

YARRA BAY 16FT SKIFF SAILING CLUB LTD

ABN 72 000 583 693

Yarra Road, Phillip Bay 2036

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FUNCTION INFORMATION

Booking Confirmation and Cancellation

A tentative booking can be held for 7 days until a \$100 deposit is paid. The booking is confirmed once the deposit has been paid.

Full room hire must be paid one month prior to the event. Payment for a security guard is payable one week prior to the event.

If a booking is cancelled less than 2 weeks prior to the event, \$100 will be withheld unless the room is rebooked.

Catering

Catering for functions is to be organised through C Salt Restaurant. You're welcome to bring in a celebration cake.

Beverages

No beverages of any kind may be brought into the Club. Alcoholic gifts are to remain unopened.

Responsible Service of Alcohol

Yarra Bay Sailing Club complies strictly with principles of Responsible Service of Alcohol. Patrons becoming intoxicated during an event will be asked to leave.

Damage and Insurance

The Club cannot take responsibility for the damage or loss of items before, during or after a function. Clients will be financially liable for any damage sustained to the Club or its property.

SCHEDULE OF FEES

Room Hire

Function rooms are available for a 5 hour hire period. Setup is permitted 3 hours prior to start of event. Earlier is at management discretion.

All functions are to cease **by midnight** and bar service will cease at 11.30pm.

The \$100 deposit is refundable the day following the event. If the function goes beyond the 5 hour room hire, the deposit may be forfeited.

Bar Tab

Payment for a bar tab **must** be made prior to a function starting, either by cash or a card left with the supervisor. If a drinks package is required, please contact the Club.

Security

Security guards are \$210 for 5 hours, one guard per 60 guests or at management discretion.

18th and 21st Birthdays

21st birthdays are not permitted in the Beach Bar. For 21sts in the Auditorium, security is required, one guard per 60 guests.

The Club does not permit 18th birthdays in the Auditorium or the Beach Bar.

Access Set Up

Access to function rooms is available 3 hours prior to the event for decoration. Neither foil scatters nor balloons containing foil are permitted in any area of the club. The use of staples, sticky or masking tape, nails or glue is prohibited on walls, ceiling and door surfaces.

Location	Room Hire	Deposit	Security	Security Cost	Guest numbers
AUDITORIUM	\$150 Payable one month prior to event	\$100 Payable within 7 days of booking	1 guard per 60 guests	\$210 (5hrs) Payable one week prior to event	60pp to 150pp
BEACH BAR	\$300 Payable one month prior to event	\$100 Payable within 7 days of booking	1 guard per 60 guests	\$210 (5hrs) Payable one week prior to event	50pp to 100pp

ENQUIRY FORM

ALL FIELDS MUST BE COMPLETED

FIRST NAME: _____ LAST NAME: _____

EMAIL: _____

CONTACT PHONE NO. _____

OCCASION: _____

DATE OF FUNCTION: _____

VENUE REQUIRED: (Auditorium/Beach Bar) _____

START TIME OF FUNCTION: (MAX 5 HOURS PERMITTED) _____

TOTAL NUMBER OF GUESTS: _____ NUMBER OF GUESTS UNDER 18: _____

ADDITIONAL INFORMATION:

I HAVE READ AND AGREE WITH THE TERMS AND CONDITIONS OVERLEAF.

SIGNATURE: _____

DATE: _____