



## Welcome to the Maranui SLSC Club Lounge

Looking to offer your staff and clients a unique experience; directly on the beach and away from the concrete jungle? Throw in some delicious creative healthy food and Havana coffee and they will have a very memorable time!

Located near to the Airport, with FREE car parking, Maranui Surf Life Saving Club offers a boutique conference room, the **Club Lounge**, right under the Maranui Café, with spectacular views of Lyall Bay beach.

**Maranui Surf Life Saving Club** in Lyall Bay is five minutes from the Airport and 15 minutes from the Wellington CBD. It is on the foreshore of the bay with direct access onto the beach and premium views over Cook Strait, offering guests a unique experience.

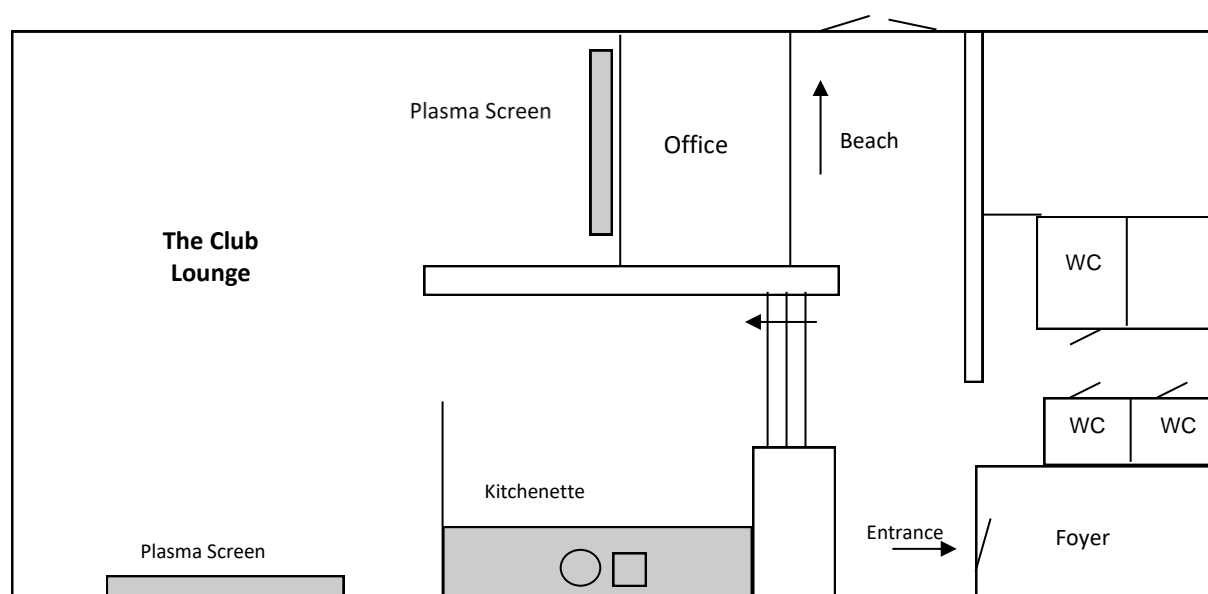
**Maranui Surf Life Saving Club** is a fully operational surf club with an emphasis on Nippers and water education.

**The Club Lounge** is an intimate, modern venue suitable for meetings, seminars and workshops for up to approximately 25 attendees.

It is equipped with two plasma screens and a large whiteboard. There is one large board table and eight trestle tables with ample seating. Wi-Fi is available for an extra charge.

Enquiries and bookings: contact bookings manager on 04 387 2649 or email [maranuioffice@gmail.com](mailto:maranuioffice@gmail.com). Catering and beverages can be arranged through the bookings manager.

