

Frequently Asked Questions about the French Bay Yacht Club Hall Hire

(www.frenchbay.org.nz)

What is the hall hire fee and what does it include?

\$4,000 hires the yacht club for the day of the function (packed up and doors closed at midnight), the day prior from 9am, and until 10am on the following day to enable the final packing to take place. Typically, this hall hire fee covers Friday set up, Saturday function, Sunday pack down.

If you wish to have any of the following there is an additional charge.

- ceiling drapes - \$100
- trophy drapes - \$50
- security fence lowered and raised on the day of the function - \$200

The club is not hired by the hour. If you want to hire the club for a weekday (Monday to Thursday), the cost is \$1500 per day. This gives you access to the club from 9am till 9pm. Please respect the close down time as the club is in a residential area.

We provide:

- hand towels, hand soap and toilet paper
- 1 x big broom
- a ladder
- 10 rectangular trestle tables (L184cm x W75cm x H74cm)
- 12 round tables – 150cm in diameter x H74cm – these fit 8 people comfortably
- 100 Black chairs – all matching
- 6 soft covered chairs

The Kitchen and bar area contains:

- 2 ovens, 1 standard, 1 commercial
- 1 stove top
- 1 standard microwave
- 1 commercial dishwasher / steriliser
- 2 sinks
- 1 fridge/freezer
- 1 bar fridge located in the bar area

We DO NOT supply cups, cutlery, plates, table cloths etc. You also need to bring your own cleaning equipment to wipe the chairs and tables at the end of your event.

What is French Bay Yacht Club? FBYC is an incorporated society and a registered charity. The clubhouse, the grass reclamations, the ramps and the rigging decks were all built by the club for public use when the club is not operating. The club is run by volunteer membership and it exists to foster sailing, and dinghy racing on the Manukau Harbour. FBYC supports the Waterwise (learn to sail) program for Titirangi, Woodlands Park, and Laingholm Primary Schools, and runs Adult and Junior Learn to Sail courses every year. The hall hire fees directly support the club's equipment program, building maintenance, training and educational program support.

Can I have a wedding/party/event on a Sunday?

Due to noise restrictions and our sailing programme, we do not hire out the club on Sundays.

Do you have any wedding packages?

No we do not currently offer packages. The hirer needs to bring in caterers, bring your own alcohol and bring your own decorations.

Where do food trucks go?

Food trucks are a regular supplier of food at functions at the yacht club. Please advise the functions coordinator, if you are having a food truck so that the wire can be unlocked for the food truck to access the cobbled area. There is an outdoor power point for them to access.

No vehicles are allowed on the timber of the rigging deck, the food truck must stay on the cobbled area.

Do you have a sound system?

No we don't.

How many people does the hall fit?

The hall seats 100 people comfortably and up to 120 people maximum.

Before I book can I visit the venue and look around?

Absolutely, the yacht club is open on Sundays and you are welcome to come and visit during sailing. If you have any questions there are always committee members on hand to ask. They are the people that look in charge and tend not to be in sailing gear.

What do I need to do to book my function?

Complete and send the booking form from our website with the date you would like and any extra info – you will receive an email from the Functions Coordinator to let you know if the date is available. Please refer to the online availability calendar first to see if the date looks available. Once you receive an email that the date is available, please follow the instructions on the website to pay the refundable bond of \$1,000.

What am I responsible for at the end of the function?

The hirer needs to:

- Take down tables, wipe them down and stack together on the trollies provided – the round ones are stored in the back hallway and the rectangle ones under the stairs, table top up.
- Wipe down the black chairs and then stack them in the window alcove under the stairs.
- Take down all decorations.
- Sweep the floor with the big brooms we provide.
- Remove all rubbish including paper, food, bottles and cans from the kitchen and bathrooms.
- If you have used the men's shower area to store anything, all items must be removed and put back in the main area before you leave.
- Stack the soft covered chairs in the area provided at the back door. These must be left clean.

What will the cleaner do?

The cleaner will mop all the floors, clean the kitchen, bar area and the bathrooms including all surfaces.

However, we ask that if you have spilt something on the night that it is mopped up before it turns to a sticky mess.

Does my function need to end at midnight?

