



Geographe Bay Yacht Club

1 King St, Busselton WA 6280

PO Box 243

Phone: (08) 9752 2522 Fax: (08) 9754 2866

Email: gbycsn@westnet.com.au

Web: www.gbyc.com.au

VENUE HIRE rates applicable as of 1st July 2016

(Bookings made prior to 1st July will be honoured at previous rates)

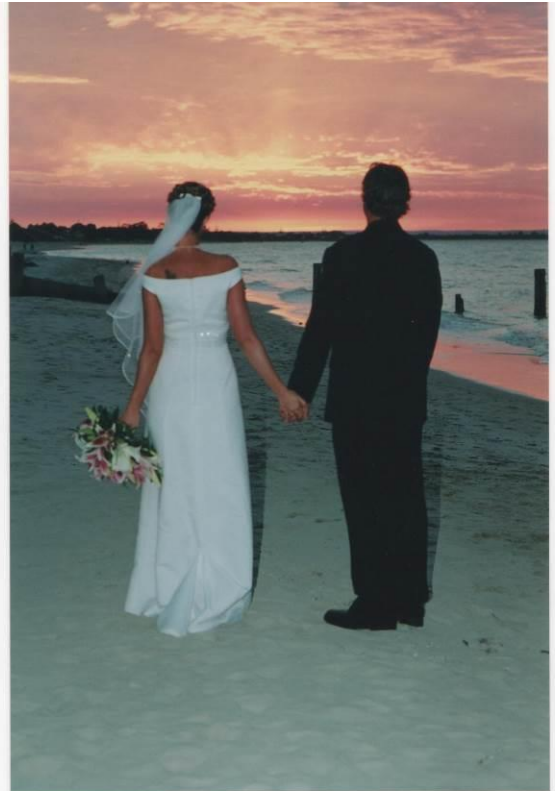
Thank you for your enquiry regarding the hire facilities at the Geographe Bay Yacht Club. It is with pleasure that we enclose a copy of our venue hire rates, bar facilities and Terms and Conditions. We do wish to advise however, that the Yacht Club is **unavailable for hire on Friday's**.

The Geographe Bay Yacht Club can be found in the heart of the beautiful Geographe region in the South West of Western Australia. The Club facility is situated on the beach front end of King Street, Busselton, in a prime location with stunning views of the Cape including a magnificent vista of the Busselton Jetty.

Our Main Hall boasts a central dance floor, 120-140 seating capacity and a gas fire. The Lounge Room features a small fireplace, cosy during winter; seats 40-50 and opens up onto the Main Hall. The BBQ outside area can be hired as a distinctly separate facility as it has private access to the bar with shade sails and wine barrel umbrellas during the summer season.

The in-house kitchen (or Galley) is available for hire by GBYC approved caterers. We also recommend Wez Enterprises for all your decorating needs. Contact details can be found below. Please understand that we are not a function centre, but are happy to offer advice for your function requirements.

Please do not hesitate to contact us to arrange a time to view the facilities and discuss your individual requirements for your special occasion. Should you have any questions regarding our function package, your call would be very welcome.



If everything meets your expectations and you are happy to continue with your enquiry, please complete the attached forms and return to **Geographe Bay Yacht Club Functions Manager**
PO Box 243, Busselton WA 6280.

Decorators:

www.wezenterprises.com

wez.ent@wn.com.au

Vicki & Cassie 0438 523 752 / 9752 3752

Wez Enterprises





Geographe Bay Yacht Club

Venue Hire Terms and Conditions

Geographe Bay Yacht Club has a large clubhouse with modern facilities suitable for indoor and outdoor eating, a dance floor, audio and video equipment, gas fire and a bar. We also have a limited selection of crockery and cutlery.

GENERAL CONDITIONS

- ❖ **BEVERAGES** - The Geographe Bay Yacht Club (referred to as GBYC or the Club) holds a full Club license and all beverages must be purchased from the Club. The Club retains the right to remove any beverages brought into the venue unless prior written permission has been provided.
- ❖ **AREA INCLUDED** - Venue hire covers the area inside the Clubroom. Car parking is available within the GBYC grounds. The lawn area can be used to erect marquees and other equipment by negotiation and written agreement. An additional charge applies.
- ❖ **INDEMNITY** - The Club retains the right to cancel a confirmed or un-confirmed booking due to unforeseen circumstances.
- ❖ **NUMBERS** - Venue can accommodate a maximum of 250 people or 130 seated.
- ❖ **LOSS OF PROPERTY** - GBYC staff will take every care with security and protection of the Hirer's property whilst it is on the premises. However, no liability for loss or damage of any item will be accepted.
- ❖ **MEMBERSHIP** - In order to use the Club bar, the function organiser (referred to as the Hirer) must first join the Club by completing a membership form. The cost of social membership (valued at \$50) is complimentary.

