



MEETINGS & WORKSHOPS INFORMATION PACK



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www.vyc.co.nz

VIADUCT YACHT CLUB



VYC offers a unique location for corporate meetings and workshops. With plenty of natural light from large windows overlooking the boats of the Viaduct Marina, you can spend the day without feeling locked inside.

With the option of 2 meeting spaces, both VYC and VYC's Black Door have large screens for presentations that are integrated into the house sound system, and space to create various break out areas. Full onsite catering, and with a bar you can enjoy a drink at the end of the day.



THE SPACE

CAPACITY & HOURS



	VYC GROUND FLOOR	BLACK DOOR LEVEL 1
Floor Size (Sqm)	290	72
Boardroom Capacity Max	34	28
Theatre Capacity Max	70	40
Cabaret Room Capacity	50	21
Availability	Monday - Friday 7am - 5.30pm	
Rates (ex GST) Set up fee plus venue hire	\$100 set up fee \$100 per hour	\$100 set up fee \$75 per hour



FACILITIES



- /// Two large screens
- /// WIFI
- /// Fully integrated sound system
- /// Lectern
- /// Small sized white board
- /// Wireless microphone hire \$99
- /// Full onsite catering including full bar services
- /// Additional AV can be booked directly, or we are happy to arrange via one of our preferred suppliers
- /// Tea / Coffee station
- /// Barista coffee
- /// Space to create breakout work areas





V Y C





TERMS & CONDITIONS THE FINE PRINT

CONFIRMATION

A booking is confirmed via email.

Final confirmation of food and beverage menu items are to be made 21 days prior to your meeting unless booking is made within 14 days.

PAYMENT

Approximately 10-14 days prior to your event you will be invoiced for all fixed costs; booking and set up fee, food selection, additional AV etc.

Payment of fixed costs are required prior to the function. We accept cash, internet transfer or credit card. Credit card payments incur a 1.8% merchant fee.

The Bar account is to be settled at the end of the function. We accept Visa, Mastercard, EFTPOS and American Express. There is no merchant fee charged for Bar transactions on the night of the event.

Invoicing for the BAR can be organised by prior arrangement. Payment terms are 3 working days unless organised.

CANCELLATIONS / MOVEMENTS

Cancellation or movements outside 30 days do not incur a cancellation fee.

Within 30 days there is a fee as we will have turned business away securing the date, and the closer we are to the event the less chance we have of re-booking. If we are able to re-book the date we will refund up to the full cancellation fee.

- Cancellation/movements 15-30 days will be charged the venue hire fee
- Cancellation/movements within 14 days will be charged the venue hire fee plus the confirmed food selection.

VYC will make reasonable efforts to reduce any cancellation or movement fee by re-booking the venue to another party. In the event that the venue is re-booked the minimum food and beverage spend value of the new booking will be refunded, up to the value of the cancellation / movement fee. Any refund will be confirmed after the intended event date.

BREAKAGES or damage caused will be charged to the final bill.



TERMS & CONDITIONS THE FINE PRINT

FORCE MAJEURE

Neither the client or Viaduct YC Limited (trading as VYC) shall be responsible to the other for any changes to the agreed function requirements if the changes are the result of any statute, governmental regulation, act of god, fire, natural disaster, damage to the venue or any other causes beyond the reasonable control of the parties. In the event of such a force majeure, the parties shall agree to amend or cancel the agreement. In the case of a Covid-19 lockdown the event date will be moved without penalty. If the client wishes to cancel rather than move the date the booking fee is non-refundable.

FOOD & BEVERAGE

Our menu items and pricing are subject to change

If your menu selection becomes unavailable it will be substituted for an alternative and you will be charged the lesser of either the price of your original selection or the price of the alternative.

VYC is not liable for any beverage outside selection being added to the bar TAB on the night.

Only food and beverage purchased at VYC can be consumed at VYC unless by prior agreement. Beverage can be taken from the premises by prior arrangement under our off-premise license.

DECORATIONS

Decorations are not to include confetti, glitter, rose petals or rice. If these are accidentally used, they incur an additional cleaning charge of \$100 ex GST.

GUEST PROPERTY

VYC will not be responsible for any loss or damage to guests' property during your function. We do however have a lost property box and can check for lost items after the venue has been cleaned.

We appreciate your understanding.

THANK YOU 😊