



# HOBSONS BAY YACHT CLUB

# FUNCTIONS



**2022 – 2023**

**270 NELSON PL  
WILLIAMSTOWN  
VIC 3016**

**(03) 9397 6393**

**FUNCTIONS@HBYC.ORG.AU**



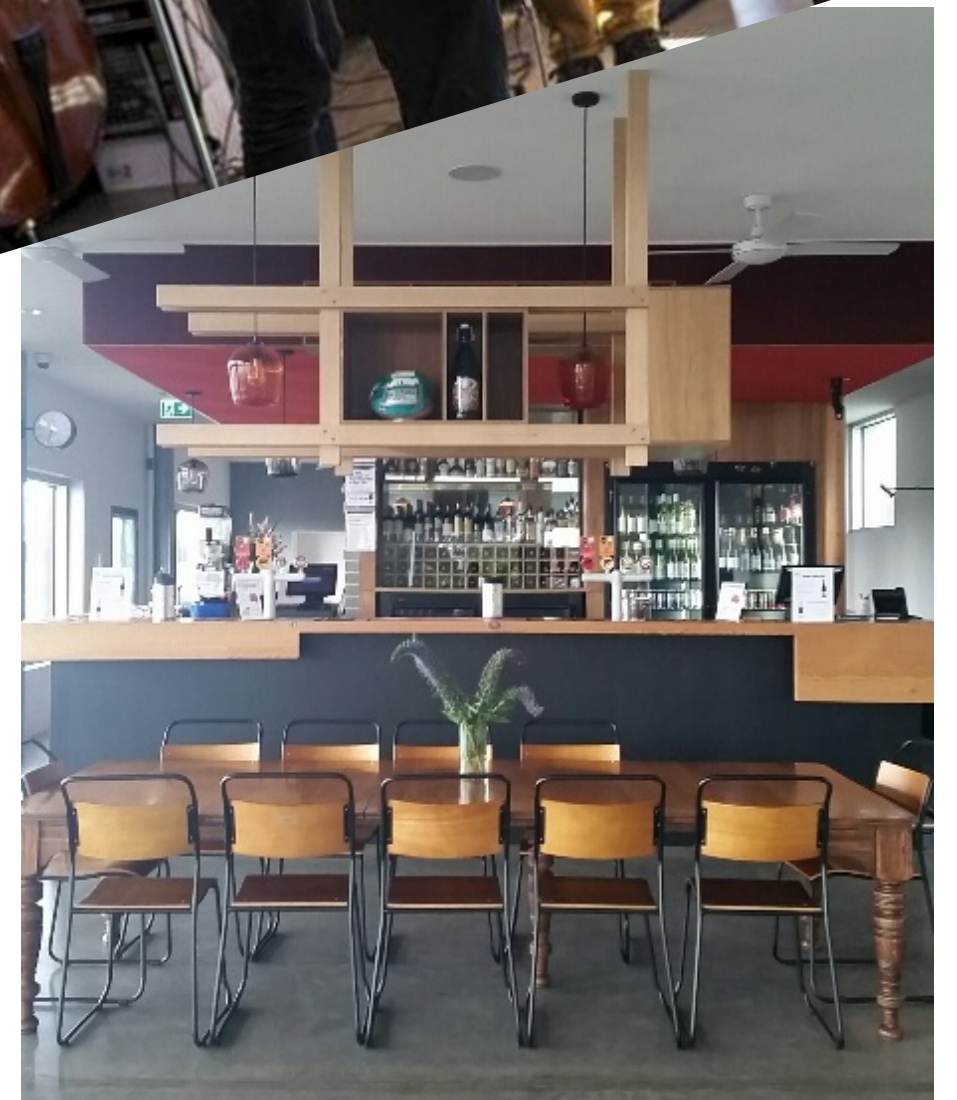
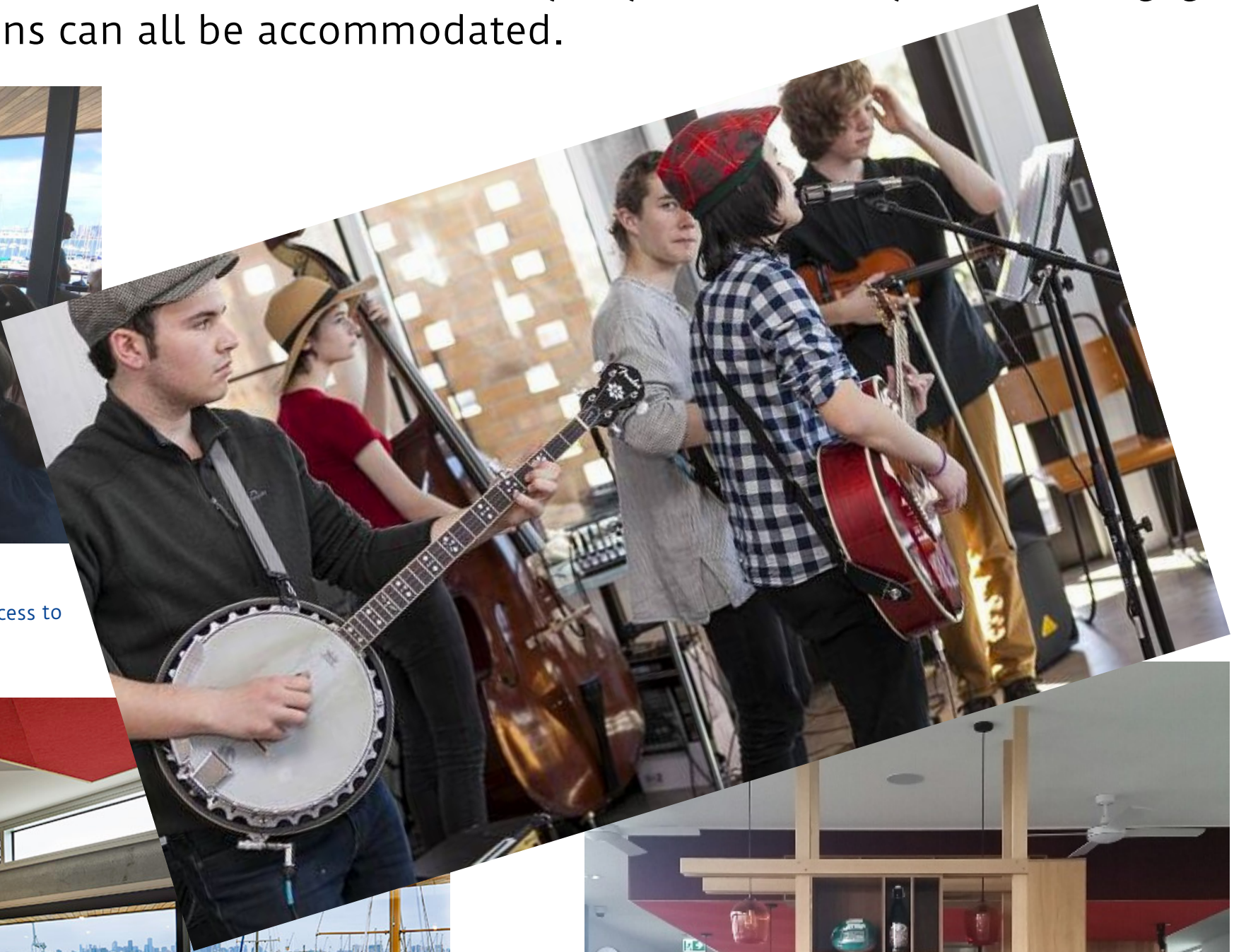
# WHO WE ARE

