

The Devonport Yacht Club (Inc)  
25 King Edward Parade  
P.O. Box 32 036, Devonport,  
Auckland 0744



Clubhouse Coordinator:  
Phone 027 207 0449  
e-mail [functions@dyc.org.nz](mailto:functions@dyc.org.nz)  
Website: [www.dyc.org.nz](http://www.dyc.org.nz)

## Application for a Private Function at the Devonport Yacht Club

<b>Applicant:</b> .....		Email .....	
Address: .....		Phone .....	
City: .....	Code .....	Mobile .....	

<b>Function:</b> Purpose:.....	Numbers attending ..... (Condition 2)
Date(s) .....	Times ..... (Condition 4)
Catering Required (Condition 8)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">YES</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">NO</div>

<b>Hire Fee &amp; Payment</b>	Numbers	Hall Hire Only No Service	Function Includes bar service	Wedding Includes bar service
- includes GST:	< 40	\$ 350	\$ 560	\$ 770
Please tick in box to establish your hire fee.	40 - 80	\$ 490	\$ 770	\$ 1050
	80 - 120	\$ 630	\$ 980	\$ 1300

**DEPOSIT:** A deposit of **50%** of the hire fee **must** accompany this application to secure a booking. (Conditions 5 & 6)

**Deposit Submitted \$** .....

**Deposit Payment Method:** Please tick in appropriate box:

☐ **Direct Credit** By internet banking to Bank account number: **01 0137 0026279 00**  
Please include "**Function**" in the Particulars field and the applicant name in the Code field.

☐ or **Cheque** Enclosed herewith.

☐ or **Credit Card** Number:             

Mastercard or Visa Only Expiry Date:    /    Name on Card: .....

I accept the Terms and Conditions on page 2 and apply for hire of the Devonport Yacht Club Clubhouse as above:

Signature of Applicant ..... Date: .....

<b>Security Bond Authorisation:</b>	
I hereby authorise the Devonport Yacht Club to debit the credit card below with any additional costs incurred by the club arising from applicant's use of the Clubs premises. (Condition 6)	
Mastercard or Visa Only	Card Number: <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span>
	Expiry Date: <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> / <span style="border: 1px solid black; padding: 0 5px;"> </span> <span style="border: 1px solid black; padding: 0 5px;"> </span> Name on Card: .....
Signature of card holder ..... Date .....	

Please post your completed application form to the Clubhouse Coordinator at P.O. Box 32 036, Devonport, Auckland 0744 or email to [functions@dyc.org.nz](mailto:functions@dyc.org.nz)

## **Terms and Conditions:**

1. **Restrictions**
  - a. The Clubhouse is not available for youth functions or 21<sup>st</sup> birthday parties
  - b. The Clubhouse is not normally available for hire after 4 pm on Fridays.
  - c. The Sir Peter Blake Lounge is not included in the hire but will be made available for clients' use when not required for a Club activity. (See diagram below.)
  - d. Smoking is not permitted in the Clubhouse
2. **Numbers** The Clubhouse can accommodate a maximum of 120 at a sit-down dinner. If formal seating is not required the maximum is 180 which may be arranged at additional cost
3. **Hire Fee** The scale of hire fees below, inclusive of GST, is based on numbers attending. "With Bar Service" includes the cost of staffing and of the Special Licence required by law.

Numbers	Hall Hire Only No Service	Function Includes bar service	Wedding Includes bar service
< 40	\$ 350	\$ 560	\$ 770
40 - 80	\$ 490	\$ 770	\$ 1050
80 - 120	\$ 630	\$ 980	\$ 1300

4. **Hire Period:** The hire period is for 8 hours. This is nominally from 0800 – 1600 for daytime bookings and 1600 – midnight for evenings. Other time frames may be approved to meet specific requirements. Evening functions must end by midnight. Access outside the approved hire period may be arranged for preparation and re-instatement provided this does not conflict with other Club requirements.
5. **Hire Payment** A deposit of 50% of the appropriate hire fee is required with application to secure a booking. The balance owing will be invoiced and must be paid not later than 1 month prior to function.
6. **Cancellation**
  - a. > 3 months prior to function: Deposit refunded in full.
  - b. 3 – 1 months prior to function: 50% of deposit refunded
  - c. < 1 months prior to function: No refund of deposit.

If a Special Licence has been purchased the cost will be deducted from any refund.
7. **Security Bond** Clients must provide a credit card number and sign a Security Bond Authorisation. This authorises the Club to charge the any additional costs not covered by the hire fee that may be incurred by the club as a result of incidents or damage arising from the client's use of the Club's premises. Prior advice will be provided to the applicant in the event of any action being taken.
8. **Catering**
  - a. The Club's caterer has first option to cater for all functions at the Club.
  - b. Applicants should contact the club's caterer, Annie Bastow of Blah Blah Catering, phone 09 580 1145 or 027 679 6059 or email [bastow@xtra.co.nz](mailto:bastow@xtra.co.nz) to discuss options and costs.
  - c. Arrangements for catering and payment thereof are between the applicant and the caterer.
  - d. If it is agreed that an applicant may make own arrangements for catering a charge may be made for use of the kitchen and Club utensils.
9. **Bar Service**
  - a. 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. BYO is not permitted.
  - b. The bar may be operated only by the club's licensed bar staff.
  - c. Maximum Licensed hours are from 11 am till midnight.
  - d. All Beverage costs must be settled with the Bar Manager at the end of a function.
  - e. Applicants should contact the club's Bar Manager, Kirsty McPherson, phone 827 5992, or 027 2070 449 or email [kirmac@xtra.co.nz](mailto:kirmac@xtra.co.nz) to discuss arrangements.
10. **Table Linen** Provision of table cloths and napkins, if required, will be the responsibility of the applicant. This may be arranged with the Bar Manager and the cost settled with the bar tab.
11. **Preparation** The applicant is responsible for any required re-arrangement of furniture or decoration etc. and for subsequent re-instatement or removal. Staff assistance will incur an extra charge.

