

HOBSONS BAY YACHT CLUB



FUNCTION INFORMATION

MEMBERSHIP

To host a function at Hobsons Bay Yacht Club you must first hold a membership.

For membership information please see
<http://www.hbyc.org.au/club/memberships.html>

For membership application forms <http://www.hbyc.org.au/club/forms.html>

BOOKING 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.

Note: The downstairs outside BBQ area is *always* reserved for members during booked functions.

During weekdays, the bar may be booked between the hours of 11.30am - 11.30pm at management's discretion.

HBYC OPEN HOURS

	SUMMER		WINTER	
	October - March		April - September	
	Office Hours	Bar Hours	Office Hours	Bar Hours
Monday	10.00am-4.00pm	Closed	10.00am-4.00pm	Closed
Tuesday	10.00am-4.00pm	Closed	10.00am-4.00pm	Closed
Wednesday	10.00am-4.00pm	4.30pm – 9.00pm	10.00am-4.00pm	Closed
Thursday	10.00am-4.00pm	4.30pm – 9.00pm	10.00am-4.00pm	Closed
Friday	10.00am-4.00pm	4.30pm-9.00pm	10.00am-4.00pm	5.00pm-9.00pm
Saturday	Closed	11.30am-7.00pm	Closed	11.30am-7.00pm
Sunday	Closed	11.30am-7.00pm	Closed	11.30am-7.00pm

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

The room adjacent to the main hall is what we call the training room as it's designed purpose is just that.

This room can be booked Monday to Friday (subject to availability), and is 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 state of the art 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 ie 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.
- Full payment will be charged if cancellations for bookings are received less than 30 days 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.
- The required deposit will secure your booking. A booking fee will NOT be refunded if you decide to cancel your booking one month before the booked date.
- 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

Area	Hire Fee	Bond	Full/Crew
Bar / Lounge Hire *	\$850	\$1,500	\$635
Hall Hire *	\$650	\$1,000	\$490
Lounge Hire**	\$350	\$500	\$265
Bar/Hall/Lounge	\$1,700	\$2,000	\$1275

Training Room	Monday- Friday
	\$200 - Half Day \$400 - Full Day
	Saturday – Sunday
	\$300 - Half Day \$500 - Full Day

***Up to 4 hours, up to 50 guests (additional costs apply in excess of this)*

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.

SECURITY BOND

The Hirer shall pay a security bond. The security bond shall be returned to the Hirer after completion the hire and receipt of all hire fees owed by the hirer.

The Hobsons Bay Yacht Club reserves the right to deduct, from the bond, any costs for cleaning or repairs required as a result of the Hirer not adhering to agreed conditions.

This will be refunded the following week into your nominated bank account once all additional costs have been considered by management.

STAFF COSTS

Any booking that includes the Bar, has a guest list of under 100 people, and is outside of standard bar open hours will include:

- 2 x bar staff

Any booking fee that includes booking the Bar, has a guest list of over 100 people and is outside of standard bar open hours will include:

- 3 x bar staff

Any wait staff requirement 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.

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.

CATERING

We do not provide a catering service. You are however, required to cater sufficiently to your guest to adhere to Responsible Service of Alcohol responsibilities.

We currently recommend services of the following catering companies. Please feel free to contact any of them with your requirements as they would be more than happy to hear from you.

GRAZYNA'S GOURMET CATERING (Williamstown)

Mob: 0427 881 662

grazynasgourmet@bigpond.com

CHECKERS CATERING (NEWPORT)

Mob: 0425 702 856

kathy@checkerscatering.com.au

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

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 by the function's coordinator.

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

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 ie napkins, forks, plates.

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.
- The kitchen must be left as it was found with excess 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 we do not have the right licence to do so.
- Wait staff can be arranged for you at additional cost. Any wait staff you provide yourself will be your responsibility and not that of the club.
- Ensure that if you have organised a cake that you also have the necessities to serve it on ie plates, napkins and forks as this is not something that HBYC supplies.

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. On request by management a deposit may be required which will be determined at time of hire.

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.

- Our house wine, Morgan's Bay, is \$5.50 per glass.
- Our tap beers are, Furphy, Carlton and Two Birds Sunset & Golden at 5.50 a pot.
- Light beers are always included

Other options can be discussed with the function's coordinator.

ROOM SET UP

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 functions. NO OPEN FLAMED CANDLES.

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 deliver prior to your function.

(Click the balloon for link to their website)



GENERAL RUNNING ORDER

NIGHT FUNCTIONS IN THE BAR

6.30PM - YOUR ARRIVAL

- 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
