



CLUBROOMS HIRE AGREEMENT

DETAILS OF PERSON HIRING THE CLUBROOMS

Surname: _____ First Names: _____

Address: _____

Mobile: _____ Email: _____

Russell Boating Club Membership: YES NO

EVENT DETAILS

Proposed Function: _____

Requested Function Date and Time: _____

Estimated Attendance: _____ (Minimum numbers for catered functions applies. Venue capacity is 120 people)

Catering & Bar Service Required: YES NO

AGREEMENT

I acknowledge I have read and/or received a copy of the Russell Boating Club Clubrooms Hire Terms and Conditions and agree to be bound by them.

Signature: _____ Date: _____

Please email the completed form to: functions@russellboatingclub.org.nz or deliver to the Bar Manager at the Clubrooms Bar. You will then be contacted with written confirmation.

Russell Boating Club – Clubrooms Hire Terms and Conditions

General

Thank you for your enquiry regarding hiring of the clubhouse. Please email the completed form to functions@russellboatingclub.org.nz or deliver to the Bar Manager at the Clubrooms Bar. Your application will be considered by the Russell Boating Club committee at the next committee meeting following the receipt of your application.

The club rooms are available for hire, which includes Catering and Bar Service during the following times:

Lunch bookings	12:00pm – 3:00pm, Wednesday to Sunday
Evening bookings	5:00pm – 1:00am the following morning, Friday and Saturday 5:00pm – 10:00pm, Wednesday, Thursday and Sunday

Catering and Bar Service during these hours must be provided by the Club's employees and/or contractors.

Outside of these hours, the Clubrooms are available for hireage without Catering and Bar Service however alcohol is not allowed on the premises and the club's kitchen is not available for use.

1. Once approval by the Russell Boating Club Committee your booking will be confirmed when a deposit of \$50 has been received. Provisional bookings will only be held for a maximum of 35 days. These Term & Conditions are subject to change until the deposit is received.
2. Full payment for the hireage including the bond must be received 4 weeks prior to the function.
3. If the function is cancelled after the booking has been confirmed then a cancellation fee is payable. Cancellation fees do not apply to Clubrooms only bookings. In the unlikely event of the Russell Boating Club cancelling the booking, payments made by you will be fully refunded.
4. Hireage fees for catered functions include a bond payment. The bond will be used to pay for any damage, breakages, loss of property or additional cleaning that is required as a result of the function. The hirer agrees to pay for any losses incurred in putting right any damage, breakages or loss of property over and above the amount of the bond. The bond will be refunded in full if the premises and contents are left free of damage, losses or breakages, and are clean and tidy by 10:00am on the morning after the function.
5. Catered functions must have a minimum of 30 guests attending.
6. Menus & wine lists are subject to seasonal changes without notice.
7. The hirer agrees to comply with the terms of the liquor licence and with all legislation, regulations and/or by-laws applying to the use of clubhouse.
8. Confirmation of numbers attending along with your estimated catering and beverage requirements must be received two weeks prior to the function.
9. No food, beverages or drugs, of any kind are to be brought onto the premises (except celebration cakes). Any person found bringing in any of the above will be asked to leave. Due to our strict Food Safety Management Plan and the Licencing Laws we are prohibited to allow any food or alcohol to be taken from the premises.
10. Smoking is prohibited in all indoor & covered areas. There will be designated outdoor smoking areas available.
11. Guests are expected to be mindful of our neighbours and leave in a quiet considerate manner.
12. The Russell Boating Club reserves the right to refuse entry or eject any person deemed to be intoxicated or offensive at any time throughout the function.
13. As the Russell Boating Club Clubrooms are zoned residential, all live music and DJs must finish at midnight and we reserve the right to control the volume of all music throughout the event. Failure to comply could result in a noise control infringement & an immediate halt to all music, for which we take no responsibility.

14. Russell Boating Club or any of its officers take no responsibility for any personal injuries, losses or damages during an event or function.
15. Please ensure you have designated someone from your party who is in attendance at the time of the function to be a key point of contact during the function.

Fees

The following fees include GST

- a. Clubrooms and Bar Hireage Lunch Function – Club financial members \$100, non-club members \$200.00
- b. Clubrooms and Bar Hireage Evening Function – Club financial members \$200, non-club members \$400.00
- c. Clubrooms only - Club financial members \$50, non-club members \$100 (No Bar and Kitchen Service)
- d. Bond - \$400.00 – payable for catered functions only
- e. Cancellation fee payable for catered functions cancelled prior to full payment being received- \$50.00
- f. Cancellation fee payable for catered functions cancelled within two weeks of booking - Club financial members \$200, non-club members \$400.00