



MORNINGTON  
GOLF CLUB

# Morningsong Golf Club - Multi Sports Complex

## HIRE AND FACILITY AGREEMENT

This is an Agreement Between (the hirer):

Name:.....

Phone:..... Email:.....

Address:.....

And The Morningsong Golf Club:

Contact: Toni Karauti, Booking Manager

Phone: +64 21 02376151 Email: [morningsongclubbookings@gmail.com](mailto:morningsongclubbookings@gmail.com)

Function Details	Your requirements
Date of Function:	
Function Description: <i>(Birthday/Wedding etc)</i>	
Number Attending: <i>NB: Capacity of the Hall is 100. This must be strictly adhered to.</i>	
Times of the Function: <i>NB: Closing Time: The Club liquor license required everybody to have left the premises before 12.15 am (the alarm is set to go off automatically at 12.30am). The bar will close no later than 12 midnight.</i>	Start:                      Finish:
Date/Time of Set Up of the Hall etc:	
Date Deposit to be paid by:	

Bar Facilities	Your requirements
<b>NB: Only Alcohol purchased on the premises may be drunk on the premises. There is no BYO. This is one of the terms of the Clubs Liquor license and will be strictly enforced. Anyone breaking this rule will be required to leave.</b>	
Hours of operation: Tab requirements: Special requirements:  Bar Staff: Cost will be \$150 if there is to be only one bar person and a further \$50 for every additional bar person required. (Staff numbers will depend on length of function and numbers attending).  A Special Liquor Licence may apply. \$83.00 (GST incl). A Special Licence requires 20 working days to process by the Wellington City Council.	Start:                      Finish:

Catering	Your requirements
<p>Catering is available. This is to be an independent arrangement and is to be made directly with Angie.</p> <p>Contact Details:  Caterer: Angie Stainer  Mobile: 027 315 2416  Email: <a href="mailto:chefgirlandbaoboy@gmail.com">chefgirlandbaoboy@gmail.com</a>;</p> <p><b>Self Catering:</b> Fee for use of Kitchen if bringing in your own caterer or if is being used for self catering (meaning food cooking and preparation) is \$50.</p> <p>The club BBQ is available at a cost of \$25.00.</p>	

Sports	Your requirements
<p>The following sports/activities are available:</p> <ol style="list-style-type: none"> <li>1. Chipping and Putting area which includes clubs, balls and a 9 hole set up.</li> <li>2. Lawn Bowls.</li> <li>3. Indoor Bowls</li> </ol> <p>A flat fee can be paid for any combination of bowls and chipping and putting for all attending the function. Please discuss with Toni.</p> <p><b>Flat sole shoes are required for all of the above sports.</b></p>	

General Information and Conditions
<p><b>Special Liquor Licence</b>  A Special Liquor Licence may apply. A Special Licence requires 20 working days to process by the Wellington City Council. Accordingly the Application Fee of \$83.00 (GST incl) must be paid at the time of booking.</p> <p><b>Deposit/Hire of the Hall and facilities is \$200.</b>  A Deposit of \$200 is to be paid 2 weeks in advance of the booking (unless an agreement is made to the contrary). If a deposit is not made within 2 weeks the booking lapses.  Bank: ANZ Bank Account: 06-0577-0004559-00</p>

**Cancellation Period:** A cancellation period of 1 week is allowed. A cancellation less than 1 week will mean forfeiting the deposit. The Wellington City Council do not refund the Special Licence Application Fee.

**Hall Set up and use of Kitchen:** All people hiring the hall and/or the kitchen must be mindful of the bookings of other users and of the normal use of the club by club members (including Tai Chi). For example Tai Chi have the hall and kitchen exclusively on Sunday mornings from 9.45am to 11.15am. Club members use the bar and limited kitchen use of Friday afternoon from 3pm till early evening and on the first Friday of the month the hall and kitchen are booked from 3pm until late.

**Cleaning: Saturday morning (for Friday functions).** The north end of the upstairs Hall needs to be cleaned and free of decorations, chairs and tables etc. The hall and kitchen must be cleaned between 7.30 am and 9.30am on Saturdays to allow for the caterer to prepare lunch. The Club can provide a cleaner at a cost of \$50.00.

**Cleaning: Sunday morning (for Saturday functions).** The north end of the upstairs Hall needs to be cleaned and free of decorations; chairs and tables etc and the rest of the hall and kitchen must also be cleaned between 7.30 am and 9.30am on Sundays to allow for the caterer to prepare lunch. The Club can provide a cleaner at a cost of \$50.00.

### SIGNED IN AGREEMENT

**Hirer:**

.....

**DATE:**

**MGC Booking Manager:**

.....

**DATE:**

Facility Hirage	\$200.00
Bar Staff: 1 X \$150.00	\$150.00
Additional staff (\$50.00 per person)	
Sports (Outdoor Bowls)	
Sports (Indoor Bowls)	
Sports (chipping and putting)	
Catering	
Cleaning	
<b>Sub Total</b>	
Less Deposit	-\$200.00
<b>Total</b>	