



North Shore Golf Club

Functions brochure

The North Shore Golf Club is located on the upper fringes of the Waitemata Harbour, adjacent to the Albany area.

Although within easy reach of Albany, our venue enjoys rural views framed by the natural background of the Lucas Creek escarpment,

Our versatile function space overlooking the course can accommodate up to 220 people with several layout options ranging from seated to standing functions including space for a dance floor and much more.

The catering team pride themselves on their friendly, attentive service, offering a flexible approach to ensure every expectation is met, with the aim to make all experiences exceptional. We are happy to tailor menu's based on budget, no of attendees and preference.

Our experienced and friendly staff are available to help you with all aspects of making your function an enjoyable and stress free experience for you and your attendees.



northshore_golfclub



North Shore Golf Club



www.northshoregolfclub.co.nz





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Pricing

Exclusive upstairs Club House

Under 80pax - **\$450 +GST**

Over 80pax - **\$600 +GST**

Included

- Set up on day (excluding client material)
- Pack down
- Dedicated venue contact
- Cleaning pre and post event
- Choice of menu
- Fully stocked bar and wine list
- All furniture, glasses, crockery and cutlery
- Staff (Deemed by venue)
- Stage
- Wireless mic x 2
- Whiteboard
- Lectern & mic

Available for hire

- Projector and screen \$950 +GST
- Table cloths (white) \$8.70 +GST per cloth
- Sound system 2" x 12" speakers and mixer \$350
- Strobe lighting (4 available) \$80.00
- Dance floor (POA)



Terms & Conditions / Booking Form

Tentative Bookings

A tentative booking will be held for ten (10) working days. If the client has not made contact within these timeframes North Shore Golf Club reserves the right to cancel the booking, allocate the function room to another reservation and shall have no obligation to contact the client before cancelling the tentative booking.

Deposit & Confirmation of Event

A deposit of 20% of the total quoted price plus a signed copy of the booking form is required within ten (10) working days of placing the reservation to guarantee your booking. Prior to receiving confirmation, the reservation will be viewed as a pencil booking. A receipt and confirmation will be provided after this has cleared.

Function Room Hire

It is agreed that the event will commence at the scheduled time and the function room allocated for the event will be vacated at the nominated time. North Shore Golf Club reserves the right to apply a charge for every additional hour the function room is occupied after the agreed time to vacate.

Final Payment

We accept payments by Cash or Credit Card (Visa & Master Card). Additional charges may subsequently be incurred (eg. extra guests in attendance) and will be payable to North Shore Golf Club on demand. Any amount overpaid (e.g. bar tab in advance) will be processed and a refund issued within ten (10) working days following the event. All costs incurred by North Shore Golf Club pursuing the recovery of any outstanding monies due will be an additional charge to be paid by the client.

Food & Beverage

Under no circumstances is outside food or beverages to be brought in. North Shore Golf Club have an onsite caterer who can help design menus to fit within your budget and a fully stocked and licensed bar to suit all event types.

Final Numbers

Confirmation of guests attending the event must be advised ten (10) working days prior to the commencement of the event. Numbers charged for will be the final numbers confirmed, or the actual numbers in attendance on the day of the event, whichever is the greater.

Cancellation of the Event

All cancellations must be received by North Shore Golf Club in writing. For weddings the following criteria applies;

- The event may be cancelled more than three (3) months prior to the date of the booking without penalty and the deposit held will be refunded.
- Deposits will not be refunded if a cancellation is received less than three (3) months prior to the date of the booking.
- Cancellations within five (5) working days of the date of the booking will incur a fee calculated at 30% of the latest quoted cost for the function.
- If a function is postponed, deposits paid may be transferred to the new booking at the discretion of the Corporate Sales & Events Manager.
- Where North Shore Golf Club has booked audio visual equipment, entertainment or outside services for the function, the client may incur the full charge for these services.

Function Details

You are required to provide particulars of your function, any cancellations, changes or additions in writing.

To ensure your requirements are met, all final details of the event, including the expected number of attendees, duration of the event, menu, beverages, entertainment, audio visual equipment, room set up etc., must be confirmed in writing by the client ten (10) working days prior to the event for final sign off.

North Shore Golf Club will accept no responsibility for changes introduced subsequent to final sign off unless the Corporate Sales & Events Manager has acknowledged your request in writing and confirmed that the requested change has been approved.

Security

The standard ratio of security guards to guests is based on one guard per 50 guests. North Shore Golf Club will arrange this on your behalf. North Shore Golf Club reserves the right to determine the security required to be present for any function and to increase or decrease the standard ratio accordingly. All charges for security shall be to the client account.

Each guard must be engaged for a minimum shift of four (4) hours.

