

**INFORMATION AND CONDITIONS FOR LOUNGE HIRE AT NEW LYNN RSA**

Lounge Hire		\$ 350.00
Special Liquor Licence	- up to 100 people	\$ 65.00
	101 people plus	\$ 210.00
Security Guard - 1 guard		\$ 180.00
SUB TOTAL		_____
BOND (refundable when you leave the lounge as you find it)		\$ 250.00
TOTAL		=====
Payment	Date..... Rec# .....	\$
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At least \$250 must be paid when booking. **Once the special license has been applied for, there will be no refund if function is cancelled.** Your booking is not confirmed unless this is done. 50% of the total hire cost must be paid 6 weeks before and the balance must be paid 4 weeks before the event. Your booking may be cancelled if payments are not received at the correct time. We do not accept credit cards and do not hold 21<sup>st</sup>s.

**THE HALL WILL NOT BE HIRED OUT IF THE BAR IS NOT REQUIRED.**

Name of Hirer: .....

Date of Event: ..... No. of guests: .....,,

Type of Event: .....

Requested Set Up and Preparation Time: ..... (Not before 10.30am)

Address of Hirer: .....

Bar Open Time: ..... Bar Finish Time: .....

All guests must have vacated the premises by .....

Contact Phone Numbers: .....

**Please Note: You must be a member of the New Lynn RSA to hire the hall. We understand and agree to abide by all conditions.**

Hirer Signature ..... Membership No.....

Date .....  
For New Lynn Memorial RSA (Inc)

## New Lynn Memorial R.S.A. Inc.

### Conditions of Hireage for Private Functions-Lounge Area

1. \$250 bond is required. This is **refunded only if everything is in immaculate order** and is at the discretion of the New Lynn R.S.A.
2. **Put the hall back to the order in which it was found** eg if you move chairs and tables put them back how you found them and make sure kitchen is clean and rubbish given to the bar.
3. Nothing is to be draped or hung on the dedicated wall.
4. No fixtures or fittings are to be moved or rearranged unless by prior arrangement.
5. **No liquid refreshments, alcoholic or non-alcoholic drinks to be brought into the clubrooms or it will be confiscated and there is no drinking outside in the carpark area. Upon entry to the Club guests bags may be checked by Security.**
6. No candles or confetti.
7. All guests are to arrive before 10.00pm. (Maximum number of guests 250)
8. Full bar staffing is included in hall hireage costs.
9. **Hireage only covers the use of the lounge area** and not the Sports Bar Area and facilities. **Children are to be contained in the lounge area at all times. They are not to run around the foyer or outside.**
10. As this is an R.S.A. at 6.00pm there is the saying of the "Ode" which is in remembrance. At this time all the lights go out and everyone is asked to be UPSTANDING and QUIET. (Please notify your guests of this).
11. The bar will close at time requested by the hirer and all entertainment must also cease at this time, all guests must be gone from the premises 30 minutes after the bar closes. **NO EXCEPTIONS.**
12. Please note that we **do not accept credit cards.** Any tabs must be paid before function starts
13. **Fire exit door must be kept closed.**
14. **Please use our car parks across at Lynnmall.**
15. **All catering should be done by our caterers. Any specific requests talk to our caterers they are very adaptable.**