Mangōnui Cruising Club Inc.

18 Silver Egg Road, Mangōnui | PO Box 212, Mangōnui 0442
GST Number: 055-110-972 | Email: clubhire@mangonuicruisingclub.com

CLUBHOUSE VENUE HIRE AGREEMENT

1. Hirer and Contact Details

Hirer's Name/ Organisation:	
Contact Person Name:	
Email Address:	
Mobile Number:	

2. Event and Booking Details

Type of Booking / Event:	(e.g., Wedding, Community Meeting, Private Party, Regatta etc.)
Booking Date(s) Required:	
Start and Finish Times:	Start: _____ Finish: _____ (Include set-up/pack-down)
Estimated Number of Participants:	_____ (Max capacity 85 people)
Volunteer/ Emergency Service Organisation (Koha) Booking?	[ ] Yes [ ] No (If Yes, please attach details/request)
Bar Facilities Required?	[ ] Yes [ ] No (Note: Club licence requires food to be available if bar is open)
Special Licence Required?	[ ] Yes [ ] No (Alcohol service outside ordinary licensed hours requires prior approval and the appropriate special licence. Tues, Wed, Thurs: noon-9pm, Sat: noon-10pm, Sun: noon-8pm)
Other special requirements? (sound system, furniture layout, etc.)	

3. Clubhouse Hire Fees and Charges

Please review the applicable hire rates and fees for your event selection. All fees are GST inclusive.

Category / Service	Rate	Details / Conditions
Hire without Bar Service	$4 per person	Add tea and coffee ($1 pp). Minimum charge $50 + cleaning.
Hire with Bar Service	$6 per person	Club licence requires food to be available. Minimum charge $60 + cleaning.
Member / Community Discount	less $2 per person	Applies to members, community groups, and registered charities/societies. Same minimums apply.
Volunteer Services	Koha (Donation)	For St John, Fire Service, Coastguard, Sea Rescue, Lions. Cleaning and other charges still apply.
Cleaning Fee (All Bookings)	$40 / $60 / $100	$40-Volunteer Services, $60/Standard, $100/wedding
Late Night Supplement	add $1 per person	Applies to all events ending after 10:00 PM.
Weddings or Long Events	add $3 per person	Applies to weddings or any event lasting more than 5 hours.
Special Licence Fee	$100	Alcohol service outside ordinary licensed hours requires prior approval and the appropriate special licence. Tues, Wed, Thurs: noon-9pm, Sat: noon-10pm, Sun: noon-8pm
Optional Linen	$7 per cloth	Tablecloth hire to cover laundering costs.
Bond	$250	Determined by Events Manager for large events to secure against potential damage / extra cleaning.

YOUR BOOKING BUDGET

No. Attendees: _____ Bar: Yes / No Duration: _____ hours Discount eligible: Yes / No

Item	Calculation / selection	Cost
Venue hire	_____ people × $_____ (apply discount / minimum) * Final per-person charges are based on actual attendance, subject to the minimum hire charge.	$_____
Cleaning	$40 volunteer / $60 standard / $100 wedding	$_____
Extra fees	Late night / wedding or long event / special licence	$_____
Tablecloths / other costs	_____ cloths × $7; tea/coffee: ___ people × $1 other costs: _____	$_____
Estimated total		$_____

* For approved koha bookings, enter the agreed donation instead of hire.
The deposit is part-payment, not an extra fee.
Allow separately for a $250 refundable bond if required.

4. Terms and Conditions of Hire

- **Priority:** Club activities take priority over all venue bookings.
- **Booking Restrictions:** Parties centred on excessive drinking are not accepted. Bookings may be declined where there are reasonable grounds to anticipate disorderly behaviour, damage, nuisance or breaches of alcohol licensing requirements.
- **Deposits and Payment:** Requests should reach the Events Manager (Shanny Maginness) at least 30 days before the event. Requests at shorter notice may be accepted at the Events Manager's discretion. A non-refundable deposit of $50 for members or $150 for non-members, capped at the total agreed booking charge, is required to secure the booking. Full hire balance is due within 21 days after final invoicing.
- **Bond Requirement:** Major bookings may require a $250.00 bond, at the Events Manager's discretion. Failure to pay by the agreed due date cancels the booking and forfeits the deposit. The hirer is liable for all property damage during hire. The bond balance will be refunded within seven days of the event, following inspection and any deductions for damage or additional cleaning.
- **Cancellations:** Written notice must be given at least 30 days before the event. Cancellations within 30 days forfeit all paid fees, unless exceptional circumstances are approved by Events Manager and Club Committee.
- **Catering and Bar Rules:** Bar tabs must be settled at the event's conclusion. Alcohol must be consumed on-site; BYO alcohol is prohibited. Food must be served while the bar operates. Only the Club's caterer may provide catering. Catering and bar arrangements must be confirmed with the Events Manager before the event.
- **Permitted Hours and Noise:** Bar closing times are 9 pm Tues–Thurs, 10 pm Sat and 8 pm Sun, unless a special licence applies. Guests must leave within 30 minutes of the event ending or bar closing, whichever is earlier. Non-bar event hours require prior approval. Keep noise reasonable, with none audible outside after bar closing or the approved non-bar event finish time. Alcohol service outside ordinary licensed hours requires an approved special licence ($100).
- **Cleaning and Rubbish:** Hirers must remove all personal items and place rubbish in the bins provided. Additional cleaning is charged at cost. Alternate arrangements must be made with the Events Manager beforehand.
- **Health, Safety and Parking:** The hirer is responsible for guest safety and checking emergency evacuation procedures. Strictly No Parking beyond the bridge on Silver Egg Road (drop-off and pick-up only). All accessways must be kept clear per safety rules.
- **Right of Refusal:** The Club Committee may refuse or cancel any booking at its discretion. Club staff and Management always retain the right of entry.

5. Hirer Declaration and Agreement

Hirer Declaration: I am authorised to enter into this agreement and consent to the collection of the details as recorded for administration purposes by the Club. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 2020 (NZ). I declare that the information provided here is true and correct. I agree to abide by the Club's terms and conditions of hire as listed on this agreement. I acknowledge that a failure to follow these conditions could result in the cancellation of my booking and forfeiture of all fees without a refund.

A booking is confirmed only when the Club has approved the booking and received the required deposit and any bond payable at confirmation. Until written confirmation is issued, the requested date is not secured.

Bank Account for Payments: MCC Bank Account: 38-9007-0024989-00
Bank Reference Format: Please use your Surname/Group Name and Function Date as reference.

Full Name (Print): _____ Signature: _____

Date: _____