



THE LOOKOUT INFORMATION PACK



Whangarei Deep Sea Anglers Club Inc
Marina Road, Tutukaka
P: 09 434 3818
E: office@wdsac.co.nz
W: www.whangareideepseaanglersclub.co.nz



Our Function Room

The Lookout at Whangarei Deep Sea Anglers Club Inc provides a large space with amazing water views of Tutukaka Marina. We can cater for groups of up to 120 people and provide a variety of choices for your function.

Anglers Bistro our on-site bistro, provide food options and we also have a Bar available in the space for beverages.

The Lookout Features

- Free On-site Parking
- Free Wi-Fi
- External Access
- On-site Bar
- On-site Bistro
- Stunning Water Views

How to get here

We are situated at the Tutukaka Marina, a 30-minute drive for the Whangarei CBD. If you are coming from Auckland, you can expect the journey to take under three hours. Flights from Auckland to Whangarei only take 35 minutes. We have a Coastal Commuter we can recommend if required.

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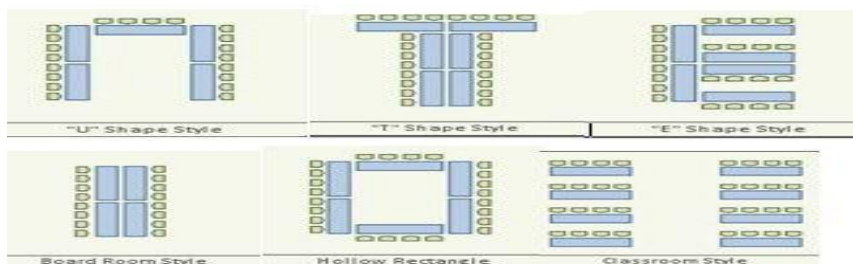


Room Information

The Lookout is located on the first floor of our Club premises with its own private balcony overlooking Tutukaka Marina. The Lookout includes separate Men's and Women's toilets and a private Bar.

We can set up the room for your function for an extra \$50.00. Set up options are:

* U Shape * T Shape * E Shape * Boardroom Style * Hollow Rectangle * Classroom Style.



Equipment

Any equipment required can be sourced and hired externally for example:

- Data Projector Screen
- Interactive Smartboard
- Whiteboard
- Flipchart

Daily Rate for Lookout Room Hire

Full Day Hire	Half Day Hire	Cleaning Fee
\$800.00 +gst	\$400.00 +gst	\$150.00
\$500.00 + gst	\$300.00 +gst	\$150.00

Breaks

We provide self-service tea and coffee, alternatively Anglers Bistro can provide a catered morning and afternoon tea.

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THE LOOKOUT APPLICATION FORM

The Lookout function room for hire. It is located on the second floor of the Clubrooms overlooking the Tutukaka Marina, has a maximum capacity of 120 people. This is a fully licensed facility with full bar service. A signed contract must be received, and the deposit must be paid to confirm the booking of the facility **as per T&C's. All costs must be paid before or immediately after the function.**

Personal Details

Contact Person:

Company Name:

Phone: Email:

Address:

Credit Card Details:

Function Details

Function Start Date: Function End Date:

Type of Function:

Number of People Attending: *Under 18 Attending? Yes No

Catered by Anglers Bistro: Yes No *Member of the Club: Yes No

Bar Service Required: Yes No *Special licence fee may apply

Pricing	Full Day	Half Day	Cleaning Fee
With Bar Service	\$800.00 + GST	\$ 400.00 + GST	\$150.00
Without Bar Service	\$500.00 +GST	\$ 300.00 +GST	\$150.00
Bond	\$500	\$500	
Special Licence Fee <i>(fee is subject to WDC regulations)</i>			

Under 100 people attending \$102.00 Over 100 people attending \$337.00

Total Cost \$

I/we agree to abide by the Terms and Conditions as set out in the agreement

Signed (Hirer)..... Date

Office Use:				
50% Deposit Paid	\$			Date:
Special Licence Required	Yes	<input type="radio"/>	No	<input type="radio"/>
Catering Required	Yes	<input type="radio"/>	No	<input type="radio"/>
Security Required	Yes	<input type="radio"/>	No	<input type="radio"/>
Bond Paid	Yes		No	Bond Refunded Date:
Remainder Paid	\$			Date:

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TERMS AND CONDITIONS

HOURS

The facility is available for hire between the hours of 8am to 1am. The facility will be made available to the hirer as early as possible on the day of the function. It may, on occasion, be possible to gain access to the premises the day prior depending on prior Club commitments.

