



## Evening Function Venue Hire

### Venue hire includes:

Exclusive use of room and furniture  
Special bar licence and bar staff  
Use of wireless microphone and PA system  
Use of 2 projectors and large drop down screens  
Use of kitchen and commercial stove for heating only, dishwasher  
Instant tea/coffee (milk has to be supplied by hirer.)

### Use of room:

Venue capacity: 120 pax  
Furniture can be laid out to suit your requirements but needs to be returned at the end of the function  
Decorations can be used as long no damage to done to the walls  
Free parking is available in white lined parking spaces in Westhaven  
Security is required for all 21<sup>st</sup> events.

### Bar:

All private functions require a special liquor licence  
We require a 20 days to apply for a special licence  
The licence cannot extend beyond 1am  
Bar staff will be arranged by RYC in consultation with the hirer  
Bar tab options include; full tab, limited tab and subsidised tab, where guests would get to pay a reduced price  
All alcohol will be provided by the Richmond Yacht Club although special requirements can be arranged in advance.

### Audio and Visual:

The use of wireless microphone, DVD player and projectors on request.  
For loud party/dance music, an Edwards's sound system is recommended and can be hired at an extra charge. Our system is sufficient for usual background and normal dance music, however it is not recommended for extra loud dance music.

### Kitchen:

The RYC kitchen is suitable for food preparation and reheating only. All food must be prepared and cooked off-site and only heated on the premises  
Use of the commercial oven and stove and dishwasher  
10ltr hot water urn and tea and coffee  
Use of fridge/chiller  
RYC do not supply crockery, cutlery or linen.

### Location:

We are situated directly beneath the Auckland Harbour Bridge at the end of Curran St, St Marys Bay, Auckland Central or follow Westhaven Drive around to the roundabout directly under the Harbour Bridge veering right and follow the waterfront to the fourth building along.

### Viewing the venue:

The clubrooms are open: Tues-Fri 10.00am–3.00pm. Please contact the office regarding a time for viewing.

Venue Hire Cost:	\$990
Refundable Bond:	\$500

Prices correct at 01 January 2014 Prices and are subject to change.