



MANLY YACHT CLUB

Venue Booking Form

East Esplanade, Manly NSW 2095

This is an editable PDF. Do not print this form. Please fill it in online, save a copy and then email the copy to me. Do not send a photograph of the booking form, this is not acceptable.

Hirers Details

Name		Phone (Mobile)	
Phone (Work)		Email	
Address:			
I am hiring the Venue on behalf of (company/self/other)			

Please complete ALL details on both sides of this form.

Day of the week		Date (dd/mm/yy)		Setup from	
Guests arrive at		Guests leave by			
Type of function				Number of guests	

Hirers Declaration and Credit Card Payment

I agree to the booking Terms and Conditions of Hire, and accept full responsibility for guests, staff, the venue and its contents for the duration of this booking.

I authorise payment for the items booked from my credit card. 50% of the fees will be deducted immediately. The outstanding balance (including Bond) will be withdrawn 30 days prior to the function. (Bookings will not be accepted without Credit Card details).

Name on Credit Card		Type of Credit Card (AMEX not accepted)			
Credit Card Number		Expiry Date (dd/mm/yy)		CCV	
Signature of Hirer		Date (dd/mm/yy)			

Venue Use Only

Security Bond	\$ 1000.00
Venue Hire	\$
Cleaning	\$
Security Guard	\$
Sound System Hire	\$
TV Hire	\$
WIFI	\$
Whiteboard /Flip Chart Hire	\$
Drape Hire	\$
Fairy Lights	\$
Other Fees	\$

	Cleaning booked
	Security booked
	Photo ID

Place your photo ID here (such as drivers license)

Please complete all questions

1	How did you hear about Manly Yacht Club:		
	Other – please specify:		
2	Is this function for a birthday celebration for a person under 30 years of age?	Yes	No
3	Will alcohol be available at the function?	Yes	No
4	What type of music will you have (MYC sound system/own sound system/DJ/band)?		
5	How many guests under 18 will attend?		
6	What measures will be taken to ensure any person under 18 years of age is not in possession of, or consumes, alcohol at the function?		
7	What measures will be taken to ensure there is adequate responsible adult supervision for the duration of the function to ensure there is no damage, misuse of property or unacceptable behaviour? This also includes guests entering and leaving the premises?		
8	Is the function invitation only?	Yes	No
	If not, please specify:		
9	What other security measures will you be taking to ensure a trouble free function?		
10	Who is your caterer?		
11	Did we recommend this caterer to you?	Yes	No

In making this booking you agree to the Terms and Conditions of Hire. The Booking will only be confirmed when the Booking Form has been received by the Venue Manager with payment. The deposit can be paid by Credit Card, EFT or cheque.

Cheques must be made payable to Manly Yacht Club.

Prices are subject to change without notice and will be confirmed upon booking.

Return completed form with payment and a copy of your photo ID to:

Sorrell Lambie, MYC Venue Hire Manager

c/o 22/2 Cerretti Crescent, Manly 2095

Email: venuehire@myc.org.au

Tel: 0432-901-125