$250	<input type="checkbox"/>	\$400	<input type="checkbox"/>
	50 - 100	\$350	<input type="checkbox"/>	\$550	<input type="checkbox"/>
	> 100	\$450	<input type="checkbox"/>	\$700	<input type="checkbox"/>

Amount Paid: **Minimum deposit of 50% of the hire fee payable with this application**

Preferred 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, as above, in the Code field.

or **Cheque** Enclosed herewith.

or **Credit Card** Card Number:

Mastercard or Visa Only Expiry Date: / Name on Card:

I hereby confirm that I have read and accept the Terms and Conditions on page 2 and apply for hire of the Devonport Yacht Club Clubhouse as above:

Signature of Applicant Date

Security Bond Authorisation:

I hereby authorise the Devonport Yacht Club to debit the credit card below with any additional costs incurred by the club arising from applicant's use of the Clubs premises. (Condition 6)

<i>Mastercard or Visa Only</i>	Card Number:	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
	Expiry Date:	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	/	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Name on Card:

Signature of card holder Date

Please post your completed application form to the Clubhouse Coordinator at P.O. Box 32 036, Devonport, Auckland 0744 or email to functions@dyc.org.nz

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 on page 3.)
 - d. Smoking is not permitted in the Clubhouse
2. **Numbers**

The Clubhouse is equipped for up to 120 persons at a sit-down dinner. This may be increased to about 150 by arrangement and at additional cost. If formal seating is not required the maximum capacity is 180.
3. **Hire Fee**

The scale of hire fees below, inclusive of GST, is based on numbers attending. "With Bar Service" and includes cost of staff for up to 4 hours and Special Licence.

Numbers	Hall Hire Only	With Bar Service
< 50	\$ 250	\$400
50 - 100	\$350	\$550
> 100	\$450	\$700
4. **Hire Payment**

A deposit of 50% of the appropriate hire fee is required with application to secure a booking. The balance owing will be invoiced and must be paid not later than 7 days prior to function date.
5. **Cancellation**
 - a. > 28 days notice: Deposit refunded in full.
 - b. 7 – 28 days notice: 50% of deposit refunded
 - c. Less than 7 days notice: No refund of deposit.

If the cost of a Special Licence has already been incurred this will be deducted from any refund.
6. **Security Bond**

Applicants must provide a credit card number and sign a Security Bond Authorisation. This authorises the Club to charge the any additional costs not covered by the hire fee that may be incurred by the club as a result of incidents or damage arising from the applicant's use of the Club's premises. Prior advice will be provided to the applicant in the event of action be taken under this condition.
7. **Hire Period:**

