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



Bookings Management: Phone: 027 207 0449 email: kirmac@xtra.co.nz website: www.dyc.org.nz

Application for a Member's Function at the Devonport Yacht Club

Applicant:			Email:			
Address:						
City: Mobile:						
Function: Purpose:			Numbers attending	(Condition 2)		
Date(s)	Times	(Condition 4)	Catering Required (Conditi	YES NO		
Hire Fee & Payment	Nivers Is a ve	Hall Hire Only	Function	Wedding		
(includes GST)	Numbers	No Service	Includes bar service	Includes bar service		
Please tick in box to establish your hire fee.	< 30	\$ 250	\$ 400	\$ 520		
•	30 - 80 80 - 120	\$ 350 \$ 450	\$ 650 \$ 800	\$ 780 \$ 1000		
		d on request	Ψ 000	4 1000		
DEPOSIT: A deposit of at least 50% of the hire fee must accompany Deposit Submitted						
this application to secure a booking. (Conditions 5 & 6)						
Deposit Payment Metho	od: Please ticl	k in appropriate box	:			
Direct Credit By internet banking to bank account number: 01 0137 0026279 00						
Please include " Function" in the particulars field and applicant name in the code field.						
Or Paid at Bar Cash, EFTPOS or credit card accepted						
Sorry, we are no longer able to accept payments by cheque.						
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 email your completed application form to kirmac @xtra.co.nz or hand in at the Club bar.

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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 or vaping 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 150 which may be arranged at additional cost.

3. Hire Fee

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

Numbers	Hall Hire Only	Function	Wedding
	No Service	Includes bar service	Includes bar service
< 30	\$ 250	\$ 400	\$ 520
30 - 80	\$ 350	\$ 650	\$ 780
80 - 120	\$ 450	\$ 800	\$ 1000

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 agreed to meet specific requirements. Evening functions must end by midnight. Access outside the approved hire period may be arranged for preparation and reinstatement provided this does not conflict with other Club requirements.

5. 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 1 month prior to function.

6. Cancellation

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

If a Special Licence has been purchased the cost will be deducted from any refund.

7. Costs Incurred

The applicant authorises the Club to charge 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.

- 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, Alan of Chateaubriant to discuss options and costs or other caterers supplied by the Booking Manager.
- c. Arrangements for catering and payment thereof are between the applicant and the caterer.
- d. An applicant may apply for approval to make their own arrangements for catering. If approved, an additional charge of \$200 will be made for use of the Club kitchen, utensils & cleaning.
- 9. Bar Service
- a. All beverages (both alcoholic and non-alcoholic) must be purchased from the Club's bar

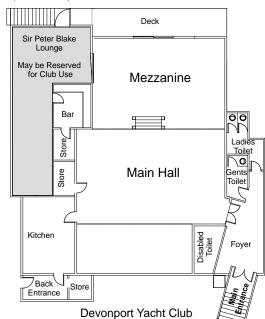
and consumed in the clubhouse building or on the deck. BYO is NOT permitted.

- b. The bar may be operated only by the Club's licensed bar staff.
- c. Licensed hours are restricted from 11:00 am till midnight or as noted.
- 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/Events Manager, Kirsty McPherson, phone 027 2070 449 or email kirmac@xtra.co.nz to discuss arrangements.
- 10. Table Linen

Provision of tablecloths 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 rearrangement of furniture, decoration, etc. and for subsequent reinstatement or removal. Staff assistance may incur an extra charge.



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