

HOBSONS BAY YACHT CLUB
FUNCTIONS



HOBSONS BAY YACHT CLUB

270 NELSON PL,
WILLIAMSTOWN
VIC 3016
(03) 9397 6393

FUNCTIONS@HBYC.ORG.AU



SCAN TO SEND AN ENQUIRY

WHO ARE WE

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 130 years of our club.

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

HBYC OPEN HOURS

SUMMER October - March	Office Hours	Bar Hours
Monday	10.00am-4.00pm	Closed
Tuesday	10.00am-4.00pm	Closed
Wednesday	10.00am-4.00pm	4.30pm – 9.00pm
Thursday	10.00am-4.00pm	4.30pm – 9.00pm
Friday	10.00am-4.00pm	4.30pm-9.00pm
Saturday	Closed	11.30am-7.00pm
Sunday	Closed	11.30am-7.00pm

WINTER April – September	Office Hours	Bar Hours
Monday	10.00am-4.00pm	Closed
Tuesday	10.00am-4.00pm	Closed
Wednesday	10.00am-4.00pm	Closed
Thursday	10.00am-4.00pm	Closed
Friday	10.00am-4.00pm	5.00pm-9.00pm
Saturday	Closed	11.30am-7.00pm
Sunday	Closed	11.30am-7.00pm

BOOKABLE AREAS

THE BAR AND BALCONY

During the weekend, the bar is open to members and their guests.

The club only allows private functions to be held on:

- Saturday evenings between 7.30 pm – 11.30 am
- Sunday evenings between 7.30 pm – 11.30 am

The bar closes at 7.00 pm during the weekend. Functions in the bar cannot be booked until 7.30pm and must conclude by 12.00am.

THE HALL

Functions can be booked in the hall during weekdays and nights depending on the nature of the event.

The hall can also be booked during the day on the weekends. These must conclude by 4.00 pm and again will depend on the nature of the event.

The bar is available for use alongside members during bar open hours but congregations of guests must remain in your booked area. All decorations etc. must also remain in the hall.

On occasion, it may be necessary to have a staff member on duty for a booked event. All additional staff costs are to be covered by the booker.

THE TRAINING ROOM AND IKON ROOM

Both the training room and Ikon room are adjacent to the main hall.

These rooms can be booked Monday to Friday (subject to availability), and are available to corporate organisations, community groups and members.

The training room is also the only room that can be booked during bar open hours. HBYC has multimedia and sound systems including big screen TV's, professional PA equipment, wireless internet access and whiteboards so it's the perfect place to hold meetings, training and seminars.

The training room has direct access to the outside BBQ and grass area but please note this area is NOT included and can NOT be booked for any function as members have 24-hour access to the BBQ and seating area outside.

Whilst any decorations etc. must only be displayed and remain in the training room, guests are welcome to use the upstairs bar if there is no disruption to general member use or no other function is in progress.

- Booking the training room does not include the hall area.
- There is a maximum of 40 guests.

MEMBER FREE ACCESS

Hobsons Bay Yacht Club Committee Members and other authorised officers, officials or attendants, shall at all times, be entitled to free access to any and every part of the building/grounds. During your function, members will not enter your booked space but may utilise any other area of the club i.e. the BBQ area.

MAKING A BOOKING

Advance bookings are recommended to ensure that the space required is available. Once you have decided to go ahead with a booking, an invoice will be sent via your club membership. This invoice should be paid within 7 days. If not, the date will be released for other bookings.

Payment is requested upon the receipt of an invoice and must be paid within 14 days. A 50% deposit is required to secure the booking and the balance to be paid no later than 48 hours prior to the event.

Full payment will be charged if cancellations for bookings are received less than 14days prior to booking/s.

If you are informed a date is available, that date shall remain tentatively booked for two weeks. No further action will result in that date becoming available for others to book.

All function bookings are at the discretion of club management.

- You will have full access to the area you book only.
- All booking payments are processed via the club office.

BOOKING FEES

<p>Day bookings (including wakes)</p> <p>Bar/Hall/Lounge</p>	Monday- Friday	
	Hire Fee Non-Members	Hire fee HBYC Members
	\$635	\$520
	Saturday – Sunday	
	<i>Availability at management discretion</i>	
<i>**Up to 3 hours - up to 5pm</i>		

<p>Day / Evening bookings</p> <p>Training Room or Ikon Room</p>	Monday - Friday	
	\$200 - Half Day \$400 - Full Day	
	Saturday – Sunday	
	\$300 - Half Day \$500 - Full Day	
<i>**Up to 4 hours, up to 50 guests (additional costs apply in excess of this)</i>		

Weekend Functions	Hire Fee	Hire fee Full/Crew Members
Bar / Lounge Hire *	\$850	\$635
Hall Hire *	\$650	\$490
Lounge Hire**	\$350	\$265
Bar/Hall/Lounge	\$1,700	\$1275

TERMS AND VARIATIONS IN CHARGES

Hobsons Bay Yacht Club reserves the right to vary the fees and charges as set out in Venue Hire Rates attached to these conditions at any time without notice. Functions that are outside what HBYC considers normal will incur additional cost to the booker. All additional cost will be discussed at time of booking.

STAFF COSTS

Any booking that includes the bar, has a guest list of under 50 people, and is outside of standard bar open hours will include **1** x bar staff.