CATERING

All catering requirements are to be done through Anglers Bistro or our affiliated caterer. There is to be no food or beverage from outside source to be brought into the venue without agreement with the Club.

BAR FACILITIES & HOST RESPONSIBILITIES

While visitors are always welcome, the WDSAC is a **Member Only Club**. In terms of the WDSAC Club Licence anyone using the facilities must be either a member of the club or a "signed-in" visitor. For non-members to attend social functions on licensed Club premises, a special licence must be obtained from the liquor licensing authority and any bookings are subject to the Special License being granted. As the WDSAC is a "Members Only" Club, no alcoholic beverages may be brought onto, or removed from, the premises. All desired alcoholic beverages (including wine, beer etc) must be organised with the Bar Manager at least two weeks prior to the function.

The management and staff of WDSAC have a responsibility to provide an environment for Club members that is not only safe, comfortable, and welcoming but also where alcohol is served responsibly. Part of this responsibility is the obligation to adhere to all laws, rules, and regulations to safeguard the Club's licence and to help maintain a safe community.

Key area in terms of serving alcohol responsibility.

1. Food – Food to be always available. Encouraging customers to eat when drinking reduces the risk that they will become intoxicated and cause problems.
2. Minors – It is against the law to serve minors or to have unaccompanied minors on the premises. Where there is any doubt suitable identification is requested and if it cannot be provided then the person is not admitted to the premises or is asked to leave.
3. Intoxication – it is an offence to serve anyone who is intoxicated. Alcohol will not be served to any patron who appears to be getting intoxicated, either directly or through friends.
4. Safe Transport – Safe transport to be always available to minimise the risk of patrons drinking and driving.

In the Club's day-to-day operation, there are several means of helping ensure these key areas are being met e.g., actively promoting a range of low and non-alcoholic drinks, offering 'sober driver' drinks etc. However, social functions such as birthday parties and weddings do present the Club with additional risks in terms of meeting its responsibilities. The WDSAC has therefore determined a few additional safeguards for the hire of The Lookout for social occasions.

- The Club Licence provides for the serving of alcohol up to 1am. This is sufficient for any function and no "late" licences will be applied for
- In the case of 21st Birthday parties (or similar), it is a **requirement that the Hirer hire security at their cost**
- In any other cases where there is additional high risk, the WDSAC reserves the right to hire security at the cost of the hirer

GENERAL RULES AND CONDITIONS

- Smoking is **ONLY** permitted in the **designated smoking area downstairs** at the Clubrooms. There is to be **NO SMOKING ON THE OUTSIDE DECK UPSTAIRS**. If smoking occurs on the deck the Bond will be forfeited.
- Any damages/breakages incurred above and beyond the Bond fee must be paid for in full by the hirer. **The Bond will not be refunded if any damages/breakages occur.**
- The Hirer shall be responsible for leaving the premises clean and tidy and rubbish to be removed from premises. The cleaning fee pays for cleaners to come in the following day to do a deep clean of the whole area.
- Property belonging to the Club may not be removed from the Club.
- Any decorations to be hung must be discussed with club prior to event.
- The Hirer must take full responsibility for the WDSAC Function room and facilities, for the event if it has been hired for.
- The Hirer must take full responsibility for any infringements by themselves or their guests while hiring the facility.
- All reasonable standard of dress is always required.

