



WHANGAREI DEEP SEA ANGLERS CLUB

FUNCTION ROOM HIRE FORM

PERSONAL DETAILS	
First Name:	Surname:
Personal Contact Details	Home Ph No:
	Mobile:
	Email Address:
	Address:
Hirer DOB:	
Hirer Drivers Licence Number:	
Bond Bank Account Details:	
FUNCTION DETAILS	
Date of Function:	
Type of Function:	
Number of People Attending:	
Hireage Hours:	
Under 18's attending?	Yes / No
FACILITY OPTIONS	
Use of Kitchen	Yes / No
Catered by Bistro	Yes / No
Bar Requirements – special requests	

COSTING		
Lounge Hire (full member)	\$100	
Lounge Hire (social/non member)	\$200	
Conference Hire	\$150	
Bond	\$400	
Special Licence Fee Fee is subject to Whangarei District Council regulations	Under 100 people attending - \$102.00 Over 100 people attending - \$337.00	
	Total Cost	\$

I/We agree to abide by the Terms and Conditions as set out in the agreement

Signed (Hirer)..... Date

OFFICE USE		
Deposit Paid	\$	Date:
Total Cost Paid	\$	Date:
Special Licence Required?	Yes / No	Applied:
Catering Required?	Yes / No	
Security Required?	Yes / No	
Bond Refunded	\$	Date:

The Whangarei Deep Sea Anglers Club (WDSAC) has a private (non-smoking) function/conference room for hire. It is located on the second floor of the Clubrooms overlooking the Tutukaka Marina, has a maximum capacity of 120 people and has a functional kitchen. This is a fully licensed facility and a full bar is available. A viewing of the facilities is available on request.

A signed contract must be received and the bond must be paid to confirm the booking of the facility **no later than 30 days prior to the function.**

All costs must be paid before or immediately after the function

TERMS AND CONDITIONS

HOURS

The facility is available for hire between the hours of 8am to 1am. The facility will be made available to the hirer as early as possible on the day of the function. It may, on occasion, be possible to gain access to the premises the day prior depending on prior Club commitments.

CATERING

The Whangarei Deep Sea Anglers Club's 'Anglers Bistro' can provide catering on request. Available is a Grazing Platter and Buffet menu. However, if you would prefer to use an outside caterer there are some requirements. The outside caterer will be required to provide proof of their food safety certificate. Alternatively, you can do the catering yourself and use the kitchen facilities. We do not provide catering/servicing equipment unless you have hired our Bistro. E.g. Crockery, glasses, cutlery, serving dishes etc. All caterers must adhere to OSH regulations and standard safety procedures. Due to safety regulations, the Gas Stove should only be used by a qualified professional.

BAR FACILITIES & HOST RESPONSIBILITIES

While visitors are always welcome, the WDSAC is a Members only Club. In terms of the WDSAC Club Licence anyone using the facilities must be either a member of the Club or a 'signed-in' visitor. For non-members to attend social functions on licensed Club premises, a special licence must be obtained from the liquor licensing authority and any bookings are subject to the Special Licence being granted.

As the WDSAC is a "Members Only" Club, no alcoholic beverages may be brought onto, or removed from, the premises.

All desired alcoholic beverages (including wine, beer etc) must be organised with the Bar Manager at least two weeks prior to the function.

The management and staff of WDSAC have a responsibility to provide an environment for Club members that is not only safe, comfortable and welcoming but also where alcohol is served responsibly. Part of this responsibility is the obligation to adhere to all laws, rules and regulations to safeguard the Club's licence and to help maintain a safe community.

"Host responsibility makes sure that everyone has a good time, and leaves in safe shape for the road home. It could save our licence, and it could save your life"

Key area in terms of serving alcohol responsibly;

1. Food – Food to be available at all times. Encouraging customers to eat when drinking reduces the risk that they will become intoxicated and cause problems.
2. Minors – it is against the law to serve minors or to have unaccompanied minors on premises. Where there is any doubt suitable identification is requested and if it cannot be provided then the person is not admitted to the premises or is asked to leave.
3. Intoxication – it is an offence to serve anyone who is intoxicated. Alcohol will not be served to any patron who appears to be getting intoxicated, either directly or through friends.
4. Safe Transport – Safe transport to be available at all times to minimise the risk of patrons drinking and driving.

In the Club's day-to-day operation, there are a number of means of helping ensure these key areas are being met e.g. actively promoting a range of low and non-alcoholic drinks, offering free "sober driver" drinks etc.

However, social functions such as birthday parties and weddings do present the Club with additional risks in terms of meeting its responsibilities.

The WDSAC has therefore determined a number of additional safeguards for the hire of the upstairs function room for social occasions;

- The Club Licence provides for the serving of alcohol up to 1am. This is considered to be sufficient for any function and no "late" licences will be applied for
- In the case of 21st Birthday parties (or similar), it is a requirement that the Hirer hire security at their cost
- In any other cases where there is considered to be additional high risk, the WDSAC reserves the right to hire security at the cost of the hirer

GENERAL RULES AND CONDITIONS

- Smoking is ONLY allowable in the designated smoking area downstairs at the Clubrooms. There is to be NO smoking on the outside deck of the Function Room. If smoking occurs on the outside deck the Bond will be forfeited.
- Any damages/breakages incurred above and beyond the Bond fee must be paid for in full by the hirer. The Bond will not be refunded if any damages/breakages occur.
- The Hirer shall be responsible for leaving the premises clean and tidy and rubbish free. The Club may carry out at the expense of the hirer such cleaning or other work as may be required to restore the premises to a satisfactory condition.
- No fish or photos may be removed from the walls. Property belonging to the Club may not be removed from the Club.
- The Hirer must take full responsibility for the WDSAC Function room and facilities, for the event if has been hired for.
- The Hirer must take full responsibility for any infringements by themselves or their guests while hiring the facility.
- All reasonable standard of dress is required at all times