## The Club Lounge Layout





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## CLUB LOUNGE RATES *(All prices exclude GST)*

Full day - 8.30am to 5.00pm (Please note the room must be vacated by 5.30pm) \$400

Short notice / Part Day / Extended Day Hire POA

**The Club Lounge is not available for Weekend or Evening Hire**

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## BOOKING CONFIRMATION - PLEASE COMPLETE, SIGN AND RETURN WITH DEPOSIT

I wish to hire the **Maranui SLSC Club Lounge** and in doing so, accept the following:

- Complete Booking Confirmation form (for all bookings)
- Nothing is to be attached to walls or ceiling as this may damage surface
- The Club is to be left as found – floors swept and rubbish removed - if not, an invoice for \$100 for cleaning will be sent to contact person
- The hirer is responsible for the conduct of guests and liable for any loss or damage to any Maranui Club or Café property

To secure the **Maranui SLSC Club Lounge**, I submit a \$100 deposit (includes GST) by online deposit

Your Name:

Company:

Address:

Email:

Contact phone number/s:

Date of function:

Arrival time:

Departure Time:

Number of Guests:

Tea & Coffee

Yes / No

Morning tea required:

Yes / No

Time required:

Lunch (in Cafe):

Yes / No

**Time to be seated in cafe - 12 Midday**

Lunch (Catered):

Yes / No

**See Catering info below**

**(Please note that NO outside catering is permitted)**

Afternoon tea required:

Yes / No

Time required:

Special Dietary requirements:

Wifi Access (\$25 per day)

Yes / No

Signature:

Today's date:



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Deposit must arrive 7 days prior to event. Balance will be invoiced after the event and full payment is required 7 days after invoice.

**Online Banking Details:** Account Number: **06-0513-0305045-00**  
Identify with company name and 'hire'.

We do not accept credit cards.

### **CANCELLATION POLICY**

If you cancel within 4 weeks of your booking date your deposit will be retained.

### **ROOM FACILITIES AND SERVICES**

Thank you for choosing to use the Maranui Surf Club Lounge as a venue. Please read the following and pass on to those using the room to ensure they know how the room and its facilities operate.

### **HEALTH AND SAFETY PROCEDURES**

Please read the Health and Safety Procedures below and ensure that your attendees are made aware of these.

### **ROOM SETUP & CLEAN UP**

**Please note we do not set up the room.** Therefore, someone may need to come earlier and set up if you require a particular seating arrangement.

The room offers the following –

- A large whiteboard and Flip Chart Easel (please provide your own flip chart paper and pens)
- 8 x trestle tables and 30 chairs also available

**Clean Up** – please put dirty dishes in the dishwasher or handwash & put them away, clear the whiteboard & place any rubbish in the bins provided. If the room is not left clean & tidy a cleaning fee of \$100 will be added to your final invoice.

### **AV EQUIPMENT**

We expect groups to be able to set up and enable their laptops to work with our equipment.

**We do not provide IT support.**

We offer the following –

- Two large flat screen TVs and HDMI cable for connecting to laptops. Please ensure you bring the necessary cables.

### **SURF CLUB**

Maranui is an operating surf club, which means that club members may need to access the club house and boatshed from time to time. You should not be disturbed by this but you can close the bi-folding doors for total privacy.



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## CATERING

Please confirm final numbers, catering choices and any special dietary requirements one week prior to your booking, to ensure your requirements can be met. Here's what we can provide:

### Beverages

- ♥ Water is always available in the room
- ♥ Selection of teas and coffee are available for a charge - \$2.50 per person for instant coffee  
OR \$4 per person for plunger coffee
- ♥ Barista coffees can be ordered in the Café – pay as you go or run a tab which can be added to your final invoice at the end of your event  
**Please note:** you'll need to wait upstairs for your drinks. We're unable to deliver them to the Club Lounge due to the busy nature of the Café.

### MORNING & AFTERNOON TEA

We offer an array of freshly baked scones and muffins for morning tea, and a selection of slices and cookies for afternoon tea - delivered to the room at your appointed time.

#### Morning Tea – \$5 per item

*We also offer Vegan and Gluten Free options – a few sample items are listed below:*

- ♥ Sweet Fruit Muffins – flavours change daily
- ♥ Savoury Muffins – flavours change daily
- ♥ Date & Orange Scones

#### Afternoon Tea – \$6 per item

*We also offer Vegan and Gluten Free options – a few sample items are listed below:*

- ♥ Slice – Ginger Crunch, Peppermint Chocolate, Chocolate Caramel, Chocolate Brownie etc
- ♥ Friands (GF)
- ♥ Mini Banana Loaves (GF)
- ♥ Cookies – Shrewsbury, Chocolate Chip, Belgium Biscuits etc