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The Lookout Room Hire Terms and Conditions

1. 50% of the room hire must be paid as a deposit by the Hirer within seven working days of confirmed reservation. WDSAC will email out an invoice. The deposit will be acknowledged by Whangarei Deep Sea Anglers Club Inc. (WDSAC) in writing. Should payment not be received within the seven days of invoice sent, the booking is no longer considered confirmed and WDSAC reserves the right to release the space for booking by another party.
2. A credit card will be requested to hold the booking and be used to charge the final amount after the event.
3. Cancellations must be received in writing or by phone,
 - a. Free Cancellation available if cancelled 30 days or more prior to arrival.
 - b. For cancellations received 30-14 days prior to arrival, 50% of your deposit will be charged
 - c. For cancellations 14 days or less prior to your arrival, 100% of the deposit fee will be charged.For instances where you have not paid a deposit an invoice will be issued.

In the event of any Covid 19 restriction changes we will offer total flexibility and no cost with a view to reschedule to a mutually agreed alternative date. If an event/conference requires to be cancelled outright and it is not possible to reschedule as a direct result of Covid-19 restrictions, we will honour this request and will refund all monies received provided we are satisfied that the cancellation occurred for bona fide Covid-19 reasons.

4. The Hirer will provide WDSAC with the final number of guests attending the event in full or part no later than seven days from the event
5. Set up and pack down times are included in the agreed hire period. All equipment and personal belongings must be removed from the space within the hire period time frame agreed unless prior approval has been given. Should the room still be in use after the allocated time, and additional room hire charge will be payable at the appropriate pro rata rate, in hourly segments.
6. No refund will be given on room hire for any time that is unused.
7. In case of damage or breakages, the Hirer is responsible for the cost of repairs, other than reasonable wear and tear, that may occur during the period of hire or because of hire. Any damage must be reported as soon as practicable.
8. Furniture should be left in a tidy state. Should additional furniture be required, WDSAC can organize hire at an additional cost. Should the Hirer opt supply furniture, details including delivery, collection times, set up and pack down responsibilities must be provided to WDSAC. There is no onsite storage available for additional furniture. WDSAC has no responsibility under any circumstances for damage to or loss of the Hirer's or the Hirer's guests' items before, during or after the period of hire.
9. WDSAC does not permit anything in the complex, which is illegal, disorderly, or offensive. WDSAC reserves the right to determine whether an activity is disorderly or offensive.
10. WDSAC is a no smoking/no vaping club indoors and outdoors. Smoking outdoors, we ask you that you utilize our 'Smoking Area' on street level.
11. No animals are permitted indoors except for those required by law (e.g. guide dogs). Our outside lower deck area is pet friendly.
12. Open fires, smoke machines, naked flames (including candles and kerosene lamps, barbecues, or spits) either inside or outside the facility are not permitted without prior written consent of WDSAC. If a fire alarm is set off using these

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items, then the call out charge for the fire appliance and costs for other related services will be the responsibility of the Hirer



13. External catering is not permitted unless prior agreement with WDSAC. Alcohol is not permitted to be brought onsite unless purchased from WDSAC. **If alcohol not purchased from WDSAC is found on the premises bond will not be refunded.**
14. General cleaning is included in the room hire fee. Where an event has created cleaning over normal requirements, or if furniture and fittings have been soiled, or paint removed from walls, the Hirer will be liable for a cleaning or repair fee. Glitter, confetti, streamers, and chewing gum are prohibited and their use would be considered as needing additional cleaning costs. In the case of excess rubbish, WDSAC reserves the right to on charge a disposal fee. Items are prohibited to be affixed to walls.
15. Circumstances or natural disasters such as earthquakes, beyond the control of WDSAC, may force the room to become unavailable for hire. WDSAC is not liable for any damage or loss other than the entitlement of full refund of any deposits paid. WDSAC take all reasonable steps to provide notification of such an event.
16. The Hirer shall comply with all laws, regulations, bylaws and fully applicable to the event, and the use of the venue including taking all practicable steps to ensure that the provisions of the Health & Safety at Work Act 2015, and amendments are met at all times: <http://www.worksafe.govt.nz/worksafe/hswa>
Fire and Emergency exit doors shall be kept clear from obstruction at all times.
17. Noise from guest, amplifiers and loudspeakers shall always be kept to a moderate level.
18. Unless instructed in writing, the Hirer is liable for all charges incurred by the Hirer or guests to the Hirer's event.
19. Advertising using the WDSAC name and/or logo requires the prior written consent of WDSAC.
20. These Terms and Conditions may be varied by WDSAC at any time upon notification in writing by WDSAC to the Hirer

