

## PORIRUA CLUB FUNCTION ROOM GUIDELINES

Thank you for your enquiry, the Porirua Club is a great venue for any celebration, special occasion or corporate functions, seminars, awards, formal dinners, executive meetings and birthday parties.

We are committed to help make your event or special occasion reach all your expectations and more.

We have three rooms available for hire here at the Porirua Club.

### **The Sports Bar (Downstairs)**

- Seats 110
- Starting from \$300 per day (Non-refundable once paid)
- Sound System (\$100 hire fee)
- Fully operational bar (bar staff supplied, conditions apply)
- Tea and Coffee available (limited, conditions apply)
- Catering is available through our Eastwood Restaurant

### **The Phypers Room (Upstairs)**

- Seats 50
- Starting from \$200 per day (Non-refundable once paid)
- Projector Screen, TV
- Sound System (\$100 hire fee)
- Bar service available (conditions apply)
- Tea and Coffee available (limited, conditions apply)
- Catering is available through our Eastwood Restaurant

### **The Board Room (Upstairs)**

- Seats 8-10
- Starting from \$100 per half day
- Tea and Coffee available (limited, conditions apply)
- Catering is available through our Eastwood Restaurant

## **TERMS AND CONDITIONS**

Payment of hire

Payment can be made online account number 03-0547-0814040-00 please use your name and date of hire as a reference.

- Bookings will not be considered confirmed until full room hire is received.
- Any cancellation of booking will result in forfeit of room hire payment.
- If another booking enquiry is received for the same date and the payment has not been made, we will attempt to make contact however if the room hire remains unpaid after 24hrs we will accept the other booking.

## **Catering Options**

Please note that all catering needs must be met by the in-house caterer, at no time can food be brought onto the premises as per our Health & Safety Food policy. All catering costs must be settled with the caterer before your function and can be paid online to

Porirua Club

Bank: Westpac

ACC Number: 03 0547 0814040 00

Please use the date of your function and name as a reference.

For any enquiries regarding the menu options please contact Chef Kylie at [chef@poriruaclub.co.nz](mailto:chef@poriruaclub.co.nz)

### **Security**

All 21st birthdays must have security; this is arranged by Club Management. A cost of \$50 per hour and at a minimum of 4 hours will be incurred.

### **Liquor Licence**

Our liquor licence is till 1am. All bars will close at 12:30am and guests are asked to vacate the room within 30 mins.

### **Bar Tabs**

Bar tabs can be organised through discussion with Club management, and these are set up through the pre-loading of membership cards.

Please note that no alcohol can be brought onto the premises at any time. If this is not followed, then the person in question will be asked to leave the function.

### **Financial Membership**

Rooms will only be hired to current financial members of the Porirua Club. The cost of membership is \$25 and can either be paid online account number **03-0547-0814040-00** or here at the club.

In some case's more than one financial member will be required to hire a function room or a special licence maybe required. In this case and an additional cost may apply.

### **Car parking**

Our club car park is for members only. We do have car parking available under the club and at the rear of the club any time after 6pm Mon-Fri and all-day Sat and Sun. There is public car parking also across from the club near Pizza Hut.

### **Set Up/ Pack Down**

All set up and pack down is the responsibility of the hire unless organised prior with club management. This may occur additional costs. A clean up fee of \$250 can be charged if requested. Setup fee from \$150 dependant on requirements.

### **Decorations**

We ask that you don't use any tape, Blu-tack, pins or glitter. Additional cost of up to \$500 will occur if these are used.

If you would like to see the venue before making your decision, please don't hesitate to call me and we will book a time for you to come in.

**Tablecloths**

These can be hired through us at a cost of \$12 each.

**Breach of our conditions**

Please be aware that we have strict sign in rules in around our Liquor Licence. The person or persons who hire the room must be a member(s) and must be on site for the entire event. If any alcohol is brought onto the Club premises, then the Duty Manager has the right to shut down the event immediately.