Any booking fee that includes booking the Bar, has a guest list of over 50 people and is outside of standard bar open hours will include **2** x bar staff.

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

CATERING

All catering provided 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 services of the following local catering companies. Please feel free to contact any of 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

GRAZYNA'S GOURMET CATERING

Mob: 0427 881 662

grazynasgourmet@bigpond.com

Any caterer you decide to use will have access to our kitchen that includes use of a fridge and commercial oven.

CATERERS SET UP & ARRIVAL TIMES

It is understandable that some caterers will need significant time to set equipment and prepare food. As the kitchen is available to members for use after racing we ask that caterers not arrive any earlier than 6.00pm unless an earlier time is organised with the function's coordinator.

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

SELF-CATER TERMS AND CONDITIONS

You are also welcome to provide your own catering with the following conditions:

- It's up to you to arrange the heating and service of the food as well as instruct anyone that may be helping you.
- You must supply sufficient food for your guests in accordance to 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 the club after your event.
- Everything you bring in for catering must be removed from the venue after your event.
- Use of the oven and fridge only. NOT the fryer or stove (OHS hazard).
Note: it is ok to bring your own small fryer.
- All we ask is that the kitchen be left as it was found with your rubbish removed and floors swept.
- Everything brought in must be taken away at the conclusion of the event.
- The extraction fan must be on when using the oven or your own fryer.
- You can NOT bring your own alcohol as we do not have the right licence to do so.
- Any wait staff you provide yourself will be your responsibility and not that of the club.

CAKES

Cakes may be dropped off during the bar open hours during the day. There is refrigeration available.

Please remember to arrange appropriate items for serving cake i.e. napkins, forks, plates.

GRAZING TABLES

Grazing table have emerged as the go to for catering events. And we agree they are a great catering option.

They do however take some time to prepare so please ensure you prepare your spread (or ensure your caterer does) as much as possible as there is only the half hour window between 7.00pm – 7.30pm window to set it up in the bar area.

Please also note:

- You will need to bring everything you need for the grazing table (plates, table cloth, napkins, cheese knives, spoons, forks etc).
- Be prepared to break it down between 11.30pm – 12.00pm.
- Bring something to put left overs in at the end of the night to take home.

ENTERTAINMENT

Any entertainment set ups for DJs' or bands for functions in the bar area can begin to bring in equipment to set up **from 6.30pm** as long as there is no disruption to the use of the bar by members. *

All bands and DJ'S must finish by 11.30 pm to allow for time to pack down all equipment.

All equipment must be removed from the club at the conclusion of the event.

HBYC recommends:

DJ

Djoilyshoes
Eilis on 0418 516 033
Email dj@djoilyshoes.com
<http://djoilyshoes.com/>

BAND

Complete Bar Stools
<http://www.completebarstools.com/contact-us/>

*To the discretion of the staff on duty.

BEVERAGES

BAR TABS

All bar tabs for functions must be pre-arranged with the notification of what items guests are welcome to as well as a limit.

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 LIST

All beverages are served by the glass during a function.

We have a wide variety of beer and wines. During a function all beverages will be served at members prices.

- Our house wine is \$6.80 per glass and includes Sparkling, Sauvignon Blanc, Chardonnay and Shiraz.
- Our tap beers are, Furphy, Carlton Draught, Two Birds Sunset & Two Birds Hobbos Lager at \$6.00 a pot.
- Light beers and all standard soft drinks are included

Other options can be discussed with the function's coordinator prior to the night of the event.

DECORATIONS

The bar closes to members at 7.00pm. You will have access to the bar area **from 7.00pm** to set up any decorations. Its recommended that you keep decorations to a minimum as it is also the responsibility of the hirer to remove all decorations from the club at the end of the function.

You are welcome to drop off decorations etc during the day as they can be stored in a locked room until your function.

We recommend House and Party in Altona gate if you are looking for balloons as they can deliver prior to your function.

NO open flamed candles please.

GENERAL RUNNING ORDER

NIGHT FUNCTIONS IN THE BAR

6.30PM - YOUR ARRIVAL AND SET UP

- You can arrive from 6.30 pm.
Reminder that no sets can commence until after 7.00 pm.

7.00PM – SET UP BEGINS

- The bar staff will move the furniture to the discussed positions.
- You may start decoration the function space.

7.30PM - GUEST ARRIVAL

- Your guest can start arriving from 7.30pm.
- There will be a staff member at the front door to greet & direct them to your function.
- Please note we do have a lift for those that cannot utilise the stairs.

9.30PM - SPEECHES

- Generally, people will have speeches between 9.30pm -10.00pm
- There will be a micro phone available for your use – just ask the staff for help

11.00PM – MUSIC VOLUME DOWN

- The club is classed in a residential zone. Music volume must be reduced to an expectable level.

11.15PM – LAST DRINKS

- The bar staff will call last drinks by way of ringing the club bell.

11.30PM – BAR CLOSED / MUSIC OFF / LIGHTS ON

- The bar closes at 11.30pm. This allows guests time to finish their drink prior to exiting.
- Music must go off at 11.30 pm.
- Lights go on.

11.45PM – BEGIN TO PACK UP / GUEST START TO LEAVE

- Guest begin to leave between 11.45pm. -12.00 pm

FUNCTION END