



THE **YACHT CLUB** TGA
EVENTS VENUE

Wedding Information Pack

Thank you for considering the “The Yacht Club” as your wedding venue.

Our venue has extensive 180-degree views over Tauranga Harbour looking towards Matakana Island, Mauao and the harbour entrance, creating a stunning backdrop for your special occasion. Relax on our large deck and enjoy a drink while taking in the view.

Our competitively priced, fully air-conditioned function rooms cater for 60 to 150 guests with large meet and mingle spaces and plenty of complimentary parking.

The Yacht Club is situated at the end of Sulphur Point adjacent to the Tauranga Marina. It is five minutes’ drive from the City Centre and ten minutes from Tauranga Airport.

Our venue is the ideal waterfront location for a wedding reception. We take pride in our service, food, and location. We welcome you to arrange a viewing of the function rooms and discuss any special arrangements and menus you may require.



THE YACHT CLUB TAURANGA 90 Keith Allen Drive, Sulphur Point PO Box 14352, Tauranga 3143

+64 7 578 5512 functions@yacht.org.nz www.theyachtclub.co.nz

Wedding Ceremony

Alongside “The Yacht Club” is a grass reserve right on the waterfront looking out towards Mauao. This is an ideal setting for a wedding ceremony and this space can be booked through Tauranga City Council. Please check Sulphur Point Reserve availability and regulations via the council website concurrently with your venue hire enquiry with us.

For an outdoor ceremony we have chairs and small registry table available for hire.

Should the weather on the day not be suitable for your outdoor wedding, the ceremony can be held inside “The Yacht Club” in the space adjacent to the dining room, still looking out towards Mauao. Please let us know if you may require this option.



Catering

We have a full kitchen and onsite chef catering for your wedding that will cover all food requirements and staffing.

We have menus available to suit different styles of dining, budgets and dietary requirements. Chat to us about our options and how we can make them work for you.

You are welcome to bring in a cake, but all other catering requirements must go through our on-site services.



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Decorations

All tables come with linen tablecloths and napkins (white or black). All other tables (bridal, cake, gift and buffet) are also clothed in matching colour linen. Dining tables are set with cutlery, crockery, glassware. These table dressings are included in the venue hire costs.

You are welcome to hire or bring in table decorations. Access for decorating is available from 10am on the day of the wedding. Access may be available earlier or the day prior if there are no other bookings – please check with us about availability.

**ALL DECORATIONS MUST BE CLEARED FROM THE VENUE SAME DAY
unless prior arrangements have been made with the Function Manager**

Please note: There is to be no glitter. A cleaning fee may be charged at the discretion of the Yacht Club if your decorations leave a mess or require additional cleaning services.



Music and Sound

We have a fixed sound system with cordless microphone and a surround sound to play background music – either supply a phone/iPod with your playlist or we can arrange one for you.

This is suitable for background music and speeches only.

We have an area adjacent to the dining area with space for a band/DJ and dancing, allowing guests to choose to dance or remain seated in the dining space where they can see the dancefloor but enjoy conversation ‘away’ from the music.

Bands and DJ’s can set up from 2pm on the day.



Parking



We have free parking for 40 vehicles with parking for another 250+ vehicles in the adjacent marina car park.

Vehicles can drive right up to the steps and ramp that lead to our foyer. With 24-hour Marina security cars are safe to be left in the car park overnight.

Beverage

We have full bar facilities offering a range of beer, wine, spirits, and non-alcoholic beverages.

We will obtain a special liquor license for your occasion and staff the bar. This can run until 11.30pm with guests vacating the premise by 12am midnight. We are not a BYO venue.

As we comply with the Sale and Supply of Alcohol Act 2012, there are rules around consumption and minimum requirements for catering – your function manager will go through these with you. We reserve the right to close the bar if we believe the behaviour of guests is unreasonable or inappropriate.

We have two payment options available:

Tab:

This is where you choose either particular drinks to go on your tab e.g. beer and wine only, or you can set a spend or time limit. You will be advised during the evening as your tab approaches its limit, giving you the option to extend the amount or not.

