

Clubhouse Hire Form

Wellington Water Ski Club Incorporated (WWSC)

Location: Honiana Te Puni Reserve, The Esplanade, Petone

Hire Coordinator: Cameron Parks 027-268-4433

Please complete the form below and email to wgtwaterskiclubhires@gmail.com or apply online at <https://goo.gl/forms/cH7hMeSCSkYltbgJ3>. Please note that our Hire Coordinator will be your main contact. They will undertake your viewings, pre-hire check, key collection, equipment queries, key return and post-hire bond check.

Your Details:	
Name (first and surname)	
Company (if appropriate)	
Address	
Mobile Contact	
Alternative Contact (name, phone, relationship)	
Email	
Are you a financial member of Wellington Water Ski Club?	Yes / No

Event Details:	
Event Name	
Date of Hire (day and date)	
Start Time	
Anticipated # of Attendees (Note: Maximum 100)	
Please provide a brief description of the event including the purpose of hire:	
Are you charging an attendance fee?	Yes / No
Will there be alcohol at this event? If yes please complete the alcohol plan below	Yes / No
Use of Alcohol Plan: (including whether alcohol will be sold, provided or BYO)	

Will a security guard be onsite during the event? Note this is compulsory for an under 30's event	Yes / No
Do you want to hire tables and chairs? (The club has chairs and 12 tables available for hire. A rate of \$100 for all/any items applies. No charge for club members.	Yes / No
I understand that during the ski season (Oct-Apr), club members may access the tractor and bathroom facilities during the daytime period. Please raise this with the Hire Coordinator if a variation is required.	Agree / Disagree

Hire Fees

There is a standard hire rate of \$500. On receipt of your agreement an invoice will be forwarded for payment. This payment will confirm your booking as secured. A separate bond free rate applies for Club members after one full year of membership.

All fees are to be paid to the Wellington Water Ski Club Inc. 01-0542-0128068-00 (ANZ Petone) on receipt of our invoice. Reference details: surname, mobile and invoice number.

Bond Payment. A bond deposit of \$500 is payable one month in advance of the hire.

After hire, and on approval of the bond return, your funds will be paid to the below bank account:

Account Name
Bank and Branch
Account Number

Please tick to confirm requirements for invoicing purposes:

Venue Hire – Public	\$500.00	<input type="checkbox"/>
Bond Payment	\$500.00	<input type="checkbox"/>
Venue Hire – Member	\$250.00	<input type="checkbox"/>
Equipment Hire	\$100.00	<input type="checkbox"/>
Other	\$	<input type="checkbox"/> Details:

Agreement Confirmation

I (the signed) _____ have read, understand and accept the Terms and Conditions outlined in this document as a binding agreement. I personally guarantee the conditions of this hire will be met and that I am liable for any costs associated with the hire, collection costs or damage caused.

Signed :

Dated:

Please note this is not a confirmed booking until you have received a confirmation from the Hire Coordinator or a WWSC representative.

Terms and Conditions of Hire

The following Terms and Conditions apply to all bookings at the Wellington Water Ski Club. Please read thoroughly as understanding and agreement of these conditions constitute part of the booking acceptance. If booking on behalf of an organisation or group of people, please ensure that everyone involved with the event is aware of this information.

1. Venue

- a. The maximum number of people permitted at the premises is 100.
- b. The premises may not be used for any unlawful activities.
- c. Our standard venue hire is from 6pm to 1am. All variations are by negotiation.
- d. The venue must be vacated by 1am with clean up and exit by 10am the following day. All variations to this must be agreed to, with the Hire Coordinator prior to the commencement of your event commencing. Additional charges may apply.
- e. Only the group named on this hire agreement have permission to be on the premises. Allowing unauthorised people onto the premises is considered a breach of the conditions and may affect bond refund.

2. Bookings

- a. Hire fees will be invoiced on receipt of this Hire Agreement. Payment of the venue hire fee confirms your booking.
- b. Applications will be treated in order of Hire Form receipt. The WWSC reserves the right to decline an application for any booking.
- c. No booking shall be considered confirmed until the hirer receives confirmation from the Club that the booking is accepted, and the full payment is received.
- d. The Clubhouse must be vacated at the correct time.
- e. Set up time is to be discussed and agreed with the Hire Coordinator.

