

MARAKURA YACHT CLUB

Venue hire booking form

PRIVACY: The personal information supplied on this form is required in order to provide the service requested. It will be used by the Marakura Yacht Club Social Committee and stored in our record system for only as long as necessary. During this time it can be accessed and amended by you. We will only give your information to a third party with your consent or if we are required to do so by legislation

Marakura Yacht Club

P.O.Box 91

TE ANAU 9640

email: social.committee@marakura.org

Applicant details

Name..... Position.....
Organisation..... Address.....
Phone Email

Space / Services Required

- Hall and Kitchen Bar Manager / Special Liquor Licence
 Training and Support Boats Coaches Cleaning

Date and Time Required (including setup and cleanup):

Start..... Finish.....

Activity

- Meeting/Seminar Class Wedding / Funeral Other

Number of people..... Equipment to be brought in

Declaration

As the hirer or on behalf of the hirer, I confirm the above details and have read and agree to comply with the terms and conditions overleaf.

Signature Date

Club and Boat Hire Fees

Space / Service Required	Cost per item	Number	Total
Main Hall (includes Kitchen)	\$40 + GST / hour, or;		
	\$150 + GST / half day, or;		
	\$250 + GST / whole day		
Bar Manager			
Special Liquor Licence	At cost		
Cleaning	\$50 + GST / hour		
Coaches (Ratio: 1 per 6 participants)	\$100 + GST / day		
Up to 6 Training Boats and 1 Support Boat	\$100 + GST / day		
6-12 (max) Training Boats and 2 Support Boats	\$200 + GST /day		
		TOTAL	

Terms and conditions of club and equipment hire

The Marakura Yacht Club reserves the right not to approve usage as it decides.

Confirmation of booking is subject to clubroom and equipment availability, receipt of a signed booking form and payment before the date of the event.

A full refund of the hiring fee will be issued if more than 14 days notice is given. If less than 14 days, 50% of the fee is non-refundable.

The room cannot be sub-let and may only be used for the activities stated.

Access is limited to the specific spaces authorised, and associated spaces such as toilets, kitchens and passageways. These associated spaces may not be used as areas of congregation or activity.

Hirers must, before leaving, return the hired space to the condition in which it was provided, ie. tables folded, chairs stacked, etc.

Breaches of security, including entering unauthorised areas, admitting or allowing the entry of unauthorised persons may result in cancellation of all bookings.

The venue, furniture and associated spaces must be left in a clean and tidy condition. If cleaning is required post-hire, the cleaning fee will be charged to the hirer.

Cleaning pre and post-hire can be arranged. The venue is a working yacht club. If you desire a standard of cleanliness above this, then professional cleaners can be hired as needed. The venue post-hire needs to be left in a similar condition to pre-hire.

The following are not permitted: sale of alcoholic beverages; flames including candles; smoking inside or on the deck; use of strongly aromatic substances including incense; use of confetti, glitter or similar material; carrying or use of significant quantities of spillable or flammable liquids.

Permission must be sought if the hirer wishes to decorate the venue. Any working papers, posters etc may only be attached in a location and manner that will not cause damage.

It is the responsibility of the hirer to check what material (eg dishwashing liquid, milk etc) or equipment (such as whiteboards) is available from the Marakura Yacht Club, or to provide these otherwise. Regular hirers may not store materials, equipment etc in the building without Marakura Yacht Club approval.

Marakura Yacht Club accepts no liability for loss or damage to items brought in by the hirer or their guests, or for any items left behind, and may dispose of such items as it deems fit.

The hirer is responsible for all breakages to equipment, furniture and fixtures and any Marakura Yacht Club property that may be removed from the venue.

The hirer must commence no earlier and vacate no later than the times booked. The Marakura Yacht reserves the right to charge the hirer costs incurred by Marakura Yacht Club due to early commencement or late evacuation.

When leaving the premises the hirer must ensure that all doors and windows are securely locked, lights are off, no gas bottles are attached to the building, rubbish is removed, and all guests have vacated the building.