This Contract is between Whangarei Deep Sea Anglers Club Inc (WDSAC) and:

Hirer Name: _____

Signature: _____

Date: _____

Signature WDSAC: _____

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Catering Option Examples



Buffet Menu

Mains Options

- Glazed Champagne Ham with Pineapple, Mustard, and Chutney.
- Roast Pork with Gravy and Apple Sauce
- Roast Chicken with Stuffing
- Thai Chicken Curry
- Chicken Tenderloins in Creamy Pesto Sauce
- Beef Lasagne
- Vegetarian Pasta

Salad Options

- Seasonal Green Salad
- Coleslaw
- Pasta Salad
- Potato Salad
- Seasonal Roasted Vegetable Salad

Side Options

- Roasted Potatoes
- Roasted Kumara
- Minted Potatoes
- Rice
- Bread Rolls with Butter
- Ciabatta

Dessert Options

- Cheesecake
- Pavlova
- Fruit Salad
- Chocolate Brownie
- Sticky Date Pudding
- Apple Pie or Crumble
- Chocolate Mousse

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Buffet Menu Options

Option 1 \$31.00

Choose 2 from Mains

Choose 3 from Sides

Choose 1 from Salad

Option 2 \$33.00

Choose 2 from Mains

Choose 3 from Sides

Choose 2 from Salad

Option 3 \$36.00

Choose 2 from Mains

Choose 2 from Sides

Choose 2 from Salads

Choose 1 from Desserts

Option 4 \$38.00

Choose 2 from Mains

Choose 3 from Sides

Choose 2 from Salads

Choose 1 from Desserts

Option 5 \$41.00

Choose 3 from Mains

Choose 3 from Sides

Choose 2 from Salads

Choose 1 from Desserts

Option 6 \$45.00

Choose 3 from Mains

Choose 3 from Sides

Choose 3 from Salads

Choose 1 from Desserts

Option 7 \$45.00

Choose 3 from Mains

Choose 3 from Sides

Choose 2 from Salads

Choose 2 from Desserts



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Build Your Own Platter

Please Note Prices are Per Portion

Cheeses

Brie	\$1.80
Camembert	\$1.80
Baked Feta	\$1.20
Haloumi	\$1.50
Blue	\$1.80
Cheddar/Edam/Tasty	\$1.20

Dips & Spreads

Selection of Hummus	\$0.60
Basil Pesto	\$0.80
Relish & Chutney	\$0.30
Sundried Tomato Pesto	\$0.80
Pate	\$0.90

Vegetarian & Others

Falafels	\$0.80
Club Sandwiches	\$1.70
Sausage Rolls	\$1.50
Asparagus Rolls	\$0.80
Spring Rolls	\$0.80
Vege Rolls	\$0.80
Olives	\$0.60
Marinated Artichokes	\$1.00

*Please note we have Gluten Free options available

Crackers & Breads

Plain Water Crackers	\$0.35
Rice Crackers	\$0.35
Flavoured Bite Size	\$0.50
Gourmet Selection or G/F	\$0.75
Ciabatta	\$0.75
Sourdough	\$0.75
Crostini	\$0.75
Gluten Free Bread	\$1.50

Meats & Seafood

Salami	\$1.80
Cabanossi/Chorizo	\$1.80
Smoked Chicken	\$1.60
Swedish Meatballs	\$1.70
Smoked Salmon	\$2.80
Marinated Mussels	\$1.50
Nobashi Prawns	\$2.20
Fish Bites	\$1.80
Scallops	\$3.20
S&P Squid	\$2.00

Sweets

Chocolate Brownie Bites	\$1.40
Seasonal Fresh Fruit	\$1.50
Danish	\$1.50
Profiteroles	\$0.80
Chocolate/Liquorice/Lolly	\$1.50
Dried Fruit & Nuts	\$1.70

Please don't hesitate to ask for other options

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