

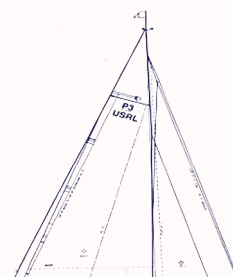
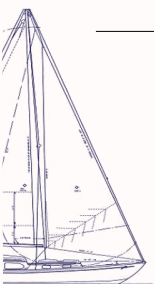
Royal Prince Edward Yacht Club

Event Enquiry Form



Details of request

Member name:	Preferred date of booking:
Name of function:	
Type of event:	Other (please state):
Preferred location:	Contact name (if not member):
Contact number:	Contact email:
Occasion:	Number of guests:
Timings:	Specify actual timings (eg. 12:00-14:00):
Beverage services:	
Any specific dietary requirements:	
Notes/special requests:	



Terms and Conditions

Approval	Please note all events are subject to House Committee approval
Exclusivity	No area at RPEYC is deemed 'exclusive' or 'private'. Club members are always welcome to come onsite to utilise the facilities, including the Bar, during all opening hours, regardless of an event taking place
Capacities	Maximum capacities: Boathouse – 30 (standing or seated and including lounge table or additional table) Dining Room – 56 seated (however 50 is most comfortable) Bar & Dining Room – 90 standing Note: minimum numbers 20 or pay for 20
Timings	Evening Events in the Dining Room may not begin prior to 18:00 on Fri/Sat/Sun (however may start earlier for drinks in the bar at managers & House committee discretion); no restriction on start time for Mon–Thurs dependent on availability Lawn events may not begin prior to 18:00 on Fri/Sat/Sun; no restriction on start time for Mon–Thurs
Boathouse	All Boathouse bookings must use Club catering (no BYO food) Boathouse evening bookings (Fri/Sat/Sun) may not begin prior to 18:00
Service Charges	A staff charge applies to all events outside of normal club operating hours or where additional staff are required to service your event
Numbers	Final numbers are required no later than 7 days prior to event date
Menus	Menu choices (food and beverage) to be confirmed with final numbers no later than 7 days prior to event date
Deposit	Deposit payment is due with final numbers at 7 days prior to event date; deposit is confirmed per head spend (generally confirmed food spend and service charge) x confirmed number
Cancellation	If event is cancelled within 5 days of event date then 50% of deposit is refunded (or equivalent of already ordered F&B for event) If event is cancelled within 48 hours of event date then no refund applies In extreme circumstances exceptions may be made on a case by case basis
Children's Parties	Children's parties must take place on the rear lawn and must conclude by 12pm (note in winter months Boathouse can be used in inclement weather – at House committee discretion)
Members & Guests	Event organiser (member) to provide a guest list for the event to cover member guests sign in. Only over 18's permitted upstairs. Member must be present for the entire duration of the event and until the last guest leaves (guests are the responsibility of the member) even if not the organizer of the event.
Other items	RPEYC Tents may be utilised on the rear lawn for weather cover – members can put up themselves (requires 4 x pax to put up safely and requires supervision by Club Operations Manager) or TWG can put up for a charge of \$50
Music	Any Music has to be turned off at 10pm due to being in a residential area
Covid	All guests must be fully vaccinated
RSA	We operate a Responsible Service of Alcohol and the bar may be closed and/or service limited at any time at Managers discretion if intoxication is identified

Name:

Signature:

Date:

I hereby agree with the terms and conditions stated above (please tick)