



MILFORD CRUISING CLUB VENUE HIRE APPLICATION FORM

APPLICANT'S CONTACT INFORMATION

Title		Function Date	
Name		Function Times	
Phone		Function Purpose	
E-mail		Numbers Attending	
Address City, Postcode		Venue Hire Cost (50% Deposit Required upon application)	\$ (Member discounts available please ask at the office)

APPLICANT'S SIGNATURE

Signature	
Date	

I accept the attached Terms and Conditions and apply for hire of the Milford Cruising Club.

PAYMENT

<p>DIRECT DEBIT</p> <p><input type="checkbox"/> Bank Account 01-0178-0078868-00</p>	<p style="text-align: center;">MASTERCARD / VISA</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;"> <input type="checkbox"/> Name on Card: _____ <small>(Please print)</small> </td> <td style="width: 25%; text-align: center;"> <input type="checkbox"/> Expiry: / </td> <td style="width: 25%; text-align: center;"> CCV </td> </tr> <tr> <td colspan="3"> Signature: _____ </td> </tr> </table> </div>	<input type="checkbox"/> Name on Card: _____ <small>(Please print)</small>	<input type="checkbox"/> Expiry: /	CCV	Signature: _____		
<input type="checkbox"/> Name on Card: _____ <small>(Please print)</small>	<input type="checkbox"/> Expiry: /	CCV					
Signature: _____							

Security Bond Authorisation:

I hereby authorise the Milford Cruising Club to debit the credit card below with any additional costs incurred by the club arising from the applicant's use of the Club's premises.

Please post or email your application to the Club Manager, milfordcruising@xtra.co.nz



