



# Marsden Yacht and Boat Club

PO Box 9 Ruakaka 0151

Kev-jen@slingshot.co.nz

Information and conditions of all hire for Private Party Functions.  
 Please complete this form and return with your payment to the Club's  
 above address as soon as possible to complete your booking.  
 The hire fee for weddings is \$600.00. Other functions are up to \$300  
 setting up on the day prior to the function is \$200.

Name:			
Address:			
Phone Contact :			
Email:			
Dates Required:	From:	To:	
Are You the main contact Person:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Either yourself, or a named representative, **MUST** be present on the premises at all times for the entire duration of the function. On departure from the function they must ensure that no persons are left present on the premises prior to locking up.

Named Representative:			
Contact on the day:			
Name of the Function:	<input type="checkbox"/> Wedding	<input type="checkbox"/> Party	
	<input type="checkbox"/> Business Presentation	<input type="checkbox"/> Other	
State Other:			
Is Alcohol to Be Available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Sold	<input type="checkbox"/> Supplied	<input type="checkbox"/> BYO	

Note: Sold includes any monies exchanged i.e., door fee, price per head, donations , honesty box, koha, etc.

If you have Ticked “Sold” you will need to get a Special Liquor License from the Whangarei District Council. Allow up to 3 weeks to organise this.

You will also require a Special Liquor License if you are allowing the general public to attend and you are selling alcohol.

Please tick which one of the following will apply and sign below:

I can see that I will need a Special Liquor License and will provide the Club with a copy before our event. \_\_\_\_\_

According to the above, I do not need a Special Liquor License, but will be personally responsible for the alcohol consumed on the premises of the Marsden Yacht and Boat Club at my event on the date of \_\_\_\_\_.

The Keys are kept in the lock box to the left of the front entrance. A code for the lock box will be given to you prior to your event. Keys supplied are:

1. Front door key

2. Alarm key (alarm panel is on wall to the right of front door-insert key and turn to "off" position)

3. Equipment Available:

Tables and chairs for 60 people

Oven/microwave and pie warmer

Fridge/freezer and chiller

Dish washer

A small quantity of assorted cups, plates and glasses, urn.

You will need to bring your own tea towels, rubbish bin liners, serving utensils, etc.

Any club owned tea towels used should be cleaned and returned to the drawer the next morning.

#### Crockery and Cutlery:

A plain white dinner set and stainless steel cutlery for up to 60 is available as an extra charge of \$1 per head for crockery & \$0.50c per head for cutlery.

Veranda Curtains: A full set of veranda curtains are available at an additional cost. Pricing is available should you wish to use.

3 As our club is in a residential area, noise levels must be reasonable and all loud noise including bands, DJs and music etc. **MUST** cease playing by **12 MIDNIGHT**.

It is not permitted for anyone to remain on the premises overnight.

Upon completion of the function, the building must be left clean and furniture put back as it was found.

Please leave 20 chairs out of the store room and take care that the chairs are not stacked so close to the cleaning equipment that it can't be accessed.

If cleaning is not satisfactory the resulting expenses will be your responsibility. Cleaning is permitted the following day by arrangement only and must be completed by **10am**. If premises are not vacated by this time an additional charge may be incurred.

When leaving please check that all windows and doors are closed and locked, and the alarm is re-set.

Return the keys to the lock box and spin the dials so it will no longer open.

A bond of \$500 is also required. For major functions a 50% deposit is required at the time of booking.

In the event of cancellation this will be refunded in full unless it has resulted in a loss of income to the club.

If the premises are found to be satisfactory upon inspection and no noise complaints are received then the sum will be refunded in full.

Full payment must be received prior to the function.

Please allow three working days for bank transactions.

Payments are to be made into the following bank account

Marsden Yacht & Boat Club  
Bank Account #03-0498-0251199-00

(Particulars)Hall Hire  
(Code)Wedding or Birthday  
(Reference)Name

Should you wish to have your bond refunded via internet banking, please provide your bank account details below.

Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

4 Should you have anything to report back to us, please do not hesitate to contact our Hall Hire Manager:

Jenny Walker on 09 432 7422 or 021 263 2197

Email: [kev-jen@slingshot.co.nz](mailto:kev-jen@slingshot.co.nz)

I/We the undersigned have read and agree to the conditions that apply to hiring the Marsden Yacht and Boat Club Hall on (date)\_\_\_\_\_.

The appropriate fee of \$\_\_\_\_\_and \$500.00 bond will be paid prior to the function.

A 50% deposit will be made upon acceptance of this application. I have completed the section of this form relating to alcohol availability and will supply the club with a copy of the Special Liquor License (if applicable) prior to my event. I understand that should I breach ANY of the above conditions, then part, or all of the bond payment may be retained.

Signed\_\_\_\_\_Date\_\_\_\_\_

Printname\_\_\_\_\_

Marsden Yacht & Boat Club confirm your booking of this function and providing the conditions of this agreement are complied with the bond will be refunded in full if there is no damage.

Signed:\_\_\_\_\_Date:\_\_\_\_\_

Print name:\_\_\_\_\_on behalf of

Marsden Yacht and Boat Club reserve the right to refuse hire and claim any damages.