



Whangamata Golf Club Inc

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Venue Hire of Clubrooms (May 2016)

Policy:

1. The two Clubroom facilities are primarily for the use of members. The Titoki Clubrooms are the property of the Whangamata Golf Club Inc which retains the right to control use and access by others. The Williamson Clubrooms are subject to the contractual agreement with the Thames-Coromandel District Council.
2. While the Club is prepared to allow the facilities to be hired by outside organisations, the hireage must not impact significantly on the Members' priority interests.
3. Charges for hire of the venue must provide the Club with a reasonable return on administration costs, cleaning, and maintenance.
4. It is the Club's policy to work co-operatively with the Caterer, but retains overall control, including reservations, through the General Manager
5. Bar facilities must be managed by club staff. All alcohol is to be purchased through the club, to meet liquor licensing laws.
6. Reservations can only be confirmed upon payment of the required deposit.
7. Catering arrangements and catering costs are not the responsibility of the Club.
8. Reservations may be made more than one year in advance, after having regard to the anticipated golf programme at that time.
9. The capacity of the Clubrooms for any event is determined by the General Manager, and must not be exceeded. The seated capacity is 130 people.

Procedures

1. All enquiries for bookings/reservations must be referred to the General Manager.
2. Having regard to the priority rights of members and the Club's golf program, the General Manager will, in consultation with the Caterer, determine bookings using the Function Confirmation Details form.
3. The hirer must fill out a Function Confirmation Details form. The hirer assumes responsibility for any damage caused by any of the guests, invitees or other people attending the function, whether in the club house or on any other part of the Whangamata Golf Club and course.
4. A deposit (as determined from time to time) is required for all bookings. 50% is refundable only for cancellations made more than 30 days before the event. The deposit is paid to the Whangamata Golf Club.
5. The Whangamata Golf Club is responsible to obtain a special Liquor license for the event. Costs are to the Hirer.
6. Saturdays are a major golf day for members. It has been agreed with them that hirers have full access to the venue from 5.30pm. If entry is required earlier for preparations, this must be discussed well in advance with the caterer.

“providing golf facilities that best meet the recreational needs of the whole community”

7. No decorations are to be fixed to the walls or ceilings. Blue tack is acceptable. The caterer is responsible for the set up.

Responsibilities of the Whangamata Golf Club

- The Whangamata Golf Club will take all necessary care but will not accept responsibility for damage or loss of a client's property or injury to a person while at The Whangamata Golf Club before, during or after an event.
- The Whangamata Golf Club reserves the right to refuse the serving of alcohol to guests it considers to be underage or intoxicated or behaving in an offensive manner.
- The conditions of any liquor license must be met. There will be no time extension of bar facilities beyond the time limits of the special liquor license obtained for that specific event. At all times the Bar Manager has responsibility and authority for operating the bar. If, in his/her opinion, the interests of the Club are best met by closing the bar, his/her decision is final and is not open for discussion or negotiation.

Responsibilities of the hirer

- The venue hire charge includes the cost of normal post function cleaning, but additional charges may be payable if the event has created needs above and beyond normal cleaning.
- The Hirer is responsible to ensure the event is held in an orderly manner and in full compliance with the rules and House Policy of The Whangamata Golf Club as set out in this document and the Function Confirmation form. The Whangamata Golf Club reserves the right to intervene if the event's activities are considered illegal, noisy or offensive.
- The Whangamata Golf Club requires the hirer and their guests to comply with the Smoke free Environment Amendment Act 2003.

HIRE CHARGES

Current Charges – GST included. As at 1 June 2016

	Weddings	General hire + Community groups
Venue hire	\$1,000.00	Individual case
Liquor Licence	\$100.00	\$100.00
Cleaning	Included	Included
Deposit	\$1,000.00	General Manager's discretion
Beverages	Price list	Price list
Extras (e.g. linen + set up)	By negotiation	By negotiation

Venue hire for a **Funeral service** is determined on an individual basis