

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



Bookings Management:  
 Phone: 027 207 0449  
 e-mail: [bookings@dyc.org.nz](mailto:bookings@dyc.org.nz)  
 Website: [www.dyc.org.nz](http://www.dyc.org.nz)

## 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**

<b>Hire Fee &amp; Payment</b> (includes GST)	<b>Numbers</b>	<b>Hall Hire Only</b> No Service	<b>Function</b> Includes bar service	<b>Wedding</b> Includes bar service	
<i>Please tick in box to establish your hire fee.</i>	< 40	\$ 450	<input type="checkbox"/>	\$ 850	<input type="checkbox"/>
	40 - 80	\$ 640	<input type="checkbox"/>	\$ 1200	<input type="checkbox"/>
	80 - 120	\$ 850	<input type="checkbox"/>	\$ 1430	<input type="checkbox"/>
	120 - 150	Price on request			

**DEPOSIT:** A deposit of at least **50%** of the hire fee **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's 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](mailto:kirmac@xtra.co.nz) or hand in at the Club bar.

## Terms and Conditions:

1. **Restrictions**
  - a. The Clubhouse is not available for youth functions or 21<sup>st</sup> 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
< 40	\$ 450	\$ 650	\$ 850
40 - 80	\$ 640	\$ 980	\$ 1200
80 - 120	\$ 850	\$ 1150	\$ 1430

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: Deposit refunded in full.
  - b. 3 to 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.
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](mailto: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 re-arrangement of furniture, decoration, etc. and for subsequent reinstatement or removal. Staff assistance may incur an extra charge.

