



Pohara Boat Club Hire Agreement

Club capacity – maximum 150 persons

Pohara Boat Club members receive 20% off the below hire prices.

Hire fees

All prices include GST.

POHARA BOAT CLUB HIRE FEES	Price	Bond	Please Tick
Half Day – 4 hours (either morning or afternoon)	\$125	\$150	
Full Day – between 8.30am and 5pm	\$225	\$150	
Funeral / Tangi / Memorial	\$125	\$150	
Full Day / Evening – between 8.30am and 1.30am	\$550	\$500	
Wedding / Special Occasion – set up available the day prior, subject to availability	\$1,000	\$500	

- Multi day/night hire discount available for bookings within the same calendar month – please enquire.
- Community groups may receive a discount on hire on a case by case basis.

What's included

Use of the club rooms, bar, commercial kitchen, tables, chairs, TV, plates, cutlery, glasses etc.

Cleaning is done by you – please leave the club as you found it, if not better! Any additional cleaning required will be charged at \$50 per hour.

You are **not** permitted to SELL alcohol, but alcohol can be consumed responsibly. If you wish to discuss having a bar manager available and us managing the sale of alcohol for your event, please let us know.

Payment

- Full payment and bond are required at the time of booking.
- Once the hire agreement is completed and emailed back, an invoice will be sent. Your booking is secured once that invoice is paid.
- The bond will be refunded if the club is left clean and tidy and no damage is found after your hire.



Hire Agreement

Your details

Name: _____

Phone: _____ Membership number (if applicable): _____

Email (required for invoice): _____

Address: _____

Booking details

Date of booking: _____ Package required: _____

Type of event: _____ Approximate number of guests: _____

Access from (time): _____ Vacated by (time): _____

Anything else we should know (set up the day prior, bar, special requirements): _____

Banking details for bond refund

Account name _____

Bank name _____

Account number _____

Office use

Full payment paid on _____

Bond paid on _____

Bond refunded on _____

Please complete all three pages, sign page 3, and email the form back to us.



Terms & Conditions of Hire

1. NO NAILS, SCREWS, PINS ETC.
 2. All decorations are to be hung with care – no damage to walls, ceilings etc.
 3. All tables and chairs to be stacked / packed away as found.
 4. Clubhouse to be left in a clean condition (cleaning equipment is supplied in the downstairs lift room).
 5. All cups, plates and cutlery to be washed, dried and put away.
 6. All rubbish and recycling to be removed from the facility (club bins returned promptly) and bins emptied.
 7. Fridge to be left empty and clean.
 8. Toilets to be cleaned and paper bins emptied.
 9. Any extra cleaning required will be charged at \$50 per hour, or your bond will be used.
 10. Cleaning for half day and full day hires must be done on the day, within the hire period.
 11. Cleaning for evening or special occasion hires must be completed by 11am on the day following the event.
 12. NO smoking or vaping in the club building.
 13. ALL NOISE TO CEASE BY 1.30AM.
 14. NO OVERNIGHT STAYING.
 15. All breakages and damages are to be reported (\$8 per glass).
- Breach of any of these conditions may result in a partial or total loss of bond.
 - Any costs exceeding the bond will be on-charged to the person/s responsible for hiring the premises.
 - Failure to pay on time will result in the debt being passed to a collection agency, with collection costs added to your account.

Cancellation policy

- Cancelled more than 30 days before the event – 100% refund of the hire fee.
- Cancelled between 30 and 7 days before the event – 50% refund of the hire fee.
- Cancelled within 7 days of the event – no refund of the hire fee.
- The full bond is refunded if the event is cancelled at any stage.

Agreement

I agree to and accept all the above terms and conditions.

Name (please print) _____ Signed _____

Date _____

Please email the completed form to: bookings@poharaboatclub.org