



# north shore GOLF CLUB



EVENTS BROCHURE

[www.northshoregolfclub.co.nz](http://www.northshoregolfclub.co.nz)



# Venue Hire

## Half Day Hire (up to five hours)

**\$650**

Room hire rates include GST.

## Full Day Hire

**\$1000**

When you hire the North Shore Golf Club, you gain exclusive access to our upstairs venue space, known as the Member's Clubroom. This private area provides a refined and secluded setting for your event, ensuring a unique and personalised experience.

In addition to the upstairs clubroom, your event will also benefit from having exclusive use of the bar, and deck areas. While our downstairs bar and café remain available for our members, your event will be entirely separate, allowing for uninterrupted enjoyment and privacy.

The venue hire includes all the necessary furniture for your event. We can accommodate up to 220 guests seated, and our space can hold up to 300 guests in a standing or cocktail-style event. Whether you're hosting a formal gathering or a casual reception, we have the flexibility to suit your needs.





# Food and Beverage at North Shore

At North Shore Golf Club, we take pride in offering food and beverage services for all events. To ensure the highest quality and consistency, all food and beverages must be supplied by our experienced bar and catering team.

## Catering

We provide a variety of catering options to suit your event's needs, including platters, finger food, canapés, and buffets.

Our catering team, with years of experience in managing private functions, is dedicated to delivering a seamless dining experience. Their accommodating service ensures that our clients receive the best value for their money, with customised menus.

Whether you're hosting a corporate event, a social gathering, or a special celebration, let us take care of all your food and beverage needs, so you can focus on enjoying your event with your guests.

**Please request a copy of our catering menu.**



## The Bar

Our bar services are designed to cater to every taste and occasion. We offer an extensive selection of beverages, including a variety of tap and bottled beers, a carefully curated wine list, signature cocktails, and a range of ready-to-drink mixers.

**Please request a copy of our drinks menu.**







# Finishing Touches

## **Audio-Visual Equipment:**

Our venue is particularly well-suited for presentations and training days. We provide two 75" TVs (fixed to the wall), a large moveable whiteboard, an A1-sized flip chart, a stage, and a lectern to facilitate your event's requirements. Additionally, we can arrange for audio-visual equipment such as televisions, projectors, and screens to enhance your presentation, ensuring a seamless and professional experience.

## **Entertainment Options:**

While we provide the perfect venue for a live band, DJ, casino games, photo booths please note that entertainment arrangements are the responsibility of the client. We are happy to make recommendations.

## **Tablecloths:**

We are able to provide tablecloths for your event at an additional cost. Available in a black or white to complement any theme or décor.

## Enhance your event with golf

Consider incorporating a round of golf at North Shore by breaking up the workday or conclude a meeting with a round out on the course. Whether you're a seasoned golfer or a novice, our course offers an inviting and inclusive environment for players of all skill levels.

If you're interested in adding golf to your event itinerary, simply let us know. Our team will be happy to assist you in organising tee times, club and cart hire, and any additional arrangements.





# Terms and Conditions

## **BOOKING CONFIRMATION & PAYMENT TERMS**

- Your booking will only be confirmed on receipt of both the deposit and signed contract. In the case your deposit & signed contract has not been received within the required 7 days, we reserve the right to cancel your booking.
- In the instance another client wishes to book the space on the day of your tentative booking, you will be advised and given 48hrs to provide payment of your deposit.
- A wedding reception deposit of \$2500 and a signed contract is required to confirm your date. A private event deposit of \$1000 and a signed contract is required to confirm your date. This deposit will be taken off your final invoice.
- We accept payments by Cash, Bank Transfer 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.
- 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. Recovery costs are set by the collection agency.
- Any credit card payments will incur a bank surcharge of 2%.
- We do not take any bookings on a public holiday. If your event falls on a day before a public holiday and rolls over past 12am then a \$500 public holiday fee will be charged to cover extra North Shore Golf Club staff costs.
- Full payment is due no later than 14 days from event date. If you hold a credit account with North Shore Golf Club, payment will be due 20th of the month following invoice date.
- A minimum bar spend of \$3000 is required for events held on Friday, Saturday, or Sunday. If the bar spend does not meet this minimum, the difference will be charged to the client.

## **CANCELLATIONS/AMENDMENTS**

- Cancellations made with more than 8 months notice are eligible for a full refund of the deposit paid.
- Cancellations made between 91 days and 8 months will be charged a 75% cancellation fee which will come off the deposit paid.
- Cancellations where the notice period is 90 days or less will be charged a cancellation fee equal to the deposit received.
- Cancellations where the notice period is less than 30 days will be charged full venue hire plus the estimated spend.
- Amendments to your booking (including but not restricted to changes to food/beverages, AV, theming, entertainment, other specific details relevant to your booking) will need to be made no later than 14 days prior to your event. North Shore Golf Club will do their best but cannot guarantee they will be able to accommodate any changes made after this.
- Please confirm your final guest count and dietary requirements no later than 14 days before your event. If there are any changes after this deadline, you will still be charged for the confirmed numbers, unless the count increases.

