



HOBSONS BAY YACHT CLUB

FUNCTIONS / EVENT INFORMATION

270 Nelson Place, Williamstown VIC 3016 | 9397 6393 | functions@hbyc.org.au

Weddings | Birthdays | Wakes | Meetings | Conferences | Seminars





Perfectly positioned on the water's edge in Williamstown, Hobsons Bay Yacht Club offers a truly distinctive setting for your next function and/or celebration. With uninterrupted views across Por Phillip Bay and the Melbourne CBD skyline as your backdrop, our Club delivers a memorable experience. Whether you're hosting an intimate gathering, corporate event, or milestone celebration, our versatile event spaces are complemented by sweeping bay vistas and stunning sunsets for any occasion.



AREAS FOR HIRE



BAR & BALCONY – Max Number of Guest 110

Weekdays (except on Fridays)

(subject to availability and by arrangement)

Saturday | 7pm – 11:30pm

Sunday | 7pm – 11:30pm

Hiring the upstairs space includes upstairs bar area, balcony, and lounge space. Audio-visual equipment, set-up, and pack-up are also included.

The bar area can be set up according to your needs. Chairs and tables can be removed for dance space or set-up for a sit-down dinner.

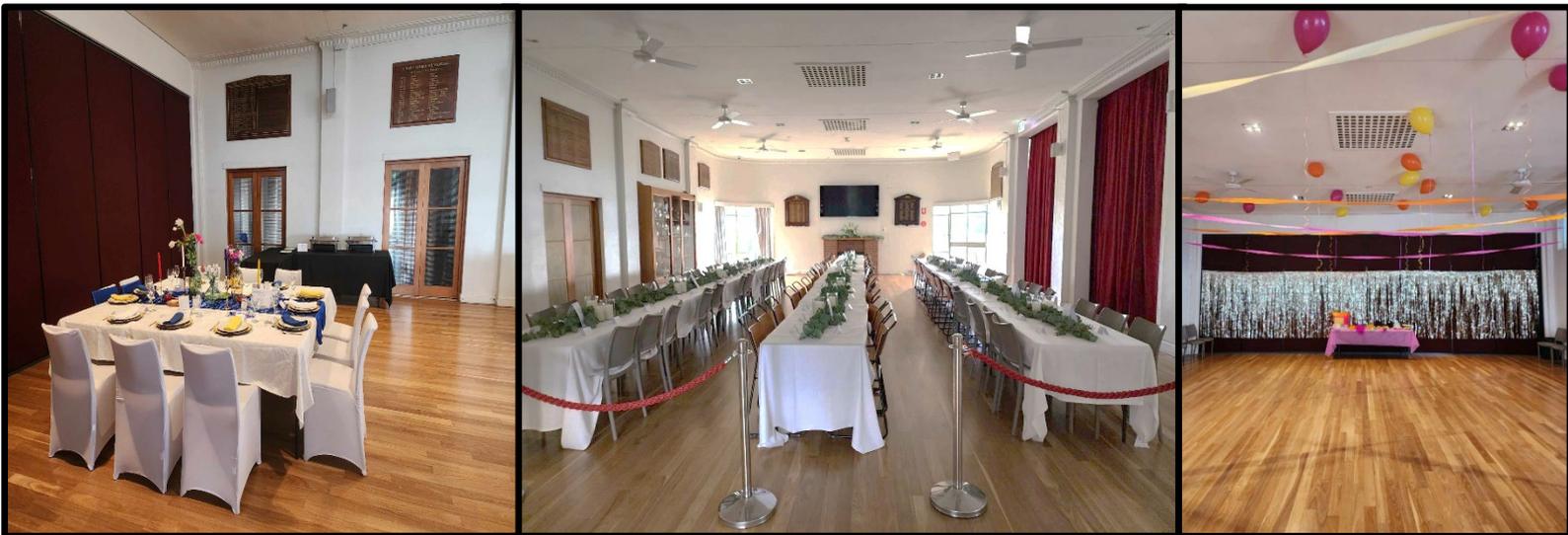
We recommend no more than (50) people for a sit-down event, as the space can feel a little tight.

The bar is open to members on Saturday and Sunday from 1pm – 7pm. We are unable to accommodate any earlier bookings.

THE HALL – Up to 100 Guests

The Hall is ideal for larger functions, presentations, and social events.

The open layout-plan allows for flexible room configurations, while built-in A/V equipment, PA, systems, and TV monitors ensures your event runs smoothly. Whether you're hosting a formal presentation, awards night, silent auction, or lively celebration, The Hall delivers the capacity, technology, and atmosphere to make it a memorable event.



