



MOUNT MAUNGANUI
LIFEGUARD SERVICE

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

Function Centre Hire Charges (as at 1/4/2010)

Main Function Hall

<i>Day Function</i>	<i>(9am -5pm)</i>	<i>\$300.00</i>
<i>Evening Function</i>	<i>(9am - 12 midnight)</i>	<i>\$900.00</i>

Bar

We are a licensed premises and offer a full bar service for all functions.

Please note:

- ✓ The bar is managed by a club employee. They have sole discretion on all matters pertaining to the organisation of the bar, including the number of bar staff required for each function.*
- ✓ The cost of bar staff is additional to the hire charge for the venue. Bar staff are currently charged at \$25.00 per hour, per person for the hours worked.*
- ✓ 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.*
- ✓ 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)*

Additional Services

- ❖ Sun Shades -Labour Weekend to Easter- There are sunshades over the deck. -After Easter and before Labour Weekend- the sun shades can be set up by arrangement, a fee will be charged for this service.*
- ❖ Gas Heaters -There are 2 stainless steel gas patio heaters available for hire, at a cost of \$40.00 each.*

Terms and Conditions for the use of the Mount Maunganui Lifeguard Service Facility

1. Hire of Premises

- a) To confirm your booking we require a completed Hire Application form and a minimum booking fee of 50% of the facility hire fee.
- b) Any notice of cancellation, change of booking and/or times, must be given in writing, otherwise all hire charges will be payable.
- c) 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.

2. Bar Facilities

- a) The Mount Maunganui Lifeguard Centre is a **fully licensed premises**.
- b) All drinks including wine, beer, spirits and non-alcoholic drinks **must** be purchased through the Mount Maunganui Lifeguard Service bar.
- c) The cost of bar staff is additional to the venue hire charge. Bar staff are currently charged at \$25.00 per hour, per staff member, for the hours worked.
- c) Hirers will be charged \$4.00 per glass that is broken at a function.
- d) 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.
- e) 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.
- f) A special liquor license is issued for each function and under the conditions of this license, the bar service and music must cease at midnight. 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.
- g) The areas surrounding the Club are a permanent liquor free zone and as such, no liquor can be consumed outside of the building or front deck (this means that people cannot consume alcohol in the club car park)

3. Furniture

- a) **Hirers are responsible** for setting up the facility for their function.
- b) The facility has 100 chairs & 25 tables (800 x 800mm) available for use. The tables seat 4 people each, if set out individually. We would prefer our furniture is used, but if the hirer

does not wish to use our furniture, there will be a removal & storage fee of \$150.00. Please see the Mount Maunganui Lifeguard Service staff to make these arrangements.

- c) 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 by prior arrangement- please arrange 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.
- d) 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.

4. Cessation of Activities

- a) Evening functions must cease no later than 12.00 midnight & the facility vacated 30 minutes after this time (i.e. 12.30am)
- b) 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.

5. Decorations

- a) No decorations are to be affixed in the facility without the approval of the Mount Maunganui Lifeguard Service staff. **The use of staples, blutak, tape or any other such products is forbidden.** If any decorations are fixed without approval a fee will be charged to cover the cost of repairing any damage.
- b) **NO** confetti allowed. **NO** crepe paper allowed (the dye from crepe paper, dyes the floor!)
- c) It is the responsibility of the hirer to carefully remove any decorations and any string or nylon line used to affix decorations.

6. Alterations/Additions

- a) The hirer shall not cause or permit the driving of nails, screws or bolts into any part of the building or the interference with or alteration to the structure of the building or fittings in any way.

7. Additional Power & Lighting

- a) The hirer shall not install additional power or lighting in the Centre.
- b) The hirer shall ensure that all lights & power points are switched off when vacating the premises.

8. Sound System

- a) A sound system and a portable microphone are provided with the hire.
- b) A projector & screen is available for hirers to use, to plug your laptop, CD or Music player.
- c) 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.

9. Catering

- a) Kitchen Facilities: Stoves (2), commercial steriliser, hot water tap (on wall in kitchen), fridges (2), microwave, sinks (3) & plenty of bench space & storage space.
NO Crockery, Cutlery or kitchen equipment is provided.
- b) 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.
- c) If barbecues are used on the deck, the area used must be left in a clean condition.
- d) If any area used for catering, is left in an unacceptable state, cleaning costs will be charged to the hirer.

10. Damage/Loss to Facility or Fixtures

- a) 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.

11. Prohibitions

- a) **SMOKING**: The inside of the building is totally **SMOKEFREE!** The outside areas can be used by smokers.
- b) As we have smoke detectors and a fire alarm system- Smoke machines, dry ice machines, Barbecues/Spits **are not to be used inside the building**. Naked flames (including candles & kerosene lamps) are not to be used without the prior consent of the Mount Maunganui Lifeguard Service.
- c) **CHEWING GUM**

If you wish to discuss any aspect of these terms and conditions please contact the Mount Maunganui Lifeguard Service Office & Facility Manager on (07) 5755595