



PO Box 5137 Mount Maunganui
Phone: (07) 575 5595 Fax: (07) 575 7899 Email: info@mountlifeguards.co.nz

Function Centre Hire Charges (as at 1/4/2016)
(All prices are GST inclusive)

Main Function Room

Day Function (8am - 5pm)	\$575.00
Evening Function (8am - 12 midnight) Friday & Saturday	\$1500.00
Evening Function (8am - 12 midnight) Sunday to Thursday	\$1200.00

Services included with hire

- ❖ Projector & Screen –are available to use at no extra cost
- ❖ Wireless Internet
- ❖ Sound system with 4 speakers around the room, to play CD's or plug in your IPod, laptop or phone
- ❖ Sun Shades: Labour Weekend to Easter- there are sunshades over the deck.
Easter to Labour Weekend- the sun shades can be set up by arrangement, for a fee
- ❖ Disabled access ramp into the facility and disabled toilet facilities available
- ❖ Parking: Some parking will be available to hirers.
We operate our Lifeguard Service from Labour Weekend (October) to Easter (April) and our members use the facility for training all year round
- ❖ Bar has eftpos and credit card facilities (except AMEX)

Other Costs

- ❖ The cost of bar staff is additional to the venue hire charge. Bar staff are currently charged at \$25.00 per hour, per person for the hours worked, this includes 30 minutes before the bar opening time for set up and 30 minutes after for cleaning up
- ❖ Bar Sales Tab- for your choice of our products and tab limit

**Terms and Conditions for the use of the
Mount Maunganui Lifeguard Service Function Room
(with bar facilities)**

Venue Hire - Deposit and Terms of Payment

- To confirm your booking we require a completed Hire Application form and a minimum booking fee/deposit of 50% of the venue hire fee.
- Account for Direct Credit of deposit: 02-0372-0164102-00 (BNZ, Mount Maunganui)
- The balance of the venue hire fee and any bar tab amount is payable 7 days prior to your function date.
- Payment for the bar staff hours worked and balance of the bar tab, is due within 7 days of receipt of the final invoice. This will be done on the first working day after your function and emailed. We reserve the right to charge interest at 2.5% per month and to charge a late payment penalty of 10% on any overdue accounts. If the account is not paid within 30 days after the due date, our debt recovery agency Baycorp NZ Limited may also charge you a fee equal to 25% plus GST of the unpaid portion of the invoice amount and other legal and collections costs not covered by the fee. The minimum fee will be \$25.00. Where the total agency, legal and other costs arising from recovery of any amount owing exceeds the debt recovery fee charged, our agent is also entitled to recover such additional costs from you. This clause is intended to be for the benefit of and be enforceable by our debt recovery agency under the contracts (Privacy) Act 1982.

Cancellation Policy

- Any notice of cancellation, change of booking and/or times, must be given in writing, otherwise all hire charges will be payable.
- Notice of cancellations once booking has been confirmed:
 - if notice of cancellation is given 12 weeks or more prior to the function date, 50% of the booking fee will be refunded.
 - if cancellation is given within 12 weeks of the function date, no refund will be given.

Bar Facilities

- We hold a Club Liquor Licence, which allows us to sell alcohol to our club members. We apply for a Special Liquor Licence on your behalf, to enable us to sell alcohol to your guests. The Special Liquor Licence fee for up to 100 people is included in your hire fee. We need to have the information for this application- such as the number of guests, bar opening times, catering & entertainment. All information required for the special liquor license application must be supplied 6 weeks or more before the function. **Failure to supply the information requested may result in your function not proceeding.** Under the conditions of any license issued, bar service and music must cease at midnight.
- If a Special Liquor Licence has to be applied for at short notice (less than 30 working days), the fee will be charged to the hirer. The fee is: \$63.25 for less than 100 people or \$207.00 for 100-400 people.
- All drinks including wine, beer, spirits and non-alcoholic drinks **must** be purchased through the Mount Maunganui Lifeguard Service bar. To comply with Liquor Licensing laws, no alcohol may be brought onto the premises by the hirer, their staff or guests.
- The bar is managed by a club employee. They have sole discretion on all matters pertaining to the organization of the bar, including the number of bar staff required for each function.

- The cost of bar staff is additional to the venue hire fee. Bar staff are currently charged at \$25.00 per hour, per person for the hours worked. This will include 30 minutes before the bar opening time for set up and 30 minutes after for cleaning up. The bar staff will take care of all bar related cleaning.
- Any breakages, including glasses or damaged items will be charged to the hirer.
- A Special Liquor License is issued for each function & under the conditions of this license bar service & music must cease at midnight and all guests must vacate the premises by 12.30am.
- The areas surrounding the Club are a permanent liquor free zone & as such, no liquor can be consumed outside of the building & front deck (this means that people cannot consume alcohol in the Club car park or on the beach)
- The Sale of Liquor Act - all the conditions as set out in the Act must be adhered to by all persons on the premises. The Bar Manager can refuse entry & service to any person/s that do not comply with the Act.
- Bar prices may be altered at the discretion of the Mount Maunganui Lifeguard Service at any time. Should this occur, updated price lists will be supplied to all hirers who have confirmed a booking at the facility.