At your discretion, guests are welcome to purchase drinks other than your selection and pay separately.

Cash bar:

This is where guests purchase their own drinks. Both cash and Eftpos are available.

We can operate a mix of Tab and Cash Bar. Some examples of this are:

- cash bar until bride and groom arrives and then tab applies until the spend/time limit is reached
- wine provided on the tables courtesy of the bride and groom (purchased through The Yacht Club only), and all other drinks purchased by guests from the bar
- Subsidised drinks at a subsidy rate as discussed with your function manager.

Hireage and Payment

When booking the venue, you are booking only the areas you require. We reserve the right to book another function that is complimentary to your wedding in other spaces.

Food and beverage prices may change at the discretion of The Yacht Club. Should this occur, updated price lists will be provided.

All functions at the Yacht Club with 100 or more attendees require employed security. This is for the safety and security of both our guests and staff. The Yacht Club will make these arrangements for your function with our trusted and certified suppliers. A cost will be incurred – please discuss this with your function manager to confirm the fee.

Venue hire rate enquiries more than 6 months in advance are subject to change and reflective of operating costs. A deposit of 50% of the venue hire is required to confirm your booking and secure your date, see below for more details.

Once the booking is confirmed and the deposit paid, the venue hire fee will not be increased.

The Yacht Club can be divided into two different sized spaces:

Capacity:		Up to 90 people	Up to 150 people
Venue Hire Charge	Formal (seated)	\$2000	\$3000
	Cocktail (bar leaners/standing)	\$1500	\$2000

These prices include:

- Venue access available from 10am to midnight
- Furnishing set up including head bridal table, round banquet tables for up to 8 guests for formal event and leaners for cocktail event, a gift table, cake table and knife
- Table setting for the formal event with white crockery, polished cutlery and glassware
- Special liquor licence and on-site Duty Manager for the day
- Linen including tablecloths and folded napkins for formal wedding (choice of black or white)
- Wait and bar staff - professional and friendly service for the duration of your wedding
- Microphone and lectern for speeches (on request)
- Complimentary car parking
- Clean up (please see terms and conditions)

Deposit

To confirm your booking, we require a completed hire application form (next page) and a deposit of 50% of the venue hire fee.

Any notice of cancellation, change of booking and/or times, must be given in writing, otherwise all hire charges will be payable.

Refund policy:

- If notice of cancellation is given 12 weeks or more prior to the function date, 50% of the deposit will be refunded.
- If cancellation is given within 12 weeks of the function date, no refund shall apply.

The balance of the function payment must be paid within 7 days before the wedding.

We accept cash, eftpos, Visa, MasterCard, Diners Club, American Express and direct credit.



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'THE YACHT CLUB' WEDDING FACILITY HIRE FORM