THE DAWSON ROOM – Max Number of Guest 30

For more intimate gatherings, The Dawson Room offers a refined and welcoming setting suited for meetings workshops, and private functions. Equipped with modern A/V capabilities, PA systems, and TV monitor, the space supports professional presentations while maintaining a relaxed ambiance. It's the perfect environment for focused conversations, strategic sessions or smaller celebrations.



BOOKING A FUNCTION/EVENT

Advanced bookings are required. A 50% deposit is required at time of booking, to secure the booking and the balance is to be paid no later than 7 days prior to the event. A signature at the end of this brochure is also required. All functions bookings are at the discretion of club management.

You will have exclusive access to the area you book only; members will continue to have access to all other areas of the club. All rooms have PA and AV systems including a TV, wireless internet access, and whiteboards. Basic tea/coffee making facilities and a water station are included, as well as set-up and cleaning costs. HBYC bar staff are also included in the hire fee.

To have any function at our club, (*except for wakes and meetings*), you must be a member with us. If you are not a member but still wish to host a function, you must apply to be a member. To apply, please go to our website (<https://hbyc.org.au>) or contact our Functions Manager, Tania at functions@hbyc.org.au or call the Club Office at 9397 6393 if you have any questions.

<u>ROOM/SPACE</u>	<u>DAYS</u>	<u>FEES</u>	<u>BAR</u> (min. spend)
Bar & Balcony	*Monday-Friday	\$880	\$750
Bar & Balcony	Saturday Evening	\$1,400	\$1,500
Bar & Balcony	Sunday Evening or Public Holiday	\$1,600	\$1,500
Downstairs Hall	Monday-Friday	\$640	\$750
Downstairs Hall	Weekends	\$950	\$750
Dawson Room	Monday-Friday	\$360	N/A
Dawson Room	Weekends	\$530	N/A
IKON Room	OPEN	\$0	N/A

*Weekdays Subject To Availability and by Arrangement

*Bar & Balcony Are Unavailable To Book On Friday Evenings

*Hobsons Bay Yacht Club Does Not Allow 21st or 18th Birthday Party Events/Celebrations

TERMS AND VARIATIONS IN CHARGES

Hobsons Bay Yacht Club reserves the right to vary the fees and charges as set out in the table above. Functions that are outside of HBYC's standard process will incur additional costs to the hirer.

For some events, the Function Manager may decide that additional security will be required. External security is \$300 for a minimum 4-hours.

(security prices are subject to change without prior notice due to market fluctuations)

Community groups may be eligible for a 25% discount on the venue hire fee, at the Function Manager's discretion.

CATERING

All catering during a function or event is to be outsourced by the hirer to catering companies or self-catered. To adhere to the Responsible Service of Alcohol Standards per our liquor license, all functions must be catered sufficiently. It's very important that there is an acceptable quantity of food provided to guests to assist with responsible drinking and managing fast intoxication. Food should be available during the entire time or at regular intervals if you require alcohol to be served. We currently recommend the services of the following local catering companies. Please feel free to contact them with your requirements.

Checkers Catering
Paul Downey
M 0425 702 856
kathy@checkerscatering.com.au

La Cantina Catering
Anne Kocev
M 0497 088 597
lacantina@bigpond.com

Any other caterer will be required to contact the office to organise a short induction of the kitchen facilities, as well as provide the office with the required documents outlined below.

Any wait staff requirements for food service must be arranged by the hirer and/or discussed with their chosen catering company as HBYC only provide wait staff for beverages, which is included in the booking fees.

SELF-CATER TERMS AND CONDITIONS

You are welcome to provide your own catering with the conditions outlined in the venue hire terms found at the end of this document.

GRAZING TABLES

Grazing tables have emerged as a very popular catering option, and we do welcome this style at HBYC. Please ensure you prepare your spread (*or ensure your caterer does*) as much as possible in advance, as the preparation time from 6pm – 7pm can be limiting.

ENTERTAINMENT

Any entertainment equipment that needs to be set up for DJs or bands for functions in the bar area, can begin at 6 pm as long as there is no disruption to the use of the bar by members. All bands and DJs must finish by **11:30pm** as per our noise restrictions, and to allow for the time to pack up equipment. All equipment must be removed from the club at the conclusion of the event.

(please note: smoke machines are not permitted)

BEVERAGES

All bar tabs for functions must be pre-arranged with the notification of what items guests are welcome to drink. A tab limit also needs to be pre-arranged. A minimum spend on the bar tab may apply when booking at certain timeslots – please refer to the table above.

Bar tabs must be settled at the conclusion of the event, and it is recommended that it is paid by card.

All drinks are served by the glass during a function. We have a wide variety of beer and wines available. During a function all beverages will be served at member rate.