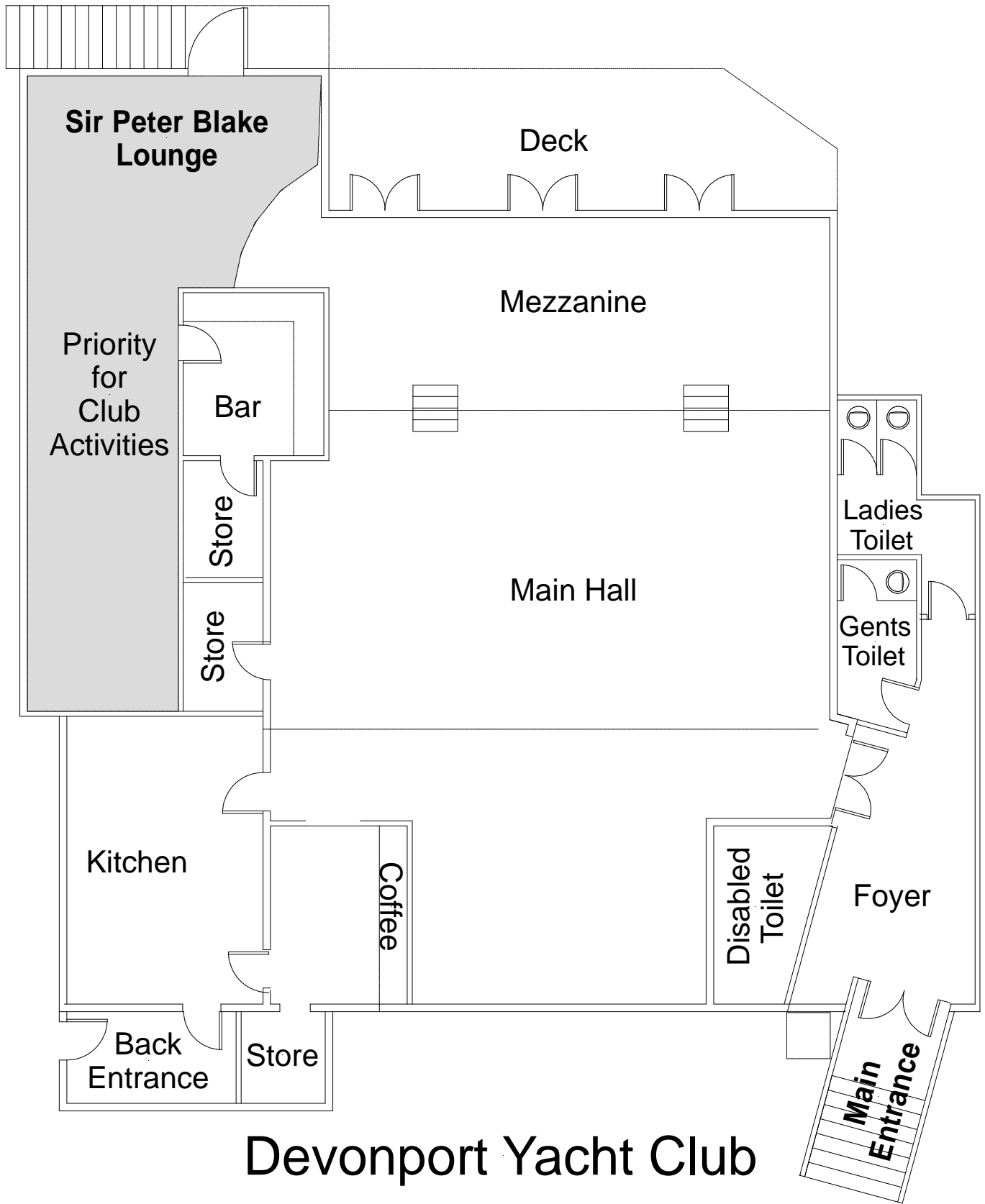
Minimum hire is for a period of 8 hours. This is nominally from 8 am to 4 pm or 4 pm to midnight. These times may be adjusted to suit provided such adjustment does not conflict with other booking requirements.
8. **Catering**
 - a. All food consumed on the premises must be provided by the Club's caterer. Applicants should contact the club's caterer, Gay Larner ph. 09 425 5724, Mobile 021 776 701 or email ggl@slingshot.co.nz to discuss menu options and costs.
 - c. All arrangements for catering and payment thereof must be made between the applicant and the caterer.
9. **Bar Service**
 - a. All beverages(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 are encouraged to contact the club's Bar Manager, Kirsty McPherson, ph. 827 5992, Mobile 027 2070 449 or email kirmac@xtra.co.nz to discuss arrangements.
10. **Table Linen**

Provision of table clothes and napkins, if required, is the responsibility of the client. 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. Time outside the designated hire period may be arranged for such preparation.
12. **Cleaning**

The applicant must restore the clubhouse to its normal configuration after the function. If the Clubhouse is not left in a satisfactory condition the Club reserves the right to arrange cleaners at the hirer's cost under Clause 6 above.
13. **Behaviour**

The applicant is responsible for ensuring that behaviour of guests during and after the function is acceptable in a residential environment and does not give the Club's neighbours any cause for offence or complaint.



Devonport Yacht Club