WEDDING INFORMATION

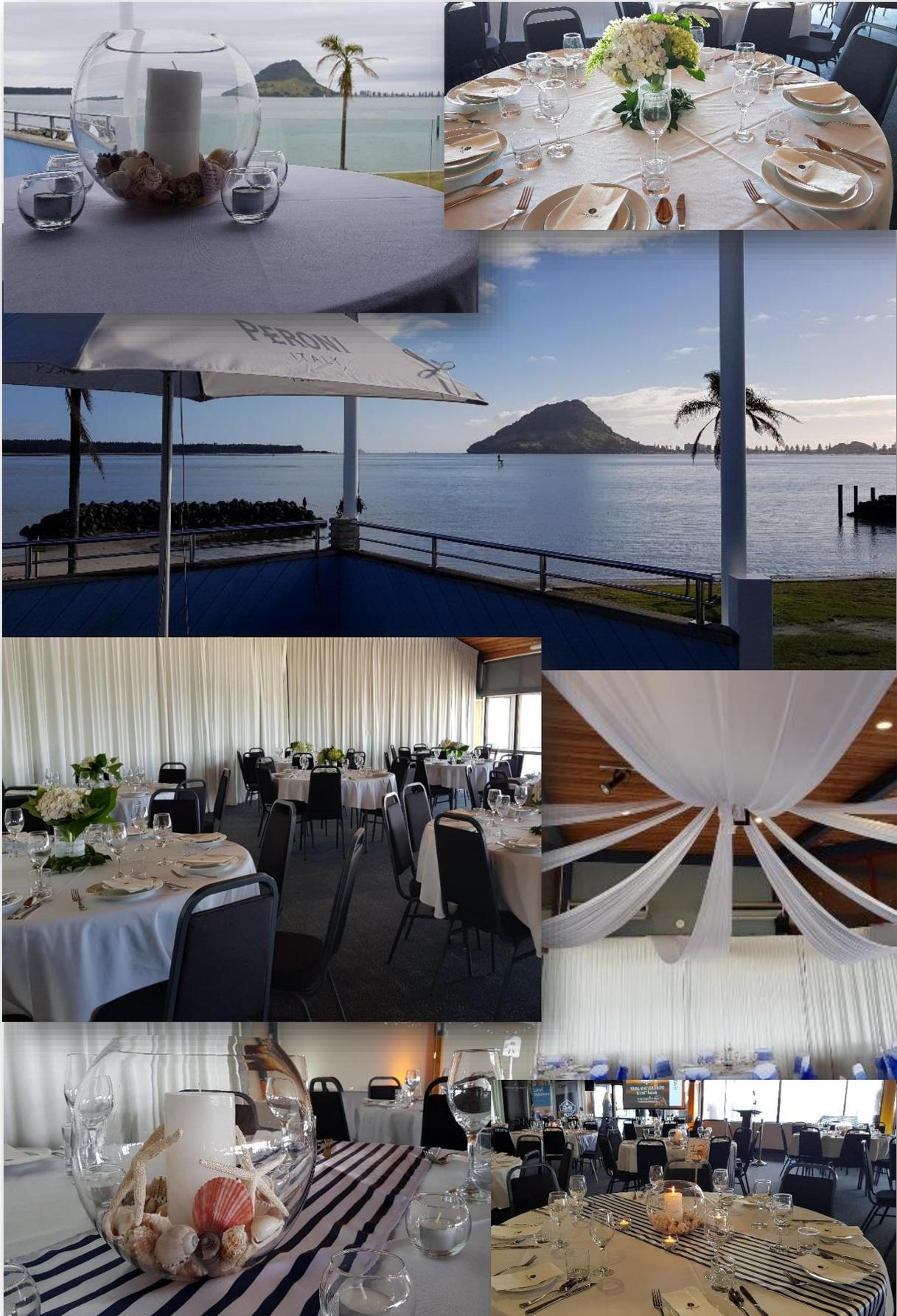
DATE:	TIME:
APPROXIMATE NUMBERS:	APPROXIMATE MEAL TIME:
WHERE CEREMONY BEING HELD:	
ARRIVAL TIME AT YACHT CLUB VENUE:	

Detail 1:

NAME:		
ADDRESS:		
HOME PHONE:	MOBILE:	EMAIL:

Detail 2:

NAME:		
ADDRESS:		
HOME PHONE:	MOBILE:	EMAIL:
This booking is not confirmed until a deposit of 50% of the venue hire is paid. An invoice for this will be emailed upon receipt of this application.		
<u>I agree to the terms and conditions of hire of The Yacht Club;</u>		
SIGNED:	DATE:	



*all photos of decorations are examples only

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Terms and Conditions

1. Premises Hire

A tentative booking is held for 7 days. To confirm your booking, we require a completed 'Application to Hire' form and a minimum deposit of 50% of the hiring fee. The Remaining 50% is due 7 days prior to your function.

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 a booking has been confirmed:

- If notice of cancellation is given 12 weeks or more prior to the function date, 50% of the deposit will be refunded.
- If cancellation is given within 12 weeks of the function date, NO REFUND SHALL APPLY

All catering and remaining costs must be paid 7 days before your function..