HIRER OBLIGATIONS

- ❖ **ADVERTISING** - No advertisements will be placed on Geographe Bay Yacht Club grounds without prior written approval.
- ❖ **CATERERS** - The Geographe Bay Yacht Club has a right of approval over catering arrangements.
- ❖ **CROCKERY & CUTLERY** - GBYC has a limited range of these items for hire at a cost of \$200. Any breakages or losses will be deducted from the bond. If these are not to the hirer's satisfaction, then it is their responsibility to source items from elsewhere. Please discuss your requirements with the Functions Manager.
- ❖ **SMOKING** - Geographe Bay Yacht Club is a non-smoking venue.
- ❖ **SECURITY** - Certain events may require approved security personnel. The Hirer will take all reasonable steps to ensure the safety of members and their guests using the Geographe Bay Yacht Club during the hire period. The facilities will be fully supervised by the Hirer to ensure order and decent behaviour is maintained. The Geographe Bay Yacht Club retains the right to eject any person from the premises for inappropriate behaviour.
- ❖ **DAMAGES** - The Hirer is responsible for the cost of any damages incurred by guests who wilfully or negligently cause such damage. Please report any damage discovered prior to booking to the Function Manager. This will ensure the Hirer will not be held responsible. Should anything need to be affixed to any of the Geographe Bay Yacht Club's property, the Club's Function Manager must be advised prior to the function date. No tape is to be used on any paintwork.

- ❖ **CLEANING** - All areas used, including the galley, must be left in a clean and tidy condition. Should the Geographe Bay Yacht Club require additional cleaning (above that which is normally done) because of the Hirers use of the facilities, the Hirer will be invoiced for these additional costs.
- ❖ **RUBBISH** - Disposal of waste remains the responsibility of the Hirer. Rubbish bins will be available for normal waste disposal.
- ❖ **TIME** - Cleaning and set up time by the Hirer must be included in the total venue hire period. The Hirer is required to vacate the Geographe Bay Yacht Club at the expiration of the time specified on the booking form. Failure to do so will result in additional costs to the Hirer.

PAYMENT

- ❖ **PRICES QUOTED** - Rates are AUD current as at July 2016. Beverage prices may fluctuate in accordance with market price. The Hirer will be notified of any changes to quoted prices. Actual prices charged should be confirmed by the Hirer immediately prior to the event.
- ❖ **PAYMENT METHOD** - Advanced payments can be made by EFT and credit card (on site only) cheque or direct bank deposit. Payment at the end of the function must be made by EFT, credit card or cash.
- ❖ **BOND** - A bond of \$500 is required to confirm a one day booking. The bond will be refunded once the account has been settled in full. The cost to repair any damage done to Geographe Bay Yacht Club property during the function and any outstanding fees will be deducted from the bond. Should the cost to “make good” any damage done, exceed the bond paid, the Hirer will be billed accordingly.
- ❖ **PAYMENT** - Full payment is required 1 week prior to the function. When it is anticipated that the bar takings will exceed \$1,000 a 50% deposit will also be required of this amount one week prior to the function. Any deposits paid, will be deducted from the final balance payable.
- ❖ **STANDARD PAYMENT ARRANGEMENTS** - All outstanding payments, including bar and cleaning expenses, should be made immediately after the end of the function.
- ❖ **SPECIAL PAYMENT ARRANGEMENTS** - In some circumstances an invoice will be issued on a 14 days payment basis. However, this will require the prior approval from the Club.
- ❖ **DEBT COLLECTION** - Payment of any costs or legal fees incurred in the collection of outstanding accounts is the responsibility of the Hirer.

BOOKINGS

- ❖ **TENTATIVE BOOKINGS** - Tentative bookings are welcomed and Geographe Bay Yacht Club will endeavour to accommodate such requests. A tentative booking made more than 3 months in advance will be held for a maximum of 21 days. Tentative bookings made for functions less than 3 months in advance will only be held for 7 days. No tentative booking can be made less than 1 month in advance.
- ❖ **BOOKING CONFIRMATION** - To confirm a booking the Hirer is required to:
 - ✚ Pay bond in full.
 - ✚ Sign the Terms and Conditions, Venue Booking Form and Social Membership Form (*if required*).
- ❖ **AMENDMENTS TO BOOKINGS** - Any requested changes to the Hirers booking must be submitted in writing (fax, email or letter) for approval.
- ❖ **CANCELLATIONS POLICY** - Any cancellations must be received in writing and may incur a fee as outlined below:

✚ Cancellation of the Hirers booking more than 21 days prior to the booking:	No charge.
✚ Cancellation of the Hirers booking less than 21 days prior to the booking:	100% of total venue hire fee or the bond, whichever is the lesser amount.