Yes. Music must finish by 11.30pm and guests need to leave shortly after. Please be respectful of local residents when leaving French Bay and keep noise to a minimum.

When does the gate at the beach get locked / will I be locked in?

Auckland Council locks this gate. When there is a function at the club the gate will not be locked until everyone has left. They will not lock the gate when there is still a car at the club, or if lights are still on.

Is there an alternative option for removing rubbish?

Recently some people have hired rubbish bins from RUBBISH DIRECT (ph# 818-0949). It makes the clean-up easy and faster as you are only taking the rubbish out the back door into a bin. Email info@rubbishdirect.co.nz

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Where can I hang decorations?

We have wires along most of the walls to hang decorations. Do not use staples, nails or tacks. Also, no nails are to be used on the outside deck. Your bond refund will be affected if you have used these items.

Can I open the sliding doors at the club?

The key you will be given opens the far side sliding door (to the right of the stairs). Your key will not open the beach side sliding door. We discourage people from congregating on this side outside due to previous noise complaints.

Can the deck security fence be dropped during my hireage?

Yes. The security fence requires a special key which is not part of the standard hire fee. The bottom half of this fence remains in place – only the top half drops down. This can be arranged at an additional cost of \$200.

Can I get married on the deck, beach or on the grassy area outside the club?

Yes. However, you need to contact the Auckland Council to get a permit. The yacht club only owns/hires the actual club; we do not own/hire anything outside of it. You should be aware these areas are still open to the public and you will not have exclusive access. This applies to the rigging deck outside the yacht club. (The smaller deck accessed by via the hall is available to use as part of your hire but the security fence must remain in place).

What is upstairs in the club? Can I use this space?

This space is off limits for hirers. It is office space and rented out to a small business. They will vacate the premises for Friday weddings about an hour before guests arrive and will not be in the venue on Saturdays. (However, they might be working on a day booked for set-up only. They mainly stay upstairs but may use the kitchen and the toilets.)

Where can people park?

Your guests can park in the parking spaces to the left of the door to the club, at the beach and if needed up Valley Rd or Otitori Bay Rd. There is NO parking by the boat ramps, on the paved reclamation, the grass reclamation, the rigging deck, or outside the club front door. This is an emergency area for Coastguard. Please do not block Coastguard's marked areas or obstruct their operations.

If taxis are called to pick-up guests at the end of the function, please ask them to come to the front door for pick-up, to help minimise the noise late at night.

What kind of music is allowed?

We allow any type of music (bands, DJ's, Juke Box, etc...) but the club is in a residential area so you need to be aware of noise restrictions. This is not the place to have very loud music.

By keeping the front door and the beach side windows shut, you can keep the noise down. At about 9pm, please send someone out to the gate by the beach, if the music is too loud, you need to turn it down.

Can we have the band/music set up on the deck outside?

No band/music/speakers can be set up on the upper or lower rigging decks. Music must only be inside due to noise restrictions.

Do you have an actual noise policy?

Yes –

“Where there is excessive noise resulting in a “Direction To Abate Excessive Noise notice” being issued pursuant to Section 327 of the Resource Management Act 1991 to the person hiring the hall or their representative then the French Bay Yacht Club shall withhold the Hall Hire Bond. PLEASE NOTE: A warning will not be given. If noise control is called, and they deem the noise excessive, a notice will be served (an END), and you will lose your bond.”

Do you have the measurements of the hall?

Yes. A document detailing all the measurements is available on the website. When a booking is made, the document is emailed to you as well.

Do I need an alcohol permit?

No alcohol is to be sold on the premises unless you apply for your own temporary license. If you are just supplying alcohol to your guests (ie they have not purchased a ticket to attend your function) then you do not need a permit. You only need a permit when you are selling alcohol. It is available from the Auckland Council.

Where do I pick-up the key for my function?

When you pay the hall hire a month before your event, the functions coordinator will send you a letter confirming receipt of this payment. In this letter, the key information will be provided as well as the alarm code for you to use.

When do I get my bond refunded?

As long as all the hall hire conditions are met, we usually refund your bond payment in about 2 weeks. Holiday times can take a bit longer. Please make sure the functions coordinator has your bank details.

Please contact the Functions Coordinator by filling out the booking enquiry form on the website – this does not make an actual booking, it is used to confirm availability and to ask questions.