Furniture

- **Hirers are responsible** for setting up the facility for their function.
- The facility has 100 chairs & 30 tables (800 x 800mm) available for use. The tables seat 4 people each, if set out individually. We prefer our furniture to be used.
- If the hirer does not wish to use our furniture, there will be a removal & storage fee of \$172.50. Please see the Mount Lifeguard Service staff to make these arrangements.
- With functions being organised on successive nights, **any hired equipment** (tables, chairs, linen, etc) and decorations **must be removed from the main function room** at the conclusion of your function (These can be stored elsewhere in the building by prior arrangement with MMLS staff). **Please note** that all hired equipment is the **responsibility of the hirer** and the Mount Maunganui Lifeguard Service is not responsible for any hired equipment or its return.
- Under **no** circumstances are **function room chairs & tables to be taken onto the outside deck or onto the beach**. Please make arrangements to hire furniture if you require it for outdoor use.

Terms of Use

- Evening functions must cease no later than 12.00 midnight (bar closes and music ceases) & the facility vacated 30 minutes after this time (i.e. 12.30am)
- The Management of the Mount Maunganui Lifeguard Service reserve the right to terminate any agreement pertaining to the hire of the facility, for whatever reason, if at any stage they feel it is detrimental to the facility for the activity to continue. In these circumstances no refund will be given.
- No decorations are to be affixed in the facility without the approval of the Mount Maunganui Lifeguard Service staff. No fixtures already in place in the facility are to be removed by the hirer. Other restrictions: NO confetti or crepe paper.
- **The use of staples, pins, nails, blutak, adhesive tape or any other such products on tables, chairs, walls, pillars, rafters or any fixture is not permitted.** If anything is fixed without approval a fee will be charged to cover the cost of repairing any damage. It is the responsibility of the hirer to carefully remove any decorations and any string or nylon line used to affix decorations.
- Floors, walls or any part of the building may not be pierced by any contrivance, nails, screws, etc. or defaced by printing, signs, advertising or any other forms of decoration or by the temporary installation of any equipment or device. Any damage from the above will be invoiced to the hirer. The hirer shall not install additional power or lighting in the Centre.

- Any damage or loss to the facility, furniture, appliances, fixtures or fittings is to be notified immediately to the Mount Maunganui Lifeguard Service staff, by the hirer, who will be held responsible for the full cost of repairing any such damage or loss.
- **NO** chewing gum please!
- Smoking is not permitted in any part of the building. The outside deck can be used by smokers.
- Fire safety regulations forbid the use of smoke machines, dry ice machines, haze machines, Barbecues/Spits and naked flames (including candles & kerosene lamps). We have Smoke Detectors and Heat Sensors in the building and if these are set off through the use of any of the above devices, the call out fee will be charged to the hirer.
- Fire Exits shall be kept free of any obstructions.
- In the event of a dispute or difference arising as to the interpretation of these Terms and Conditions, the decision of the Mount Maunganui Lifeguard Service and its officers shall be final.
- Parking: the number of car parks available to hirers depends on the time of the year of the function. We operate our Lifeguard Service from Labour Weekend (October) to Easter (April) and our Lifeguards/members use the facility for training all year round. We still need to provide parking for our members, while providing a certain number of parks for hirers. Please discuss your parking requirements with staff.
- A sound system (CD's, IPod, phone or laptop) and a portable microphone are provided with the hire.
- A projector & screen is available for hirers to use, to plug your laptop, music player.
- Any noise from the premises must not create a nuisance or have an adverse effect on our neighbours & this will be monitored by Mount Maunganui Lifeguard Service staff.

Catering

- Kitchen Facilities: Stoves (2), commercial steriliser, hot water tap (on wall in kitchen), fridges (1 large), microwave, sinks (3) & plenty of bench space & storage space.
NO Crockery, Cutlery or kitchen equipment is provided.
- Caterers are to leave the kitchen and appliances used in a clean & tidy condition. There are notices in the kitchen stating the requirements for cleaning of the kitchen. Please advise caterers that all catering equipment brought into the facility must be removed on the day of hire.
- If barbecues are used on the deck, the area used must be left in a clean condition.
- With functions being organised on successive nights, **any food must be removed from the kitchen** on the night of your function.
- If any area used for catering, is left in an unacceptable state, any extra cleaning costs will be charged to the hirer.

<p>If you wish to discuss any aspect of these terms and conditions please contact the Mount Maunganui Lifeguard Service Club Manager on (07) 5755595</p>
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