

INFORMATION AND CONDITIONS FOR LOUNGE HIRE AT NEW LYNN RSA

Lounge Hire	\$ 350.00
Special Liquor Licence	\$ 65.00
Security Guard	<u>\$ 150.00</u>
SUB TOTAL	-----
BOND (refundable when you leave the lounge as you find it)	\$ 250.00

TOTAL	=====
Payment Date..... Rec#	\$
Payment Date..... Rec#	\$
Payment Date..... Rec#	\$

At least \$100 must be paid when booking. Your booking is not confirmed unless this is done. 50% of the total hire cost must be paid 6 weeks before and the balance must be paid 4 weeks before the event. Your booking may be cancelled if payments are not received at the correct time. We do not accept credit cards and do not hold 21sts.

THE HALL WILL NOT BE HIRED OUT IF THE BAR IS NOT REQUIRED.

Name of Hirer:

Date of Event: Start Time:

Approx Number of Guests:

Type of Event:

Requested Set Up and Preparation Time:
(Not between 10am and noon)

Address of Hirer:

Bar Open Time: Bar Finish Time:

Contact Phone Numbers:

We understand and agree to abide by all conditions.

Hirer Signature On Behalf of New Lynn RSA

Date

New Lynn Memorial R.S.A. Inc.

Conditions of Hireage for Private Functions

Lounge Area

1. **One months notice of cancellation is required or you forfeit your deposit.**
2. \$250 bond is required. This is **refunded only if everything is in immaculate order** and is at the discretion of the New Lynn R.S.A. Executive Committee.
3. **Put the hall back to the order in which it was found.**
4. Nothing is to be draped or hung on the dedicated wall.
5. No fixtures or fittings are to be moved or rearranged unless by prior arrangement.
6. **No liquid refreshments, alcoholic or otherwise, are to be brought into the clubrooms or it will be confiscated and there is no drinking outside in the carpark area. Males must not wear hats.**
7. Use of candles to be approved by management. No Confetti.
8. All guests are to arrive before 10.00pm.
9. Full bar staffing is included in Hall hireage costs.
10. Special beverages will be purchased on request.
11. **Hireage only covers the use of the lounge area** and not the Sports Bar Area and facilities. **Children are to be contained in the lounge area at all times.**
12. As this is an R.S.A. at 6.00pm there is the saying of the "Ode" which is in remembrance. At this time all the lights go out and everyone is asked to be UPSTANDING and QUIET. (Please notify your guests of this).
13. The bar will close at 11.30 pm and all guests must be gone from the premises by 12.00am. Where a hirer requests the bar to close early the premises must be vacated at the time bar closes. **NO EXCEPTIONS.**
14. Please note that we **do not accept credit cards.**
15. **Fire exit door must be kept closed.**
16. **Please use our car parks across at Lynnmall.**
17. **All catering must be done through our caterer.**