## **HEALTH & SAFETY**

- All Health and Safety rules and regulations need to be adhered to. If and where appropriate, you will be briefed on safety procedures. All other times, common sense must prevail and we ask all guests to be vigilant and follow any onsite signage.



# Terms and Conditions

- If you require a ladder for the installation of decorations, please exercise caution at all times. We do not assume any responsibility for accidents or injuries that may occur while using a ladder. By using a ladder, you acknowledge and accept the risks involved and agree to take full responsibility for your safety.
- Due to our caterer's policy, we are unable to allow food to be taken off our premise for consumption following an event. All leftover food must remain on site.
- All drones need to be reported and approved prior to use onsite.
- 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: 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 and vaping is prohibited inside the Club House. There are designated areas for smoking and vaping which can be discussed with our Event Manager.

## **HOST RESPONSIBILITY**

- The safety of our guests is paramount. Intoxication will be monitored and we reserve the right to refuse supply of alcohol to any guests should we feel guests have exceeded their limit.
- Beverages will not be served after 11.45pm due to our licensing requirements.
- All patrons must be departed by 12.15am or an hourly charge of \$250 will be added to the final invoice, charged in 30 minute increments.
- If there is any clear observation of alcohol or illicit substances bought onsite there will be immediate eviction for that individual/s.
- There will be security onsite to monitor all 21st birthday events and any event with over 150 guests. If we feel that any additional security needs to be called out, this will be charged to the final invoice.
- 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. Each guard must be engaged for a minimum shift of four (4) hours at \$45+GST per hour.

## **DAMAGE/LIABILITY**

- Damage to any North Shore Golf Club property including equipment, furniture, buildings and chattels will be on-charged to the client.
- In the event of a natural disaster where damage occurs or events outside of anyone's control, neither the venue nor the customer will be held accountable and all deposits paid will be refunded.
- 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.



# Terms and Conditions

- Please be advised that the venue hire exclusively covers the designated event space and its associated facilities (bar, deck, and bathrooms). This hire agreement does not extend to access or use of the golf course, driving range, or putting greens, which remain the exclusive domain of our valued golfing members and patrons. It is strictly prohibited for event attendees or guests to venture onto these golfing areas. Any violation of this policy will result in immediate eviction from the premises, and any associated damages will be the responsibility of the client.

## **CLEANING/DECORATIONS**

- Any excessive cleaning costs incurred e.g. burns, holes, dents or soilage will be added to the final invoice. For this reason real candles are not permitted.

- Confetti and glitter are not permitted on North Shore Golf Club grounds.

- No 3M stickers, hooks or nails are permitted to hang decorations, you are however welcome to use blue tac, cable ties, nylon or discuss with our event staff for recommendations.

PLEASE NOTE: All decorations, floristry, gifts and personal items must be cleared out the evening of the event due to an event the following morning unless arranged prior. Any storage or disposal of items and rubbish will incur a fee of \$200.

- The arrangement of tablecloths is based on final guest numbers and seating plans. This information must be provided to the Event Manager no later than 14 days before the event. Changes made after this deadline may not be accommodated.

## **FOOD/BEVERAGES**

- North Shore Golf Club have an onsite caterer who can design menus to fit within your budget. We also have a fully stocked and licensed bar to suit all event types. For this reason we do not allow food or beverage to be brought in from offsite unless agreed upon by our caterer or bar manager. Note that a minimum spend may be required.

- The wine list and menus will change seasonally. If any item you have chosen becomes unavailable or changes price we will assist you to select an alternative.

- Food and beverage selections, as well as dietary requirements, must be finalised 14 days before your event with our caterer. We cannot guarantee that selections made with less than 14 days' notice will be accommodated. Any menu changes including changes to the serving times must be coordinated with our caterer, not the North Shore Golf Club Event Manager.

- Please note we will try our best to cater to most dietary or allergen requirements, however our kitchen environment is not set up to cater for severe allergies. We also do not cater to lifestyle choices e.g. keto diet.

## **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.

## **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.



# Booking Form

**Full name:**

**Company Name (if applicable):**

**Billing address:**

**Email:**

**Contact number:**

**Event date:**

**Function start and end time:**

**Expected number of guests:**

**Venue Layout:**

**Audio/visual equipment needed:**

**Tablecloths:**

**Music:**

**Catering choice(s):**

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

**Signature:**

**Date:**





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 [www.northshoregolfclub.co.nz](http://www.northshoregolfclub.co.nz)