

WHANGAREI DEEP SEA ANGLERS CLUB

FUNCTIONS/CONFERENCE ROOM

HIREAGE APPLICATION

Hirer/s of Function Room

NB: Require full name/s please

Hirer/s Date/s of Birth

Hirer/s Driver Licence Numbers.....

Date of Function:

Type of Function *.....

**where the function is an event such as an engagement party, wedding or birthday celebration please provide the name/s of the bride & groom/birthday person, their dates of birth and their drivers licence numbers.*

Contact Person (if different from above)

Contact Person (if different from above)

Contact Address

.....

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Contact Phone Number

Contact Mobile Number

Number of People Attending

Hours of Hireage

Kitchen Facility required (yes/no).....

Cost for:-	Cost	✓ / X	Total
Meeting Hire	\$100.00		
Conference Hire	\$150 p/day		
Special Licence Fee (NB: Fee is subject to Whangarei District Council regulations)	\$102.00	✓	
Bond	\$400.00	✓	
Lounge Hire (full member)	\$100.00		
Lounge Hire (social/non-member)	\$200.00		
Security	\$		
Overall costs payable			

Receipt of deposit/bond: \$ Date Paid Rcpt N°

Total Costs \$ Date Paid Rcpt N°

Hireage / Bar Requirements

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I/we agree to abide by the Terms and Conditions as set out in the above contract.

Signed (Hirer) Date

Signed (Club) Date

WHANGAREI DEEP SEA ANGLERS CLUB

FUNCTIONS

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, seats a maximum 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.

TERMS AND CONDITIONS

HOURS

The facility is available for hire between the hours of 8am and 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 earlier depending on prior Club commitments.

CATERING

The Whangarei Deep Sea Anglers Club does not provide a catering service. All catering must be organised by the Hirer. We also do not stock catering / serving equipment, such as:- Crockery, Cutlery, Glasses, Cooking Utensils, Serving Dishes / Utensils etc.

BAR FACILITIES & HOST RESPONSIBILITY

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 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 areas in terms of serving alcohol responsibly:-

- 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.
- 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.
- 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.
- 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 WDSAC hire security at the cost of the hirer.
- In any other case where there is considered to be additional high risk, the WDSAC reserves the right to hire security at the cost of the hirer.

COSTS

Meeting Hire	\$100.00 (maximum of 4 hours)
Conference Hire	\$150.00 (per day)
Special Licence	\$102.00
Bond	\$400.00
Lounge Hire	
* Full members	\$100.00
* Social / Non- members	\$200.00
Security	*poa (indicative cost \$600)

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.

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 W.D.S.A.C Function room and facilities, for the event it has been hired for.
- * The Hirer must take full responsibility for any infringements by themselves or their guests while hiring the facility.
- * All downstairs facilities of the Club will remain open to Club members and their guests.
- * A reasonable standard of dress is required at all times.
- * All caterers etc must adhere to OSH regulations and standard safety procedures.
- * Due to safety regulations, the Gas Stove should only be used by a qualified professional.