The base usually served is house wines and sparkling, Keg beer, light beer and non-alcoholic beverages. Other options can be discussed with the Function Manager's discretion.

HOBSONS BAY YACHT CLUB - VENUE HIRE TERMS

GUEST CONDUCT

It is expected that your function will be conducted in an orderly and lawful manner. HBYC reserves the right to conclude your event early should the bar supervisor or security staff believe the event is not being conducted in an orderly and lawful manner. Should your event conclude early for this reason HBYC will not be responsible for any loss, damages, or expenses you may incur due to the early termination of your event.

LIQUOR LICENSING

HBYC practices responsible serving of alcohol in accordance with Victorian Legislation. As such all staff hold a responsible service of alcohol certificate and are obliged to eject persons from the venue should they appear intoxicated. Staff will also use discretion in ejecting persons from the venue should they act disruptively or disorderly. HBYC will serve alcohol until 11:15pm.

INDEMNITY

The hirer agrees to indemnify HBYC against any loss or damage caused to club property or the property of surrounding areas, businesses, and persons where guests of the function have acted disruptively, disorderly, or unlawfully and therefore contributed to these losses and/or damage. This includes but is not limited to damage to vehicles and boats parked in and around the club grounds. If HBYC is unable to provide facilities or services for your function due to circumstances beyond the Club's control including but not limited to power failure, flooding or fire damage, you will indemnify HBYC against any damages or expenses you may incur due to the failure to provide these facilities or services.

FUNCTION SECURITY

It is necessary that you provide the club with a full guest list (*First and Surname*) upon request. If you are unable to do this, all non-members must sign-in on arrival. Functions of 100 people or more will require a security person at the front entrance at the cost of the hirer.

NO SMOKING

Hobsons Bay Yacht Club is a no smoking venue. Smoking and the use of e-cigarettes is strictly prohibited throughout the entire venue, both indoors and outdoors (*including the balcony area*). This is to uphold our values as a sporting club and to reflect the decisions of our club members. Guests who would like to smoke must leave the premises and must not take any beverages or glassware from the venue out onto the street. Guests who are disregarding our no smoking policy will be asked to leave the premises.

CATERING & BAR

External service hirers are required to use the club bar facilities for beverage requirements. They are also required to attend a kitchen induction and provide the club with a copy of their public liability insurance (minimum 10 million) and current food handling licence. BYO is **not permitted** under our liquor licensing. For bar tabs, we accept **Visa, Mastercard, or Cash**. Your tab must be paid for at the conclusion of your event.

(please note: the table in front of the bar cannot be moved)

SELF-CATERING

It is up to you to arrange the heating and service of the food as well as instruct anyone that may help you. You must supply sufficient food for your guests in accordance with the Responsible Service of Alcohol legislation. - Example: Chips, cheese, and nuts are not sufficient. You will need all your own platters, napkins, and any other requirements. These must be removed from HBYC after your event. Everything you bring in for catering must be removed from HBYC after your event. Use of the oven and fridge only. **NOT the fryer or stove (OHS Hazard)**.

We ask that the kitchen is left as it was found, clean and tidy with all rubbish removed and floors swept. The extraction fan must be on when using the oven or your own fryer. Any wait staff you provide yourself will be your responsibility and not that of HBYC.

HOBSONS BAY YACHT CLUB - VENUE HIRE TERMS

SET- UP & ARRIVAL TIMES

It is understandable that some caterers will need time to set up equipment and prepare food. As the kitchen is available to all members for use after racing, we ask that caterers not arrive any earlier than 6pm unless an earlier time is organised by the Function Manager.

Caterers may drop off equipment during the day by arrangement with the Function Manager.

FUNCTION CANCELLATION OR DEFERRAL

Should you need to cancel or defer your event, the following cancellation fees will apply: 30-days or more notice prior to your event – 100% fees refunded, 7-29 days prior to your event - 50% fees refunded Less than 7-days - full fees retained.

CAR PARKING

The HBYC Members car park is not available for use by guests, but the club or function manager may permit its use for those providing the catering, and/or entertainment.

DECORATIONS

The bar closes to members at **7pm**. You will have access to the bar area from 6pm to set up any decorations. We ask that as much as you can you do not get in the way of members using the bar during this period.

It's recommended that you keep decoration to a minimum as it is also the responsibility of the hirer to remove all decoration from the club at the end of the function.

No opened flamed candles. **No** confetti. You are welcome to drop off decorations during the day as they can be stored in a locked room until your function.

CHILDREN

Children must be supervised at all times. Please note that the HBYC Yard is **out of bounds** to all guests. Please ensure children remain within the Club fencing.

MEMBER / BOOKING SIGNATURE

DATE

PRINT

FUNCTION MANAGER'S SIGNATURE

DATE