Located in the idyllic harbour setting of Hobsons Bay, HBYC provides a memorable venue for a wide variety of special occasions. At Hobsons Bay Yacht Club, we are proud of our friendly culture and the development of our clubhouse, yard, marina, and sailing program over the 134 years of our club.

The upstairs bar area features stunning views of the Melbourne City skyline, Birthday Parties, Engagements, Wakes, and Business & Corporate functions can all be accommodated.



Bar and Balcony area with amazing views. Accommodates up to 100 guests comfortably. There is lift access to upstairs facilities.



## AREAS TO HIRE

All rooms have multimedia and sound systems including big screen TV, wireless internet access, and whiteboards so it is a perfect place to hold meetings, training, and seminars. Basic tea/coffee making facilities and a water station are included in the venue hire fee.

### THE BAR AND BALCONY - UP TO 100 GUESTS

- Weekdays - Subject to availability and by arrangement.
- Saturday evenings - between 7pm - 11.30pm
- Sunday evenings - between 7pm - 11.30pm

### THE HALL - UP TO 100 GUESTS

- Booking by arrangement

### THE TRAINING ROOM - UP TO 30 GUESTS

- Booking by arrangement
- Please note the bbq and outside seating area are not included for exclusive use.

### THE IKON ROOM - UP TO 12 GUESTS

The Ikon Room has similar features to the training room but is a more compact intimate room. This is a board table-style set up.

- Booking by arrangement



# MAKING A BOOKING

Advanced bookings are required. A 50% deposit is required to secure the booking and the balance is to be paid no later than 7 days prior to the event.

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.



Ikon Room

# STAFFING

Bookings of the bar area will include bar staff for drink service as follows:

- Function with a guest list of 40 people - 1 staff provided
- Function with a guest list of 40-80 people - 2 staff provided
- Function with a guest list of 81-100 people - 3 staff provided with an additional \$200 cost.

Any wait staff requirements for food service must be arranged by the Hirer and/or discussed with their chosen catering company as HBYC does not provide waitstaff for this, and it is not included in the booking fee.

# 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 set out in our liquor license, all functions must be catered for 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 company. Please feel free to contact them with your requirements as they would be more than happy to hear from you.

Checkers Catering  
Mob:0425 702 856  
kathy@checkerscatering.com.au

Any other caterer will be required to contact the office to organise a short induction of the kitchen facilities.

# SELF-CATER TERMS & 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.



# BOOKING FEES

	Bar/Hall/Lounge	
DAY BOOKINGS (including wakes) MONDAY - FRIDAY	Hire fee (Non-Members)	Hire fee (Members)
	\$740	\$550
** 3 hours venue hire - timing up to 5pm		
	Training Room/Ikon Room	
DAY BOOKINGS Training Room - 30 Guests Ikon Room - 12 Guests	Hire fee (Non-Members)	Hire fee (Members)
MONDAY - FRIDAY	\$325	\$245
SATURDAY or SUNDAY	\$425	\$320
** 4 hours venue hire - additional costs apply in excess of this.		
	Weekend Functions	
	Hire fee (Non-Members)	Hire fee (Members)
BAR /LOUNGE HIRE	\$915	\$725
HALL HIRE	\$680	\$490

## 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 what HBYC considers normal will incur additional costs to the Hirer.

## GRAZING TABLES

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

- You will need to bring everything you need for the grazing table (plates, table cloth, napkins, cheese knives, spoons, forks, etc)
- Bring something to put leftovers in at the end of the night to take home.

## 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 11.30 pm to allow for the time to pack down all equipment. All equipment must be removed from the club at the conclusion of the event.

- Note: Smoke machines are not permitted.

## BEVERAGES

Bar Tabs:

All bar tabs for functions must be pre-arranged with the notification of what items guests are welcome to . A tab limit also needs to be pre-arranged.

All bar tabs must be opened by the host prior to guest arrival. Bar tabs must be settled at the conclusion of the event and it is recommended that it is paid by card.

Drinks:

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 members' prices.

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 coordinator prior to the night of the event.

## 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 midnight.

### 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). If you are unable to do this all non-members must sign in on arrival. Functions of 80 persons or more will require a security person at the front entrance at the cost of the hirer.

### Catering and Bar Service

Hirers are required to use the club bar facilities for beverage requirements. 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.

### 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.

### 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 members for use after racing, we ask that caterers not arrive any earlier than 6 pm unless an earlier time is organised by the function, coordinator.

Caterers may drop off equipment during the day as discussed with the function coordinator.

## 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.
- You can NOT bring your own alcohol as this is not in accordance with our liquor license.
- Any wait staff you provide yourself will be your responsibility and not that of HBYC.

## Decorations

The bar closes to members at 7 pm. You will have access to the bar area from 6 pm to set up any decorations. 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 etc during the day as they can be stored in a locked room until your unction.

## Children

All children must be supervised at all times. Please note that the HBYC Yard is out of bounds to all guests.

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