

Mana Cruising Club Incorporated
Venue Hire Terms and Conditions Agreement

Hirer

Hirer Name: _____

On Behalf of: _____

Postal Address: _____

Telephone: _____ Mobile: _____

Email: _____

Description of Event: _____

Facilities Requested

- Restaurant
- Upstairs Function area
- Bar

Times Requested

Date of Event: _____

Set up Time: _____

Event Start & Finish Time: _____

Pack Up: _____

Number Attending: _____

Are Bar Facilities Required: Yes/No

Please note the maximum number of people that can be admitted to your Event is _____.

Bar Requirements

Cash Bar:Yes/No Bar Tab:Yes/No Full Bar : Yes/No

Beer & Wine only (including non- alcoholic drinks)

Bar Tab details: _____

Time bar is required: _____

All functions exceeding 20 people, requiring the bar, will need to allow 20 working day to apply for a Special Licence. The costs of this will be included in your hire fee.

Catering Required Yes/No (If you choose "No", you will **NOT** be able to bring in anything of your own either.)

Your details will be sent to our Bar/Kitchen Managers. Please email the office to make an appointment with them – office@manacc.co.nz – or alternatively ask for the function menu and advise your choices by filling in the attached form (see Page 3).

Room set up must also be considered – please advise your requirements.

FUNCTION INFORMATION FORM:

DATE OF FUNCTION:

HIRER NAME:

HIRER EMAIL & PHONE:

START TIME:

FINISH TIME:

NUMBER OF PEOPLE ATTENDING:

ORDER OF SERVICE:

TIME - WELCOME TEA AND COFFEE:

TIME - MORNING TEA:

FOOD PROVIDED:

TIME - LUNCH:

FOOD PROVIDED:

TIME – OTHER CATERING:

FOOD PROVIDED:

DIETARY REQUIREMENTS:

ROOM/EQUIPMENT SET UP:

In Terms of the Privacy Act 1993 you are given notice that:

1. This application form asks you to provide personal information
2. The information is being collected on this form by The Club and is required so that The Club can gather the information necessary to organise the hire of our venue to you
3. The intended recipient of this information is Mana Cruising Club Inc. whose name appears at the top of this form
4. We advise that you have the right to see the information we hold about you and to correct that information if it is incorrect
5. In the event that the Club is required to carry out a reference, identification verification and/or credit check then the Club are obliged by law to retain the record of that application.

Venue Hire Terms and Conditions

1.0 BOOKINGS

1. Bookings are to be for a minimum of three hours.
2. Bookings will not be confirmed without a fully completed and signed Venue Hire Terms and Conditions Agreement.
3. The Hirer must precisely state the type of activity to take place and the use of the facility for the purposes for which it has been booked.
4. Any changes to the booking such as times, contacts or addresses must be communicated to the Mana Cruising Club (hereinafter called the Club) Office Manager or Functions Manager.
5. Set up and pack down time must be included in the Hire Period.
6. The Hirer shall ensure that all persons have vacated the premises by the end of the Hire period.
7. The Club reserves the right to have staff present at the event at any time.
8. The Hirer must adhere strictly to the confirmed hiring hours. Failure to do so will incur additional charges and possible cancellation of any future booking(s).

2.0 CONFIRMATION

Confirmation of a booking must be made by way of completing and signing this contract by the Hirer within 14 days of the original booking, otherwise The Club reserves the right to cancel the booking.

3.0 PAYMENT

1. The Hirer shall be liable for all payments as per the agreement
2. To secure your booking with the Club, payment of the full amount as on Page 1 is required within 7 days of completion of this agreement
3. The Club reserves the right to alter the Wedding bond to cover expenses resulting from the Hirer's use of the facility
4. The Wedding Bond is refunded to the Hirer through the bar tab or alternatively paid back into the Hirer's bank account within 7 working days of the function being held provided the Hirer supplies the Club with a bank account number or bank deposit slip.
5. The Hirer will upon demand pay all of The Club's reasonable expenses and legal costs (on a solicitor/agent/client basis) in the collection of all overdue moneys)

4.0 ADDITIONAL CHARGES

In addition to the charges outlined above, the Hirer may be charged for:

1. Any damage to The Club facilities caused during the hire period or through any other breach of the Terms and Conditions of this agreement
2. Any theft of The Club property from the facility during the Hire Period
3. Any extra cleaning, rubbish removal, repair or reinstatement of The Club facilities which it deems necessary after the event
4. Any costs, losses or expenses that The Club incurs due to any breach of the Terms and Conditions outlined in this agreement
5. Any emergency services called out or for fire alarm activation for a non-emergency situation.
6. Any additional charges for security, cleaning and/or technician resulting from the event.