2. Bar Facilities

The TYPBC is a fully licensed premise holding a Club On-Licence. A Special License will be obtained for your wedding and all conditions of the Sale and Supply of Alcohol Act 2012 must be adhered to be all persons on the premise. The Duty Manager can refuse entry and/or service to any person that does not comply with the Act or displays drunk or disorderly behaviour.

All drinks including wine, beer, spirits, and non-alcoholic drinks must be purchased through the TYPBC bar. Hirers cannot bring in their own drinks or remove from the premises any drinks which they may have purchased.

Hirers will be charged for any glasses that are deliberately broken at a function.

If you are having your wedding on the grass in front of The Yacht Club, you must approach the Tauranga City Council regarding booking the space and conditions for supplying alcohol.

- All bottles must be taken away by you, a charge will apply if we are required to pick any up and dispose of them.
- You must provide all your own equipment and have water and non-alcoholic drinks available.
- **No alcohol from the ceremony drinks can be bought into The Yacht Club.**
- If the Ceremony ends up being moved been inside The Yacht Club, alcohol and food **cannot be bought in**, you must use our bar and caterer.

3. Minors and Small Children

Minors and small children are welcome at The Yacht Club, it is up to the parent/carer to make sure they are kept under control, safe and away from swinging doors and under tables. The Yacht Club will not take responsibility for any injuries that occur.

4. Item/Equipment Hired by the Hirer from an external provider

Hirers are responsible for setting up any extra equipment for their function.

Any hired equipment must be removed the day/night of hire.

Please note that all hired equipment is the responsibility of the hirer. The Yacht Club is NOT responsible for any hired equipment, its' safety, storage, or return.

5. Cessation of Activities

Evening functions must cease no later than 12 midnight and the facility vacated as soon as possible.

The Management of The Yacht Club reserves the right to terminate any agreement pertaining to the hiring 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.

6. Decorations

No decorations are to be affixed to the facility without the approval of The Yacht Club staff.

The use of staples, bluetak, cellotape 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.

It is the responsibility of the hirer to carefully remove any decorations on the day/night of the function.

7. Alterations and/or Additions

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.

8. Additional Power & Lighting

The hirer shall not install additional power or lighting in The Yacht Club without the consent of the management.

9. Sound Audio & Visual System

There is an in-house PA system available if required and an in-house stereo sound system available for background music only. You are welcome to bring in your own sound system and equipment, but this is your responsibility to look after and run.

10. Catering

A full kitchen facility is provided for all functions with attendant kitchen staff and waiting staff. Hirers are not permitted to bring in their own food other than a cake for a special occasion.

Final numbers are required no later than the 2 weeks prior to you function, with allowance for small change in numbers up until one week before your function. The numbers we are advised of on or prior to this date is the number you will be charged for.

If numbers exceed the advised number on the day of your event, you will be charged additional, but we cannot guarantee that we will be able to provide extra food.

11. Damage to Centre or Fixtures

Any damage to the facility or fixtures is to be notified immediately to The Yacht Club staff, by the hirer, who will be held responsible for the full value of any such damage.

12. Smoking

The inside of the building is totally **Vape and SMOKEFREE!** The outside areas can be used by smokers, and ashtrays provided.

13. Fire System

The building is fitted with smoke detectors and a fire alarm system. For this reason, some **Smoke or dry ice machines may not be used inside the building.**

14. Price Increases

Food and beverage prices may be altered at the discretion of The Yacht Club at any time. Should this occur, updated price lists will be supplied to all hirers who have confirmed a booking at The Yacht Club.

Venue hire rate enquiries more than 6 months before your function date may be subject to change and are reflective of our operating costs.

15. Security

Security requirements are at the discretion of the Yacht Club. All weddings of 100 or more, or at the discretion of The Yacht Club, must have employed security. This will be arranged by the Yacht Club and the hosts will incur a cost. Please speak to your function manager to confirm the final costs involved.

Please see our FAQs for other useful information.



