Mana Squash Club

Ngati Toa Domain

Mana

[www.manasquash.co.nz](http://www.manasquash.co.nz)

**CLUBROOM BOOKING APPLICATION FORM** (v1.0)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone Number: |  |
| Email Address: |  | | |

|  |  |
| --- | --- |
| Event Name & Description: |  |
| Event Date(s): |  |
| Event Time(s): | Start Time \_\_\_\_\_\_\_\_\_\_ am/pm Finish Time \_\_\_\_\_\_\_\_\_\_ am/pm  *(time must include set up and pack down)* |
| Number of Attendees: |  |

|  |  |  |
| --- | --- | --- |
| Costs (Including GST) | Member Price | Non-Member Price |
| Clubroom and kitchen only - no bar facilities and no BYO drinks | **$100 Hireage +**  **$100 Bond** | **$200 Hireage +**  **$100 Bond** |
| Clubroom, kitchen and bar open. Please note:  *<50 people = 1 bar person,*  *51-100 people = 2 bar persons,*  *100-150 people = 3 bar persons* | **$100 Hireage +**  **$20/hour per bar person +**  **$200 Bond** | **$200 Hireage +**  **$20/hour per bar person +**  **$300 Bond** |
| Children’s party (clubroom, kitchen - no bar facilities) | **$50 Hireage +**  **$50 Bond** | **$75 Hireage +**  **$75 Bond** |

**BOOKING TERMS & CONDITIONS**

1. This form must be completed then handed or emailed to the Club Administrator [admin@manasquash.co.nz](mailto:admin@manasquash.co.nz).
2. The maximum capacity of the clubroom is 150 people. It is the hirer’s responsibility to ensure the number of attendees does not exceed this number nor exceed the number stated on this form.
3. Mana Squash Club shall not be liable for any loss or damage to equipment and property belonging to the hirer.
4. A member of Mana Squash Club may not make bookings on behalf of a non-member. Non-members will be charged as per the non-member hire rate. To be eligible for the member rate, the member must be a full financial member for the 3 months prior to booking.
5. No attendee may bring their own drinks (including alcohol) from outside of the club onto the premises without express written consent of the Club President.
6. The individual making the booking must be on site for the duration of time when attendees are present.
7. Attendees are not permitted on any of the playing courts unless the courts have been booked by the hirer.
8. Attendees are not permitted in the sauna.
9. All laws (including liquor licence terms and smoking regulations) must be adhered to. The bar is licensed to 12am at which time the bar must be locked. Only approved Mana Squash Club Members are allowed into the bar at any time.
10. No 21st birthday events are permitted at the club.
11. The club reserves the right to close any event where any of the attendees fail to meet these terms and conditions.
12. Mana Squash Club reserves the right to refuse an application for any reason without explanation.
13. The clubroom and other facilities must be cleaned to the standard prior to the event. This includes (but not limited to) removing decorations, cleaning spills and returning furniture to original positions. This must be completed by 12pm the following day.
14. Fees and bond are to be paid no later than 5 days before event.
15. The bond will be refunded on confirmation that the premises meet the above requirements. In the event that the premises are damaged or left in an unacceptable state the bond will be forfeited and any additional cost of repair/cleaning will be passed on to the hirer.

I have read and agree to the terms and conditions of using the Mana Squash Clubroom for my event and will ensure attendees are aware of these terms and conditions. I will be contacted by the Club Administrator who will confirm the availability of the venue on the date requested.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_