Milford Cruising Club Venue Hire Terms and Conditions

- 1 Hall Hire Day Rates:**
 - 1.1 This time may be extended to 4pm if there is no Evening Booking.
- 2 Venue Hire Includes:**
 - 2.1 Bar staff at the following ratio - <40 people 1 Bartender, 40-80 people 2 Bartenders, 80-120 people 3 Bartenders. More than 120 people 4 Bartenders.
 - 2.2 Special Bar Licence (extra charge) (22 business days' notice required to apply). Please note if you cancel, the special licence fee cannot be refunded as this is a direct council cost.
 - 2.3 Cleaning
- 3 Additional Requirements:**
 - 3.1 Tablecloths are not included. Tablecloths are available for hire from MCC at \$15 each.
 - 3.2 Coffee and a range of teas can be supplied for an additional charge.
 - 3.3 At any time, security will be brought in at the Club's discretion at the Hirer's cost. Security is mandatory at 18th and 21st parties.
 - 3.4 Any excessive cleaning costs will be invoiced to the Hirer after the event and must be paid within 7 days of invoice.
- 4 Early Access and Preparation:**
 - 4.1 The Club Manager may allow early access for venue setup at an extra charge of \$50 per hour.
 - 4.2 The hirer is responsible for any required rearrangement of furniture or decoration etc and for subsequent re-instatement or removal. If staff assistance for this is required, this may incur an extra charge.
 - 4.3 Decorations can be used as long as no damage is done to the walls.
- 5 Video and Sound Systems at Additional Cost:**
 - 5.1 Use of wireless microphone and PA system is included in the hire price. Please do not tamper with the settings on the system.
 - 5.2 Overhead projector is also included.
- 6 Capacity:**
 - 6.1 The venue can accommodate up to 120 guests seated for a meal. The maximum capacity is approximately 250 where seating is not required.
- 7 Bar:**
 - 7.1 All private functions require a special liquor licence. We apply for this on your behalf.
 - 7.2 All beverages (both alcoholic and non-alcoholic) must be purchased from the Club's bar and consumed in the clubhouse building or on the deck.
 - 7.3 No shots or yard glasses will be allowed during 18th or 21st parties.
 - 7.4 No alcohol to be brought onto or taken off the premises. BYO is not permitted.
 - 7.5 Last drinks are at 11.30pm. The licence cannot extend beyond 12 am.
 - 7.6 All beverage costs must be settled with the Bar Manager at the end of the function.
 - 7.7 The premises must be vacated by guests at 12:00am or 12.30am for persons removing decorations, failure to vacate by this time will incur additional costs to cover staffing overtime. DJs must be packed down by 1am at the latest.
- 8 Catering:**
 - 8.1 All catering must be undertaken by the Club's approved Caterer, Anise Private Chef and Catering. All food consumed on the premises must be provided by the Club's caterer.
 - 8.2 The Caterer will tailor menus to suit requirements. All arrangements for catering and payment thereof must be made between the hirer and Anise Private Chef and Catering, Paul Duncan, phone 021 047 6683.
- 9 Hire Payment and Deposit:**
 - 9.1 A deposit of 50% of the Venue hire fee is payable to secure the booking.
 - 9.2 The balance will be invoiced and must be paid 2 weeks prior to the function date.
- 10 Settlement for Function Costs:**
 - 10.1 Payment of function to be settled on completion of same, unless previously arranged with manager.
- 11 Cancellation:**
 - 11.1 An administration fee of \$200 is charged for all cancelled bookings.
 - 11.2 If you cancel your booking 30 days or less prior to your booking date, then 50% of your deposit payment is non-refundable.
 - 11.3 If a Lockdown situation arises and we are unable to host your function due to alert levels, we will work with you to re book to an available date during appropriate alert level to hold your function.
 - 11.4 The council special licence fee is non-refundable as this is a direct council cost and paid for upfront at the time your booking is confirmed.
 - 11.5 If a reschedule is requested within 30 days of the original booking date, then this will be assessed on a case by case basis and an administration fee may apply if the venue cannot be rebooked for the original booking date.
- 12 Security Bond Authorisation:**
 - 12.1 Hirers must provide a credit card number and sign a Security Bond Authorisation. This allows the club to charge additional costs not covered by the hire fee that may be incurred because of incidents, or damage, arising from the hirers use of the club's premises. Prior advice will be provided to the Hirer in the event of any action being taken.
- 13 Lift Maintenance:**
 - 13.1 The lift is for use by members or guests who require assistance due to health or mobility issues.
 - 13.2 Any use of the lift outside of 13.1 is to be approved by the Office or Bar Staff.
 - 13.3 Children are not permitted in the lift unless accompanied by an adult.
 - 13.4 Any issues resulting in improper use of the lift that requires a call out fee and subsequent repairs are the responsibility of the Hirer. The Hirer will be advised of the fees and invoiced accordingly.
- 14 Maintaining Relationships:**
 - 14.1 The Hirer shall be responsible for the reasonable behaviour of his/her visitors to the Club.
 - 14.2 The Hirer will take all reasonable steps to protect the assets of the Club in every way, given normal wear and tear.
 - 14.3 All local by-laws must be adhered to ie. noise, etc.
 - 14.4 The Hirer shall note the fire exits and firefighting equipment placement and make these known to his/her guests.
 - 14.5 License Laws as applicable to the Club's premises will be strictly adhered to.
 - 14.6 The bar staff/or ancillary licence holder has the full and unquestionable right to refuse anybody liquor whom they consider to be under the influence of alcohol--- (the Club has a Responsible Host policy.) This right is also extended to guests who are considered abusive and the bar staff or ancillary licence holder can ask the offender to leave the premises, with or without the Hirer's consent. Minors under the age of 18 are not allowed to purchase liquor at the Club.
 - 14.7 On departure from the Club, please respect our neighbours. No car horns, in particular.
 - 14.8 The deck is to be closed when music starts. Deck doors are to be closed from 10pm.
- 15 No Smoking:**
 - 15.1 Under the terms of our Auckland Council Ground lease this is a non-smoking venue including deck and external entry area.