#### Cup Cakes (can be GF & V) – \$7 per item

*For example -*

- ♥ Chocolate & Raspberry with Chocolate Ganache
- ♥ Lemon Syrup with Lemon Icing
- ♥ Banana & Passionfruit with Passionfruit Icing
- ♥ Mini Carrot Cakes with Cream Cheese Icing
- ♥ Lemon & Raspberry with Berry Icing

#### Fresh Fruit Platter – \$6 per person, *minimum order of 8*



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## LUNCH

***For groups of up to 7 people***, you can request a table in the Maranui Café. Note that your lunch order will not start being cooked until you are seated in the Café, to avoid any problems due to delays. Please aim to be seated by **midday**. If your group is not in the Café by **12.10pm**, the Café will not hold the reserved table any longer and will offer it to other Café patrons.

***For groups of 8 or more people***, please choose from the catered lunch options below.

**Minimum of 8 people:**

- 1. Queens Lunch - \$16 per person**  
Salad, Sandwich & Sweet Treat
- 2. South Coast Lunch - \$17.50 per person**  
Brown Rice Sushi Roll, Salad & Sweet Treat
- 3. Diamond Lunch - \$19 per person**  
Salad, Savoury & Sweet Treat

Please note:

- Some items are subject to availability and seasonal change
- Most of our delicious catering is vegetarian
- We also offer Vegan & Gluten Free options
- All catering is produced in our Kitchen which uses sesame, eggs, nuts, gluten & dairy products

All prices are GST exclusive



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Today's date:

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Name:

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Business Name:

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Email Contact:

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Contact phone number/s:

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Address:

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Date of event / function:

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Type of Function:

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Number of Guests:

Catering Required:		# of People	Options:
Tea & Coffee	Y / N		Instant Coffee / Plunger Coffee
Morning Tea	Y / N		
Lunch	Y / N		
Afternoon Tea	Y / N		

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Special Dietary Requirements:

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Extra Comments:

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**HEALTH AND SAFETY REQUIREMENTS  
ASSOCIATED WITH THE USE & OCCUPATION OF THE  
MARANUI SURF LIFE SAVING CLUB LOUNGE**

### **Instructions**

All function organisers and/or users of Maranui Surf Life Saving Club Lounge located on the Ground floor of the Maranui Surf Life Saving Club building must read the following health and safety information.

### **Responsibilities**

While using the Maranui Surf Life Saving Club Lounge you and/or your users are responsible for ensuring your/their own safety so as not to endanger others. Specifically:

#### **Your/their responsibility is to:**

- Report any hazards, accidents or near misses to your host Bronwyn Kelly ph 021 389 311
- Ensure you/they take all practical steps to ensure your/their own health and safety, and that of others, while working within or occupying the facility
- Ensure you/they have received all health and safety information from your host

#### **Your host's responsibility is to:**

- Explain any hazards associated with using the facility and how to report any new hazards
- Ensure all reasonable safeguards are in place
- Explain emergency procedures and first aid facilities (as detailed below)

### **Emergencies**

In the case of an emergency telephone Emergency Services 111, then contact your host to advise of the situation 021 389 311.



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## First Aid & Accidents

A first aid kit is located adjacent to the Office door on the Ground Floor.

If a person is injured telephone your host for assistance. They can arrange for an ambulance if necessary.

## Fire

If you notice smoke or fire, telephone Emergency Services 111, then contact your host to advise of the situation 021 389 311.

On hearing the fire alarm, evacuate from the nearest exit and assemble at the following location.

**Assembly Point:** Outside to the left of the building, on the footpath of Lyall Parade

## Earthquake

When becoming aware of a tremor remain indoors, **Drop** (to seek shelter such as under a desk/table), **Cover** your head and neck, and **Hold**. Keep away from windows. **If possible, switch off any equipment until after shocks have stopped.**

## Storm

If high winds are forecast stay inside and keep away from windows.

## General rules

### Smoking

The Maranui Surf Life Saving Club Lounge is a smoke-free area.

## Parking of vehicles and storage of equipment

Parked vehicles or function equipment must not block or impede vehicle or pedestrian access routes to the building.