Damages/Insurances

Should the fire brigade respond to an alarm caused by unauthorised use of special effects or a false alarm due to interference with alarm call points, or any other negligent action by any person in attendance or otherwise engaged on behalf or at the invitation of the client, the client will be liable for any charges incurred by North Shore Golf Club. The client is liable to reimburse North Shore Golf Club for the cost to remedy any damage to premises and/or equipment, or for any other loss due to theft or any other reason, caused by any person in attendance or otherwise engaged on behalf or at the invitation of the client. This applies to the room(s) reserved and to any other area or part of North Shore Golf Club, accessed prior to, during, or after the event.

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless approval has been given by management. Suitable floor protection is to be used as required.

North Shore Golf Club will take all necessary care of the client's property, but will take no responsibility for damage or loss of property or merchandise left at North Shore Golf Club prior to, during or after the event.

If North Shore Golf Club has reason to believe that the event will affect the smooth running of its operating activities, its security or reputation, or the security of individuals, we reserve the right to cancel and/or shut down the event, either before commencement of the event or at any time during the event, without liability or recourse. The client indemnifies North Shore Golf Club against any claims which may arise from injury or damage caused or otherwise attributable to the use of any person not engaged by North Shore Golf Club, to undertake work or duties on site at North Shore Golf Club on behalf of the client.

Pricing

Goods and services tax (GST) is included in the quoted rates, unless otherwise stated. GST is applicable to all charges at the GST rate current at the earlier of the time payment is made, or invoices are raised.

Every endeavour will be made to maintain prices quoted, however prices are based on current costs and may be subject to change without notice to recover cost increases as they arise.

Client Responsibility

The client will conduct their function in an orderly manner, in full compliance with all applicable laws and the instructions of North Shore Golf Club personnel, ensuring minimal disruption to other guests and members of North Shore Golf Club.

No food or alcohol may be removed from the designated function area.

The client should ensure that all goods/packages to be delivered to North Shore Golf Club are adequately marked with the name and start date of the function, the sender's name and contact phone number. Deliveries will only be accepted up to five (5) working days prior to the event.

Terms & Conditions / Booking Form

Client Responsibility (continued)

If goods/packages are to remain on site after the conclusion of your event, prior arrangements must be made with the Corporate Sales & Events Manager. Any goods left at North Shore Golf Club without prior arrangement will be considered to be abandoned, unless collected by the client within five (5) working days of the conclusion of the event.

All goods/packages to be collected after the event should be sealed/secured and correctly addressed, with the sender's name and contact phone number.

General cleaning is included in the cost of the room hire. Additional charges may apply in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.

Alcohol / Licensing

We are licensed until 12am, last drinks will be served at 11.45am.

North Shore Golf Club reserve the right to close the bar earlier.

North Shore Golf Club reserves the right at any time during an event to refuse to serve alcohol to any person deemed to be intoxicated, and to exclude from the event any person, considered in our sole opinion to be acting unsuitably or inappropriately, and if necessary, to remove the person from the premises, without liability or recourse.

Smoking

Smoking and vaping is prohibited inside the Club House. There are designated areas for smoking and vaping which can be discussed with our Corporate Sales & Event Manager.

Noise Control

North Shore Golf Club reserves the right to monitor and control the noise level of all sources of entertainment being held within the function space and it's surrounds. We also ask that all patrons leave the function in an orderly and quiet manner, respecting residents that live close by.

Health and Safety

In accordance with the Health and Safety at Work Act 2015 and the North Shore Golf Club Health and Safety Policy, clients, visitors and contractors must obey all reasonable instructions and signs whilst on site and ensure that their actions do not create hazards to people or property. The following should be especially noted:

No heavy or large items, other than reasonable handheld items, are to be moved on escalators, at any time.

All fire and emergency exits are to be kept clear at all times.

On hearing an alarm, please leave the building by the nearest fire exit, assemble at the area designated on the fire notice at the lounge exit door and await further instructions.

Smoking is allowed outside, only in designated areas.

Force Majeure

When matters beyond the reasonable control of North Shore Golf Club impair or prevent North Shore Golf Club from being able to perform its obligation under the event contract, the client releases North Shore Golf Club from any liability for loss incidental or consequential to such matter.

Variation

Any variation, amendment, or modification of these terms and conditions shall only be binding where committed to in writing and executed by both parties.

North Shore Golf Club will be following the guidelines for hospitality operations and as such, will be a CVC (Covid Vaccination Certificate) venue.

Booking Form

Company: _____

Contact Name: _____

Contact number: _____

Email: _____

Date of function: _____

Timings: _____

Estimated numbers: _____

Catering preference: _____

I have carefully read and have fully understood the terms and conditions as outlined by The North Shore Golf Club. We agree to adhere to these terms and conditions; as such, we wish to confirm our function to be held at The North Shore Golf Club as per details given on this booking sheet.

Name: _____

Signature: _____

Date: _____

To confirm this booking please make your deposit payment either by bank transfer, see details below, or fill in your card details below:

Name on card: _____

Card number: _____

Expiry date: _____

CSC: _____

Bank transfer details:

Bank Account number: 02-0278-0264625-000

Please use your full name as a reference.