

VENUE HIRE - TERMS & CONDITIONS

BOOKING & DEPOSIT

INITIAL

A booking is only confirmed once the deposit has been paid and should be made within 14 days of the original reservation.

The minimum number of guests is 60, however lesser numbers will be considered on application. Hire fees may be varied accordingly.

To confirm a booking, the deposit must be received – the deposit is the hire fee.

CANCELLATIONS

INITIAL

12 Months or less prior to booked date - deposit refunded in full

6 Months or less prior to booked date - 50% of deposit will be forfeited

3 Months or less prior to booked date - 100% of deposit will be forfeited

1 Month or less prior to booked date - Cancellation Fee – up to \$600 *(at the discretion of Management)*

1 Week or less prior to booked date - Cancellation Fee – up to \$1200 *(at the discretion of Management)*

HIRE FEES

Unless agreed otherwise, all hire fees include the opening of the bar for 5 hours. If the hirer requires the bar to be opened for longer a \$100 fee for each extra hour will apply.

Set up of the function room is not included in the hire fee, if the hirer requires staff to set up the room for the function an extra fee of \$125 will apply.

Functions that fall on a Public Holiday or Easter weekend will incur an additional \$100 fee.

CAPACITY	UPPER DECK	MARINERS BAR
Table Seating	140	60
Cocktail	250	150
FEES (\$)		
Saturdays	600	550 Not Available Oct - April
Sundays	450	400
Friday evenings	Not Available	550
Mid-week full day	350	300
Mid-week half day	250	200
Mid-week evenings	350	POA

PAYMENT OF TOTAL FEES

INITIAL

The Total Fee includes the fees for catering, beverages, \$300 refundable bond and any other agreed charges. The Total Fee must be paid to the Club at least 1 week (7 days) prior to the function.

REFUNDABLE BOND

INITIAL

A \$300 refundable bond is to be paid prior to the function.

Refund of bond is subject to the following clauses: Damage, Set Up, Last Orders.

WEDDINGS

INITIAL

Event Styling, Flowers, Musicians, Photographer, Celebrant etc.

We suggest that the hirer take responsibility for these arrangements.

Discussions and negotiations on the above are welcome.

21st BIRTHDAYS	INITIAL
<p>BSYC welcomes 21st birthday celebrations.</p> <p>In order to provide a safe and secure environment for guests and local residents hirers are obliged to have a security person on duty as arranged by the club.</p> <p>The cost of security is the responsibility of the hirer; the standard fee is \$200 for 5 hours.</p>	
DAMAGES	INITIAL
<p>The hirer is responsible for any damages that occur at the club during a function and may result in the partial or total loss of the bond. Willful damage to furniture, fittings and broken glass are accountable under this clause. All damages should be reported to the Responsible Person on duty.</p>	
SET UP	INITIAL
<p>Unless agreed otherwise the function set up is the responsibility of the hirer.</p> <p>The hirer may choose to pay the club a fee of \$125 to set up the function room.</p> <p>Set up time is generally from 9am and cars must not park in the Yacht Club grounds on Saturdays during Sailing Season (October – April).</p> <p>The removal of decorations and other items is the responsibility of the hirer/event stylist.</p>	
CATERING	INITIAL
<p>BSYC offer various catering packages and does not allow outside caterers nor allow the use of its catering facilities by hirers or 3rd parties.</p>	
LAST ORDERS	INITIAL
<p>Unless organised in advance, last orders are at 11:45pm and the bar closes at 12:00am providing this falls within the 5 hour hire term (for example 7:00pm – 12:00am).</p> <p>All patrons must depart within ½ hour of the bar closing or additional charges will be incurred, these charges will be accounted for in the bond refund.</p>	
SECURITY	INITIAL
<p>Except at 21st birthday parties where a security person is on duty, the responsibility for preventing uninvited guests entering a function remains with the hirer as does the responsibility for keeping order within the function and as guests leave the Club.</p>	
DUTY RESPONSIBLE PERSON	INITIAL
<p>The Club will allocate a Responsible Person for your function. The Responsible Person will introduce themselves to you prior to commencement and will be in charge of the function on behalf of the Club.</p>	
GENERAL INFORMATION	INITIAL
<ul style="list-style-type: none"> ▪ False or misleading information given about the size or nature of the function may result in additional costs or the function cancellation or bond forfeiture where extra club costs are incurred. ▪ Drinks may not be brought into BSYC from outside and drinks and glasses may not be removed from the Club rooms or balcony. ▪ This is an active sailing club and other parts of the club may be in use during a function but will not cause inconvenience to the hirer. ▪ BSYC has a no smoking policy in all indoor areas. ▪ The use of candles in approved containers is negotiable. ▪ Dogs are not permitted inside the club and must be on a lead and under control within the club grounds. 	
<p><i>PLEASE INITIAL ALL REQUIRED CLAUSES AND RETURN WITH BOOKING FORM</i></p> <p><i>PLEASE TAKE A COPY FOR YOUR RECORDS</i></p>	

VENUE HIRE - BOOKING FORM

CONTACT INFORMATION

NAME:			
STREET ADDRESS:			
SUBURB:		POST CODE:	
MOBILE PHONE:		OTHER PHONE:	
EMAIL ADDRESS:			
MEMBERSHIP:	Are you a BSYC Member? <input type="checkbox"/> Yes <input type="checkbox"/> No	MEMBERSHIP NUMBER:	

FUNCTION DETAILS

FUNCTION DATE:		NUMBER OF ATTENDEES:	
FUNCTION TYPE:			
AREA REQUIRED:	<input type="checkbox"/> Upper Deck <input type="checkbox"/> Mariners Bar		
FUNCTION TIME:	START: __ : __ AM/PM	FINISH: __ : __ AM/PM	SET UP TIME: __ : __ AM/PM
ENTERTAINMENT:	<input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Other – <i>Details:</i>		
ROOM SET UP:	I/we require BSYC staff to: <input type="checkbox"/> Set up function room		
SPECIAL REQUIREMENTS:			
ADDITIONAL INFORMATION:			

BSYC DOES NOT ALLOW THE USE OF OUTSIDE CATERERS

CONTRACTURAL AGREEMENT

I have read and understood the terms and conditions of hire
(please initial all clauses and return with this form, please take a copy for your records)

SIGNED (hirer):		DATE:	
PRINT NAME:			

DEPOSIT & PAYMENT

ROOM HIRE FEE:	\$
PAYMENT METHOD:	<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHEQUE <input type="checkbox"/> CASH <input type="checkbox"/> EFT - <i>REFERENCE:</i>
CREDIT CARD DETAILS:	Card Number: ____/____/____/____ Expiry: __/____ Name on card: _____
BSYC BANK DETAILS:	Account Name: Brighton & Seacliff Yacht Club BSB: 015-220 ACC No: 257916874

HOW DID YOU HEAR ABOUT US?

- Weddings SA Bride Online Easy Weddings Facebook
 BSYC Website Friends/Family Google
 Other: _____