HOURS

- ❖ **Geographe Bay Yacht Club** hall viewings will be by appointed **ONLY** as organised with the Functions Manager.
- ❖ **MONDAYS to SATURDAYS** - The Club Liquor License only allows alcohol to be served and purchased before midnight from Monday to Saturday. Should the Hirer wish to extend past this time the Hirer must advise the Club's Function Manager at least 2 months prior to the Hirer's function date so that an extension application can be made. The additional cost involved with this extension is \$250 and the Hirer may only extend until 1:00 am.
- ❖ **SUNDAYS** - The Club Liquor License only allows alcohol to be served up to 10:00 pm on Sundays. Should the Hirer wish to extend this license to midnight, the Hirer must advise the Club's Function Manager at least 3 months prior to the Hirer's function date so that an extension application can be made. The addition cost involved with this extension is \$250 and the Hirer may only extend until 12:00 midnight.

VENUE HIRE CONFIRMATION

- ✓ Please complete and sign all Venue Hire forms and return to Geographe Bay Yacht Club with Bond payment to confirm your booking. Bond payments will be refunded after your event and all other charges have been paid. If you are not proceeding with your booking please advise by email.
- ✓ Two weeks before, please confirm bar arrangements, catering and set up arrangements.
- ✓ A week before function, please make **FULL PAYMENT** of hire fee and 50% of expected bar tab.
- ✓ Please advise your Caterer's that they are required to sweep and mop the kitchen floor and leave all cooking appliances, dishwasher and benches clean before leaving or you will be charged extra for additional cleaning of kitchen.
- ✓ Beverage's - The Geographe Bay Yacht Club holds a full Club License and all beverages must be purchased thru the Club. **STRICTLY NO BYO FUNCTIONS.**
- ✓ I understand and agree to the Geographe Bay Yacht Club's Terms and Conditions in relation to my function booking.

Venue Booking / Social M/ship Form

Authorised person hiring venue (the Hirer):.....

Organisation:.....

Address:.....

Phone / Mobile:.....

Email:.....

Function Type:

Function Day:..... Start Time:..... Finish Time:.....

Setup By:..... Start Time:..... Finish Time:.....

Expected Number of Guests:.....

Geographe Bay Yacht Club

Venue Hire Rates & Options *(GST inclusive)*

VENUE HIRE RATES – Please note unavailable on Fridays (Includes std cleaning)

Special rates for Charitable events available – Refer to GBYC House Committee.

Standard hire period is 12 hours ending at midnight. Standard bar opening time is from 3.00pm.

Please complete the form below and discuss your needs with GBYC Functions Manager.

HALL HIRE

Hall (only)	Weekdays (Mon – Thurs) Excludes Bar Staff	\$ 450.00	\$	
Hall (only)	Weekends & Public Holidays (Sat - Mon) Excludes Bar Staff	\$ 880.00	\$	
Hall (only)	Weddings Only (Sat - Thurs) Excludes Bar Staff	\$ 1280.00	\$	

Alfresco, BBQ area only	Included if hall hired	\$ 250.00	\$	
Lawn area only	Included if hall hired	\$ 200.00	\$	
Meeting room	\$125 / hour up to 50 people (extra 10 people + \$20 per hour) No Bond Req'd		\$	

HIRE OPTIONS

Estimated bar tab	\$	
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Beer – Client to select from stock list – refer to Functions Manager

Beer selection #1	
Beer selection #2	
Beer selection #3	

Wine – Client to select from stock list – refer to Functions Manager

Wine selection #1	
Wine selection #2	
Wine selection #3	

Special beverage requests – Client can request any beverage on the understanding that GBYC will purchase the beverage, if any surplus is left after the event this will revert to the client at cost plus a handling charge of 10%.

Request #1	
Request #2	
Request #3	

BAR STAFF

Please Note: Up to 100 guests, 2 staff required.
One extra staff member required for every additional 50 guests.

Start time:	Finish time:	Total hours:	
No of guests:	No staff:	@ \$40/hr = \$	@ Total hours: \$

Galley (Kitchen) hire	\$ 200.00	\$
Cutlery / Crockery	\$ 200.00	\$
Tea / Coffee facilities ONLY	\$ 100.00	\$
Gas BBQ	\$ 50.00 ea	\$
Extension to Licence (std 12 midnight)	\$ 250.00 ea	\$
BOND	\$ 500.00	\$

TOTAL COST	\$
DEPOSIT PAID	\$
FINAL BALANCE DUE	\$

HIRER NAME _____

Signature _____

Date: _____

Function Manager _____

Signature _____

Date: _____

Payment Options:

Cheque to be made payable to "Geographe Bay Yacht Club"

or

EFT BSB: 086-565 ACCOUNT: 742396702

(Please reference the name and function date)