



KURING-GAI MOTOR YACHT CLUB

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## KMYC CLUBHOUSE HIRE

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### PROCEDURE FOR BOOKING/TERMS AND CONDITIONS - MEMBERS The KMYC Clubhouse can accommodate up to 120 people

*To all Members, below are the terms and conditions of hiring the Clubhouse. To qualify for the Member's concession you must have been a member for a year or have paid a full year's subscription. The conditions are applicable for use by a member or a member's immediate family.*

1. Contact the Club Secretary to check availability of dates.
2. Complete the Clubhouse Hire Application form (page 2) and return it to the Secretary. You will receive written confirmation of your booking within 14 days. Until then, you should not regard your requested date/dates as being firm.
3. For **Weddings** of up to 120 people, a hiring fee of \$1000.00 will be charged to your club account, the month after your event.
4. A \$100.00 deposit is required to secure your booking and must be paid once the booking is confirmed.
5. For **any other event** the hiring cost will be \$11.00 per head up to 50 people (minimum hire fee of \$360.00). Thereafter, (51 plus people) the full hire rates apply.
6. If the day before is required for set up, there is an additional charge of \$250.00.
7. Drapes, if required, can be hired from the Club for \$200.00. The drapes are suspended and taken down by the hirer.
8. Hire of the Clubhouse allows you the use of the kitchen, stoves, ovens and refrigerators, the adjoining bar area and refrigerator, tables and chairs. You may wish to self-cater or choose professional caterers. You do need to provide your own crockery, cutlery, glassware, tablecloths and cooking utensils.  
*Note: Professional caterers - are required to operate within KMYC's environmental limitations.*
9. Entry to the Club grounds and Clubhouse is by your member's fob.
10. Notwithstanding the Club By-Laws. (Section 3. Car parking a and b). Wedding functions will be allocated 4 car spaces. For other events 2 car spaces will be allocated. A guest parking note will be provided for each of the four / two cars and must be displayed on the car windscreen. The remainder of the parking will have to be on public roadway because of insufficient parking for KMYC members.
11. For birthday functions up to and including a 21st. It is a requirement for the member to engage, at their expense, Professional Security Staff, to patrol the buildings and grounds, during and after the function until all the guests have left the grounds to ensure the safety of club property. A bond of \$500.00 is also required to be paid in advance. Confirmation of security arrangements is required prior to your function date.
12. It is a requirement that the Clubhouse be left in the condition it was hired, neat, clean and tidy. Any breakages or damages are responsibility and liability of the member hiring the facilities. Food scraps, other debris and bottles, must be cleaned up and disposed of in the appropriate large bins in the lower carpark. Failure to do so will incur an additional cleaning fee of \$100.00
13. Affixing of materials to walls is not allowed without consultation with the Secretary.
14. Finally, as the Clubhouse is situated in a residential area, we ask that noise be kept under control. Music must finish by 11.30 p.m. and your guests should leave quietly by midnight.

*If you have any other queries, please do not hesitate to contact the Secretary.*

*All prices include GST and are valid from 1st October, 2015*



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### APPLICATION FORM – MEMBERS

I/We hereby apply for hire of the KMYC Clubhouse:

Name of Member: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: Private: \_\_\_\_\_ Business: \_\_\_\_\_ Mobile : \_\_\_\_\_

Email: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Time: From (am / pm) \_\_\_\_\_ To: (am / pm) \_\_\_\_\_

Type of Function: (Wedding etc.) \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Outside Caterers details: \_\_\_\_\_

(Name, address, phone) \_\_\_\_\_

For birthday functions up to and including 21st: Name of Security Firm: \_\_\_\_\_

Special Requests: \_\_\_\_\_

*I / We have read and agreed to be bound by the terms and conditions applying to the hire of the KMYC Clubhouse. (As per Procedure for Booking/Terms and Conditions - Members)*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_