

1. Bookings & Payment

- A booking is only confirmed once the hire fee is paid **and** the booking form or written confirmation is received.
- Payment is to **03-0547-0814040-00**, using your name and date of hire as a reference.
- If payment is not received within 24 hours and another enquiry is made for the same date, the Club may release the booking.
- If you cancel the booking, the hire fee is **non-refundable**.
- The final payment (including any agreed fees) must be made before the event, unless otherwise arranged in writing.

2. Facilities Available

- **The Phypers Room (Upstairs):**
 - Seats up to 50 people.
 - Includes Projector Screen and TV.
 - Hire from \$200 per day
- **The Board Room (Upstairs):**
 - Seats 8-10 people.
 - Hire from \$100 per half-day.
- **The Sports Bar (Downstairs):**
 - Seats up to 110 people.
 - Fully operational bar with bar staff supplied (conditions apply)
 - Private courtyard
 - Hire from \$300 per day
- **The Pritchard Lounge (Upstairs)**
 - Seats up to 250.
 - Private courtyard
 - Fully operational bar with bar staff supplied
 - Hire from \$400 per day
- **Equipment**
 - **Equipment:** Projector screen, TV.
 - **Sound system** (\$75 hire fee, pre-booked).
 - **Bar Service:** Available under Club licence and management approval.
 - **Tea & Coffee:** Available in limited quantities (conditions apply).
 - **Catering:** Provided through our in-house Eastwood Restaurant (see Section 5).
 - The hire covers only the booked space and agreed hours, including setup and pack-down, unless otherwise approved.

3. Fees & Charges

(All fees are subject to change and will be confirmed at the time of booking.)

Item	Details / Rate
Membership Fee	\$25 per year – required to hire a function room (Members only).
Room Hire	· Phypers Room – from \$200 per day · Board Room – from \$100 per half-day. · Sports Bar – from \$300 per day · Pritchard lounge – from \$400.00 per day
Sound System Hire	\$75 per event (if requested).
Tablecloth Hire	\$12 each.
Setup / Pack-down Assistance	From \$100 each (depending on requirements).
Extra Cleaning / Damage	From \$250 (for significant cleaning or damage beyond normal use).
Decoration Breach	Up to \$500 if prohibited materials (glitter, tape, pins, etc.) are used.
Security (If required)	\$50–55 per hour (minimum 4 hours).
Refundable Bond (Optional)	\$500 may be required for large or high-risk events.
Special licence	When required: Council fees plus \$50 admin fee.
Catering Costs	As per menu agreed with the in-house caterer.
Cake service	Dependent on requirements: starting at \$50

4. Liquor Licence & Bar Rules

- The Club is licensed to serve alcohol until **1:00 am**. Bars close at **12:30 am**, and guests must vacate by 1:00 am.
- Bar tabs can be arranged with management and are pre-loaded onto membership cards.
- No alcohol may be brought onto the premises. Any breach may result in the person responsible being asked to leave the venue and/or the event being ended immediately.
- 21st birthdays and similar functions require security arranged through the Club (see Fees).
- The hirer must be a **current financial member** and remain on site for the duration of the event.

5. Catering & Food Service

- All catering must be provided through our in-house Eastwood Restaurant.
- No external food may be brought onto the premises (except a celebration cake by prior arrangement).

- Menu selections, guest numbers and dietary needs must be confirmed **at least 5 working days before the event**.
- After this time, final catering numbers cannot be reduced and will be charged as confirmed.
- Catering costs must be paid directly to the caterer or to the Club before the function.
- For menu enquiries, contact **Chef Kylie** at **chef@poriruaclub.co.nz**.

6. Hirer Requirements & Responsibilities

- Function rooms may only be hired by **current financial members** of the Porirua Club.
- In some cases, more than one member will be needed to hire a function room or a special licence may be required. See fee information.
 - Annual membership is \$25 and can be paid online to 03-0547-0814040-00 or at the Club.
- The hirer is responsible for the behaviour of all guests and for compliance with Club rules and licensing laws.
- The hirer must remain on site for the entire event.
- The venue must be left clean and tidy, with all decorations, rubbish, and personal items removed unless prior arrangements have been made.
- Damage to Club property, furnishings or equipment will be charged to the hirer.
- The use of tape, Blu-Tack, pins, glitter, confetti, smoke machines, or similar materials is **not permitted** without written approval.
- All equipment brought in (e.g. DJ gear or lighting) must be safe, tested and pre-approved by management.
- The Club reserves the right to refuse entry, remove guests or close the event if conduct breaches these terms or the liquor licence.

7. Parking & Access

- Members' parking is available under the Club and to the rear after 6 pm (Mon–Fri) and all day on weekends.
- Public parking is available nearby, across from the Club near Pizza Hut.
- Access for setup or pack-down must be arranged in advance.

8. Cancellation & Force Majeure

- If you cancel the booking, your room hire payment is forfeited.
- If the Club must cancel due to circumstances beyond its control (e.g. building issues, natural disaster, regulatory order), all hire fees will be refunded but no further compensation will be paid.
- Date or time changes must be agreed in writing and may incur additional fees.

9. Liability & Insurance

- The hirer indemnifies the Club against claims or costs arising from the event, except where caused by the Club's own negligence.
- The Club accepts no responsibility for lost or stolen items.
- Hirers are encouraged to obtain their own event or public liability insurance if required.

10. Governing Law & Privacy

- These terms are governed by the laws of New Zealand.
- Personal information collected for booking purposes will be handled in accordance with the Club's privacy policy.