



WORSER BAY BOATING CLUB

Terms and Conditions for hiring Worser Bay Boating Club

All enquiries are subject to availability at the time of the booking.

Payment

Hirers must pay 100% of the booking fee on the day of booking the clubrooms. The booking will not be confirmed unless and until the booking fee is paid.

Payments for venue hire are to be made by direct credit via internet banking to the club's account number 02-0536-0158332-000

Catering costs will be invoiced separately by Spoonful.

Cancellation

A full refund of the payment will be made if the booking is cancelled 30 days or more from the date of clubroom hire. Payments will not be refunded if the cancellation is made less than 30 days from the date of clubroom hire.

Catering

Catering is provided by Spoonful <https://www.spoonful.co.nz>.

You must confirm the number of people requiring catering seven working days prior to the day of your booking as well as any dietary requirements. If your event is catered and your booking is for more than 15 people, Spoonful will provide a staff member to be onsite for the duration of your booking. You will be charged an hourly rate for that staff member.

Room Set Up Requirements

Please let us know the room set up and equipment needs you have no later than seven working days before your booking. Included in the rental are:

- Tables 14
- Chairs 112
- Two 65 inch mobile television screens
- Two hand held microphones
- Associated audio equipment
- WIFI internet access
- Three whiteboards (one of which is mobile)

Care and Responsibility

When renting the clubrooms, you agree to take good care of the facility and not cause any damage to any part of the club or its fittings. If any damage is caused, you agree to make good and pay for any repairs or replacement (including accidental damage). As the renter, you agree not to make any alterations to the structure, fittings, decorations or furnishings including the use of nails, hooks, adhesive fasteners, tacks or screws. It is the responsibility of the hirer to ensure that the facility is left in a clean and tidy state. The Kitchen or the Mezzanine start box (up the internal stairs) are off limits to hirers.

Sustainability

As stewards of a wonderful piece of Wellington land and sea, WBBC takes its sustainability responsibilities seriously. We ask hirers of our clubrooms to adopt environmentally sustainable practices when using the clubrooms.

No Smoking

Smoking is not permitted inside the clubrooms. If you smoke outside please ensure that cigarette butts are placed in the rubbish; please do not throw these into the sea.

Noise

Noise must be kept to a moderate level and must not be audible beyond WBBC's boundaries.

Alcohol

Alcohol can only be served during your rental period if you are utilising the services of Spoonful and therefore their on-licence. No alcohol may be brought onto the premises by hirers.

Maximum Numbers

The maximum number of people at the clubrooms must not exceed 220

Health and Safety

It is the responsibility of the hirer to ensure the health and safety of all persons attending their event including appointing a fire warden for every 100 persons attending the event.

The hirer must be aware of the whereabouts of fire emergency doors, extinguishers, the evacuation procedure notice and first aid equipment, displayed on the noticeboard in the main clubroom.

The emergency exits must be kept clear and free of any obstacles.