5.0 FINAL NUMBERS:

1. The numbers expected to attend the event must be advised fourteen (14) working days prior to the commencement of the event, with final confirmation no later than 10am two working days prior to the event. This number will constitute the minimum charge.
2. You must ensure that the number of people in the Venue does not exceed the maximum number as stated on page 1 of this agreement.
3. You will be liable for any fines or costs that Mana Cruising Club may incur if the maximum number is exceeded.

6.0 COMPLIANCE WITH LIQUOR LICENSING LAWS

The club holds a Club liquor license. The Hirer is responsible for ensuring that they and their guests do not take any action to place the Club's liquor licence in jeopardy, in particular:

Liquor is not to be bought onto nor taken off the premises by members or guests.

8.0 USE OF THE VENUE

1. The Hirer (or their representative as notified to the Club) is required to be present for the duration of the event.
2. The Hirer shall not remove or permit the removal of any furniture, equipment including catering equipment without the permission of the Mana Cruising Club.
3. The Hirer shall only use the equipment for the purpose and within the capacity limits for which it has been designed and will not attempt to alter, repair or modify the equipment.
4. The Hirer is responsible for ensuring that no illegal activities take place inside or outside of the Mana Cruising Club during the hire period
5. The Hirer must ensure that a parent or designated care giver, who is at least 18 years of age accompanies children under 10 years of age especially outside (note location is on the Porirua Harbour)
6. No animals are permitted on the premises other than Companion Dogs and Guide Dogs for the visually impaired
7. The Hirer should ensure that noise levels are not exceeded during the Hire Period
8. The Mana Cruising Club has zero tolerance for any forms of violence. We reserve the right to call the Police and close down the bar if required.
9. No food is to be bought onto the premises with the exception of celebratory cakes
10. You shall ensure that all persons attending the Event have vacated the Venue at least thirty minutes after the end of the Hire Period and that you, your employees, agents or contractors have vacated the Venue by the end of the Hire Period.
11. In respect of the Venue (except with the express permission of the Club to do otherwise), you must:
 - a. protect all floors, walls and doors at all times, including for example, during the installation and removal of any equipment, displays or exhibits. The use of blue tack, cellotape and adhesive hooks is permitted but not pins
 - b. take proper care of the Venue and ensure that no damage occurs;
 - c. not drive nails, tacks, screws or pins into walls, furnishings, floors and ceilings;
 - d. not write, decorate, attach posters or disfigure any wall or ceiling surfaces;

- e. not use any of the Venue's equipment, fixtures, fittings, heating or ventilation systems other than for their intended purpose;
 - f. not deposit any substance in the toilets, sinks or drains that could cause blockage or damage;
 - g. not use or allow to be used in the Venue any form of lighting with a naked flame (including candles or oil burners). Tea light candles are permitted only.
 - h. not to consume alcohol outside the Venue;
 - i. no smoking anywhere inside the Venue. Smoking is only permitted outside the Venue;
12. If any damage is caused to the Venue, items of furniture, fitting, fixture or chattel within the Venue, you must immediately notify a Mana Cruising Club staff member of the damage in order that Mana Cruising Club can arrange for the damage to be repaired, such repair to be at your cost in accordance with clause 4.1 of this Venue Hire Agreement.

9.0 CLEAN UP

1. Any property belonging to the Hirer must be removed when leaving the premises. The Club takes no responsibility for any loss or damage of equipment left behind
2. You shall remove all goods/decorations brought to the Venue at the end of the Event, and must leave all equipment, facilities and the Venue in good and tidy order, ready for use by Mana Cruising Club or other authorised user.

10.0 DESIGNATED SMOKING AREAS

We have two designated smoking areas: outside the main bar area where ashtrays and seating is provided and upstairs on the balcony near the bar. Smoking is prohibited outside of these areas.

OFFICE USE ONLY

- Booking Calendar Updated
- Function Manager/Coordinator Advised and has signed page 1
- Bond/Hire charges Received
- Confirmation provided to Hirer