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FAQ's

- **How many can The Yacht Club cater for?**

We can cater from 60 – 150 guests for a seated meal and up to 200 for a mix and mingle type event.

- **How often can we view the venue?**

You are welcome as often as you like, but please call first to make sure the venue is able to be viewed.

- **How do we confirm our booking?**

To make a booking we will take a tentative booking and hold the date for you for one week. To confirm your date, we require 50% of the full venue hire amount (see our terms and conditions for more details on the payment process)

- **Do you offer a wet weather option?**

Yes, we can clear a room for you to hold your ceremony inside should the weather not be pleasant on the day.

- **How do we reserve the grass area for our ceremony?**

You need to contact the council (parks and reserves) this can be done online at the Tauranga City Council website under Exploring.

- **What time do we have to leave The Yacht Club?**

Bar closes at 11.30pm and guests are required to vacate the premises before 12.00am. You then should have time to take down decorations and clear the venue before 1am.

- **Can I pick up decorations the next day?**

No sorry all decorations must be removed on the night of your function.

- **When can we get in to set up?**

10am the day of your function. If we have no function on the day prior you may be able to arrange to come in after 3pm, however, we cannot confirm this until 1 week prior, and in the event of a function being booked during that week we will notify you straight away to arrange another suitable time for set up.

- **Are Children Welcome?**

Yes, Children are more than welcome but must be supervised by a parent/guardian at all times.

- **Do you have highchairs for available?**

No sorry we don't have highchairs but you are welcome to bring your own in.

- **When do you need menu choice and numbers by?**

We meet approximately 2 weeks prior to your function to discuss menus, numbers and other requirements. At this meeting you must confirm final catering numbers.

- **Can we bring in our own caterers?**

No, however we will work with you to tailor a menu to suit what you want.

- **Can I make changes to the menu or write my own menu?**

You can discuss changes to the menu with your Functions Manager. They will liaise with the Chef as to what changes we may be able to accommodate.

- **Do you cater for Dietary Requirements?**

Yes, our chef will cater for most requirements.

- **If there is food left over, can we take it?**

Food safety standards specify that food cannot be removed from the premises.

- **Can we have our wedding cake for dessert?**

Yes, you are welcome to use your cake for dessert or have it with tea & coffee later in the evening.

- **Can we do our own drinks outside after the ceremony?**

Yes, you are welcome to self-cater outside providing you meet the requirements set out by Tauranga City Council. You must supply everything yourself, take all rubbish away and ensure the area is left tidy.

- **Can we take left over wine from the tables with us?**

No, we do not have an off – licence therefore no alcohol can leave the premise.

- **Do we need to pay for any leftover wine we have on the tables?**

You pay per bottle, so any leftover wine is paid for.

- **Can we BYO wine?**

No, we are a fully licenced venue but are happy to work with you to design a beverage package to suit your needs.

- **If there is an issue with anything on the night, who do we go to?**

Two weeks before your wedding you will meet with our Function Manager and she will tell you who will be Duty Manager at your wedding and who your “go-to” will be.

If you have any other questions do not hesitate to contact us.



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Hire Items

Ceremony:

Registry Table, Cloth & Chair = \$ 10

Plastic Chairs for Service = \$ 2.50 each

Reception:

Ceiling Draping = \$ 200

Fairy Light Curtain = \$75

Chair Covers White = \$ 4 each

Organza Sashes 27 x 300cm (assorted colours) = \$2.50 each

Satin Sashes 88gsm 27 x 240cm (white or silver) = \$2.50 each

Wishing Well = \$ 25

Easel – Brass or wood = \$ 10 each

Recommended Suppliers

- **Tauranga Party Hire:**
07) 577 0440
sales@taurangapartyhire.co.nz
- **Elite Parties and Events:**
0800 373 733
info@eliteparties.co.nz
- **Absolute Party Hire:**
07) 542 5445
info@absolutepartyhire.co.nz
- **Freestyle Events**
027 441 0458
freestyleevents.co.nz