



Matauwhi Bay
P.O. Box 99
RUSSELL 0242

Hiring the Russell Boating Club clubhouse

Thank you for your enquiry regarding hiring of the clubhouse. Please fill out the following application. Once your application is received it will be considered by the Russell Boating Club committee at the next committee meeting. You will then be notified of the decision as soon as is reasonably possible afterwards.

The following terms and conditions apply to the hiring of the Russell Boating Club clubhouse at Matauwhi Bay, RUSSELL:

1. The hiring must be approved in advance by the committee.
2. The number of people attending the function must not exceed 120 at any one time.
3. Fees (gst included figures):

Clubroom only (no bar or kitchen)

evening – members \$100 / non members \$130

during day – members \$20/hour / non members 30/hour

community groups at committee's discretion no charge

Clubroom and bar - members

if bar turnover is \$1,600 or more there is no charge

if bar turnover is less than \$1,600, then the charge is \$800 less 50% of bar turnover.

Clubroom and bar - nonmembers

if bar turnover is \$2,000 or more there is no charge

if bar turnover is less than \$2,000, then the charge is \$1000 less 50% of bar turnover.

Use of Kitchen - \$100 (catering cost additional to this, you are responsible for arranging catering, the Club can suggest possible caterers)

4. An advance payment of bond of \$300 applies for an evening hire. This may be varied by the committee upon application.
5. The Club only provides the chairs and tables and other furniture that is present in the club house. The hirer is responsible for arranging additional furniture if that may be required.
6. No alcohol shall be sold or supplied for payment unless a special license has been obtained (where necessary) and the bar is operated by the Club and all the proceeds from the bar takings are for the Club's own use.
7. The hirer or their guests shall not bring your own alcohol to the clubhouse unless expressly agreed to by the Club at the time of agreeing to the hire.
8. With an evening hire the clubhouse must be vacated by 1 am (Saturdays) or one hour after the liquor licence expires, whichever is the earlier.
9. With an evening hire the clubhouse must be clean and tidy by 12 noon the following day, with all rubbish removed and a stock take completed (if required under clause 9). The hirer agrees to pay the full cost of any cleaning required after 12 noon to bring the clubhouse to a clean and tidy standard.

10. Stocktake. If required a complete stock take of the areas being hired will be undertaken with the hirer the day before the hire. A further stock take of the areas being hired will be undertaken before noon the following day. The hirer agrees to pay for loss or damage identified as a result of the stock take.
11. To confirm the booking the bond (see clause 4 above) must be paid within a week of receiving written notice that the Russell Boating Club Inc. agrees to the hire.
12. This bond will be used to pay for any damage or breakage or loss of property or cleaning that occurs or is required as a result of the function. The hirer agrees to pay for any losses incurred in putting right any damage, breakage 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 or loss or breakage, and are clean and tidy by noon the day after the function.
13. In the event that the function is cancelled by the hirer the bond shall be refunded less a cancellation fee and any direct expenses incurred by the Club in preparing for the function. The cancellation fee is \$40 if 14 days or more notice is given of the cancellation and \$50 if less than 14 days notice is given of the cancellation.
14. In consideration to our neighbours, noise is to be kept to an acceptable level, both in the clubhouse and in the surrounding areas.
15. The Russell Boating Club will not be liable for any loss or personal injury suffered while the clubhouse is hired.
16. The Russell Boating Club reserves the right to close down or cancel any function at any time without explanation or compensation.
17. 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.
18. Variations to these terms and conditions may be possible if agreed to in advance by the committee.

I _____ apply to hire the clubroom / bar / kitchen on _____ .

The proposed function is _____ .

The estimated attendance is _____

I agree to the hire being subject to the above terms and conditions.

Signed: Date:

Address:

Phone No: Mobile No:

Email:

Email completed form to commodore@russellboatingclub.org or deliver to bar or post to PO Box 99, Russell 0242

You will be contacted with written confirmation.