



Titahi Golf Club  
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## Clubhouse Conditions of Hire

The following are the basic conditions of hire for Titahi Golf Club. Additional conditions may be set out in a separate letter to the hirer.

### 1. Rates of Hire

- 1.1 The basic rate of hire rate is **nil** for hours 7pm to midnight. See below if duration of hire is longer.
- 1.2 A payment of \$64.40 for a Special License is required to be paid 3 weeks before the event.
- 1.3 The total cost of the bar staff is to be paid prior to the event.
- 1.4 Bar staff will be provided at a rate of \$20 per hour for bar duties and \$100 for a cleaning bond. The number of bar staff required will be determined by the number of guests attending the function. The general rule of thumb is one staff member per 50 guests or part thereof.
- 1.5 The bar closes at **midnight**. Guests must vacate the premises by **12.30am**.

### 2. Conditions of Hire

- 2.1 All arrangements and agreements relating to the hire of the Clubhouse and the overall operation of the event will be made and agreed between the Clubhouse manager and the hirer.
- 2.2 The hirer will appoint a liaison person for the event. The Clubhouse manager will raise any issues regarding the hire with this person prior to, during and after the event as necessary.
- 2.3 Titahi Golf Club will provide a licensed Bar Manager for the duration of the event.
- 2.4 **No alcohol** is to be brought into the Clubhouse or its environs unless agreed. A breach of this condition will see immediate closure of the Bar. Also no alcohol is to be taken from premises.
- 2.5 Arrangements for entertainment must be advised to the Clubhouse Manager.
- 2.6 Any damages or breakages to the building, or lost equipment must be advised to the Clubhouse manager as soon as possible. Any costs incurred by Titahi Golf Club as a result of loss, damage or breakages caused by the hirer will be met by the hirer.

### 3. Licensing Law

- 3.1 A Special Licence is required for private functions. Charges can be between \$25 and \$64.40 depending on the number of applications for special licences being made by the Club at the time. The Licence will be provided by the Golf Club. A qualified Club Manager will be on duty during the duration of the function.
- 3.2 It is against the law to sell or supply liquor to any guests who are under 18 years of age. The penalty for breaching this law is a fine of up to \$10,000 to the Golf Club or the Club Manager on duty.
- 3.3 The Golf Club is designated as a "Supervised" area in regard to this private function. A person under the age of 18 years can only be supplied liquor in a supervised area if:  
The person is accompanied by the person's parent or guardian; **and**  
The liquor is supplied to the person by the person's parent or guardian.
- 3.4 It is also against the law to sell or supply liquor to intoxicated persons. The penalty for breaching this law is a fine of up to \$10,000 to the Golf Club or the Club Manager on duty.
- 3.5 The Golf Club ensures a safe drinking environment. Please avoid risks of drinking and driving. Ask the bar staff if you want assistance, either with non alcoholic drinks or transport home.
- 3.6 The Golf Club actively practices good host responsibilities and expects the hirers to observe these standards.

#### **4. Use of Kitchen and catering facilities**

- 4.1 The Golf Club has a resident Caterer Arthur Pokia 02102534670 who is available to meet all hirer's needs.
- 4.2 If the kitchen is used by the hirer there will be a charge dependant on the extent of use of the Kitchen equipment, i.e use of cutlery, stove etc.
- 4.3 In addition where the Kitchen is used it is expected that the area be cleaned by the hirer and made ready for use the next day. Cleaning check list is displayed on kitchen wall in kitchen

#### **5. Cleaning**

- 5.1 Cleaning up at the end of the event to be carried out by the hirer.
- 5.2 All decorations must be removed.
- 5.3 All tables and chairs must be returned to their original position.
- 5.4 All tables to be wiped down.
- 5.5 All rubbish cleared and placed in Bins outside.
- 5.6 All rubbish cleared from Deck area and outside the club house.
- 5.7 Carpeted area to be vacuumed.
- 5.8 Dance floor, bar floor inside and out and kitchen floor area to be mopped.
- 5.9 Toilets including disabled to be mopped and rubbish removed.

#### **6. Hiring of equipment**

- 6.1 The Club will assist with hiring of tables and chairs if required.

#### **7. Refund of Bond**

- 7.1 Any bond will be refunded in full, provided all the conditions of hire are met to the satisfaction of the Clubhouse Manager.

