



ROYAL SYDNEY YACHT SQUADRON

February 2017

## FUNCTION TERMS & CONDITIONS

<u>Function Room Name</u>	<u>Room Fees</u>		<u>Minimum Food &amp; Beverage Spend</u>	
	1/2 Day Meeting only	Full Day Meeting, Lunch & Dinner Functions	Mon-Fri	Sat & Sun
Carabella Room	300	300	\$7 000	\$12 000
Shell Cove Room	100	150	\$1 500	\$2 500
Careening Cove Room	100	150	\$2 500 (specific days only)	NA
Bennelong Room	50	100	\$500	\$1 000
Sirius Cove Room	100	100	\$500	\$1 000
Cellar	100	100	\$500	\$1 000
Kirribilli Room	50	100	\$500	\$500
Milson Room	-	50	\$100	\$100

### FUNCTION LABOUR CHARGES

All functions which meet the above *minimum food & beverage spend* per room are inclusive of labour for a **4.5 hour period**, after which excess labour charges apply as below:

- Weekdays (Monday-Friday) = \$ 39.00 per hour/per waiter
- Weekends (Saturday-Sunday) = \$ 49.00 per hour/per waiter

The service requirements for a Function are:

- A La Carte Dining service = 2 waiters up to 20 guest (maximum)
- Alternate / Set Menu service = 1 waiter per 15 guests + 1 Barperson
- Cocktail Reception / Buffet service = 1 waiter per 20 guests + 1 Barperson

*Please Note: The Club has the right to reallocate any function to a more suitable room if function guest numbers or requirements change from what was originally booked and confirmed.*

### REQUIREMENTS OF SPONSORING MEMBER & THEIR GUESTS

Under the Registered Clubs Act 1976 all guests are required to observe the By-Laws of the Club and may be asked to leave if they do not do so. In addition all members and their guests must also be aware of the following:

- The sponsoring member **MUST** be present for the duration of their function.
- All guests **MUST** be signed in including full name and address (suburb & state)
- Any Club property lost, stolen or damaged at a private function by a guest will be charged to the Member's House Account at the replacement cost.
- The Club takes no responsibility for the personal property of a Member or their guests brought to a function.

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 PO Box 484, Milsons Point NSW 1565  
 Phone: +61 2 9955 7171  
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## ROYAL SYDNEY YACHT SQUADRON

### FUNCTION TIMES

- Lunch (commence after 11.00am & vacate by 4.00pm)
- Dinner (commence after 5.00pm & vacate by 11.30pm)
- All functions: **Beverage service &/or music / entertainment will conclude by 11.00pm sharp.**
- All guests to have vacated the Clubhouse by **11.30pm** and the Squadron grounds by **12.00pm**

### DRESS REGULATIONS

Smart Casual Dress in all areas of the Clubhouse is acceptable seven days.

- Ladies: Shirt or blouse, dress, skirt or tailored pants, shoes.
- Gentlemen: Open neck collared shirt, long trousers, shoes and socks.

**PLEASE NOTE: Jeans, shorts and sneakers are not permitted at any time.**

### CANCELLATION POLICY

- Cancellation of a Function with less than 60 guests requires **2 weeks** written notice, otherwise 50% of the minimum room spend is payable. For less than 1 week notice of cancellation given, menu charges based on original number of guests booked will apply.
- Cancellation of a Function with more than 60 guests, requires no less than **8 weeks** written notice, otherwise 50% of the minimum room spend is payable. For less than 8 weeks notice of cancellation given, menu charges based on original number of guests booked will apply.
- Cancellation of a Saturday evening Carabella Room Function, requires no less than **12 weeks** written notice, otherwise the minimum room spend is payable.

### PARKING

- The Squadron's car park is limited; guests should be encouraged to make alternative arrangements.
- Car park is strictly for Members only. Any additional car spaces are subject to availability.
- During Sailing Season **the car park is restricted to Members only at the following times:**  
Friday 4.00pm onwards; Saturday 9.00am onwards; Sunday 9.00am onwards.