3. Bond and fees

- a. Any bookings made more than six months in advance will be charged at the rate applying on the actual date of the hire.
- b. A bond of \$500 applies. The refund of bond shall only be made if all obligations in the contract documents are fulfilled. This includes; no extra cleaning required, keys are returned and no damage to the Clubhouse or its contents is sustained on inspection by the Hire Coordinator after the event. Otherwise any applicable costs will be deducted from your bond, any costs in excess of \$500 will be invoiced to and payable by the hirer. Otherwise any applicable costs will be deducted from your bond or if greater than \$500 will be invoiced to the hirer.
- c. If the rules of the contract are broken, the Club reserves the right to evict the hirer from the premises and/or refuse to refund bond money.

4. Cancellations

- a. In the event of the booking being cancelled within one calendar month of the hire date, a fee of \$200 will be deducted from the refund. If less than two weeks' notice the total booking fee will be forfeited.
- b. The WWSC reserves the right to cancel any booking if the Clubhouse is required for any purpose of urgent maintenance, national or civic nature. In that event all fees will be refunded in full and the event may be rebooked.

5. Damage and Loss

- a. You will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained relating to this function.

- b. Any loss or damage to the Clubhouse, property, furniture, fittings, fixtures, appliances and apparatus in or about the WWSC premises will be charged to you. If repair or replacement cost is in excess of your bond payment, the Club will secure a quote and repair damage to original condition. This will be paid by the hirer.
- c. No responsibility will be accepted for any damage to or loss of any property you bring to, or store on the premises.
- d. Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No stapes, writing, painting or disfigurement is to be applied to the walls, beams, ceilings or floors.
- e. You must return all chairs, seating, furnishings or other property to their designated areas. Please do not drag the couches, tables or other heavy objects across the floor.
- f. Report any damage to the WWSC Venue Hire Coordinator, as soon as possible/reasonably practicable.

6. Health and Safety

- a. The hirer will be responsible for the behaviour of the event participants and for ensuring that activities and persons present adhere to the rules of hire.
- b. Smoking is not permitted on the premises.
- c. Fire/emergency exit doors must be kept clear from obstruction at all times.
- d. The hirer must nominate a Fire Warden to act in the event of fire. The fire and emergency evacuation procedure is posted inside the Clubhouse.
- e. There will be no disorderly conduct or nuisance to arise ie. excessive noise resulting in complaints.

7. Permits and consents

- a. If alcohol is being sold at your event you must secure a liquor licence. It is not required if you intend to provide drinks or people bring their own.
- b. Where sale of food is undertaken all food and hygiene regulations must be complied with.
- c. It is the responsibility of the hirer to be familiar with local regulations, bylaws and if engaging staff, the Health and Safety Employment Act.

8. Security

- a. All events involving birthday parties and events for under 30's require the presence of at least one full-time security guard from an approved licenced security company.
- b. The maximum number of people sleeping over in the Club is 5 people.
- c. You will be issued with an alarm code for the duration of the hire and the Clubhouse must always be kept secure.
- d. It is your responsibility to check that all outer doors and windows are securely locked, and all heating, ovens and lighting are turned off when you leave.
- e. You will be provided with the necessary key/s. These must be returned the next day or as agreed with the Hire Coordinator.

9. Cleaning and rubbish

- a. Remove all fastenings or decorations when cleaning up.
- b. Please ensure that ALL RUBBISH is removed from the Clubhouse and the surrounding outside area.
Note: Council rubbish bins located outside the venue are **not** to be used for this purpose.
- c. The entire area must be left clean and tidy at the end of your booked times. Failure to do so will incur additional charges. The WWSC is not obligated to supply any cleaning products or equipment.
- d. You must remove all personal equipment and belongings immediately after your hire, unless prior approval has been given.

We trust that you enjoy our piece of Petone waterfront and that your guests have a wonderful time. We are here to support you and are happy to work with you to ensure a successful function.