



KURING-GAI MOTOR YACHT CLUB

KMYC CLUBHOUSE HIRE

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

1. Contact the Club Secretary on Tel: 9456 6456 or Fax: 9456 5084 to check availability of dates.
2. The Clubhouse Hire Application form should be completed and mailed or faxed to the Club Secretary. You will receive written confirmation of your booking within 14 days on the receipt of your application form. Until then you should not regard your requested date(s) as being firm.
A \$100.00 deposit is required to secure your booking and must be paid once the booking is confirmed
3. For **Weddings and functions** of up to 120 people, a hiring fee of \$2 000.00 will be charged for Friday, Saturday and Sunday from 8 a.m. to 12 p.m. If you require set up, the day before the charge is \$375.00.
4. A refundable bond of \$1 000.00 is required to be made to cover any damage.
5. **Wedding/other** functions will be allocated 4 car spaces. A guest parking note will be provided for each of the four 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. If your function is a large event such as a Wedding, we recommend you hire a minibus to transport your guests.
For midweek functions, rates are negotiable including carpark spaces.
6. **General Hall Hire** the cost will be \$25.00 per head up to 50 people. There is a minimum hire fee of \$750.00. More than 50 people will incur the full hire rates. A bond of \$250.00 is required on booking confirmation. 2 car spaces will be allocated. A guest parking note will be provided for each of the two cars and must be displayed on the windscreen. If the day before is required for set up, there is an additional charge of \$375.00.
No mid-week preferences.
7. Wall drapes, if required, can be hired from the Club for \$250.00. 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 will be arranged by the resident Member Service Manager, Keith Davison, or the waterfront staff on the weekend.
10. **Birthday functions** up to and including a 21st. It is a requirement for the hirer 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.
11. 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. Any breakages or damages are responsibility and liability of the hirer 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 or wall drapes 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.
- 15.

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 – NON-MEMBERS

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

Name _____

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– Non-Members)

Signed: _____ **Date:** _____