### ADDITIONAL EQUIPMENT

- The Squadron can cater for a full range of additional function equipment & services; charges apply.
- Any external suppliers booked on behalf of a Member must contact the club to advise requirements.
- The Squadron accepts no responsibility for any external suppliers booked directly by the Member.

### NOISE RESTRICTIONS

- The Squadron is located in a residential area and as such noise levels need to be maintained at an appropriate level so as not to disturb our neighbours.
- At the conclusion of a function guests are requested to wait for taxi collection in the underground car park and not on the street.



## ROYAL SYDNEY YACHT SQUADRON

### CONDUCTING BUSINESS AT THE CLUB

The Royal Sydney Yacht Squadron is a registered sailing club and private functions must not be for the solicitation or promotion of a business related activity.

### RESPONSIBLE SERVICE OF ALCOHOL

The Royal Sydney Yacht Squadron promotes the Responsible Service of Alcohol in accordance with the NSW Liquor Act 2007 including but not limited to the service of alcohol to minors and/or intoxicated guests.

### SMOKE FREE ENVIRONMENT

The Royal Sydney Yacht Squadron is a smoke free environment for staff, members and their guests. Members are asked to make their guests aware of this policy.

### WORK HEALTH & SAFETY POLICY

The Royal Sydney Yacht Squadron operates within the guidelines set down by the Work Health & Safety Act 2011 .

### MOBILE PHONE USE POLICY

The use of mobile phones and PDA's is not permitted in the Club other than for checking messages and sending and receiving email. Mobile phones must be switched to silent mode. Members are asked to make their guests aware of this policy.

### PUBLICITY POLICY

No publicity of an event in electronic or printed media is permitted under any circumstances. Photography is not permitted in the Club unless with the express permission of the Club Secretary on special occasions on conditions applied by the Club.

### FUNCTION CATERING POLICY

- Function menu and beverage pricing and inclusions are subject to seasonal changes without notice.
- Any Club equipment, including Cellar stock damaged, lost or stolen during a private function by a Member or guest will be charged to the Member's House Account at full cost.
- Any additional costs associated with a function including, but not limited to, staffing for setup / pack down, security or supervision outside of normal operating times will be at the expense of the sponsoring member.

### BYO POLICY

- No food or beverage items are to be brought and consumed on the premises without written consent.
- For pre-approved consumption of 750ml bottled wine on the premises a corkage of **\$30.00 per bottle** will apply.
- A maximum of **12 bottles** (1 doz) of wine is allowed to be brought in for a function.
- Delivery times are between 10.00am—4.00pm, Monday to Friday only.
- Any wines left over from a function must be picked up within 7 days of the conclusion of that function.



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## IMPORTANT FUNCTION BOOKING INFORMATION

- The sponsoring member must be on the premises for the duration of the function.
- A tentative function room booking will be held for a period of **14 days**.
- A function room booking is **only confirmed** by the receipt of the completed and signed **Function Terms & Conditions** by the Functions Department.
- If the Function Terms & Conditions have not been received within the 14 day period the function room being tentatively held will be subsequently released in fairness to other members wishing to make a booking.

## IMPORTANT FUNCTION PLANNING INFORMATION

- All menu & beverage selections, approximate guest numbers, timings and all other function requirements must be finalised in writing no later than **10 working days** prior to the function.
- Final confirmed numbers and a full guest list (including suburb & state) are required no later than **3 working days** before the function, otherwise the original number of guests booked will be charged.
- For all functions at the Club **no speeches** are allowed between the service of entrée and main course.

*Please read, complete and return the section below.*

I have read and understood the **Royal Sydney Yacht Squadron's Function Terms & Conditions** above and agree to be bound by those conditions.

The signatory agrees to be liable for payment of all accounts payable and the conditions under this agreement.

Members House Account : ..... Date Confirmed...../...../2017/18

Members Signature: ..... Date of Function...../...../2017/18

Function Room (s) .....

Frances Allison, Functions & Events Manager

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