



THE VIADUCT'S DEDICATED PRIVATE VENUE



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VIADUCT YACHT CLUB



VYC is a dedicated private function venue with stunning views of Viaduct Marina. It's perfect for a wide range of events such as dinners, corporate functions, meetings, launches, birthday parties, and weddings.

The space is both spacious and intimate divided by a bar and featuring a warm open fire. The Black Door, located one floor above, offers a more private setting for smaller parties and dining. With its own bar, bathroom, and entrance it is separate from VYC, however for larger parties, there's the option to connect the two venues using an internal door, allowing guests to easily move between the spaces.

Each event has exclusive use of the venue. This means you have full control over décor, music, lighting and set up. With a picturesque location and customizable features, VYC and the Black Door are an ideal choice for creating memorable and unique events.



THE SPACE

CAPACITY & HOURS



	VYC GROUND FLOOR	BLACK DOOR LEVEL 1
Floor Size (Sqm)	290	72
Canapes Capacity Max	180	50
Dining Capacity Max	130	28
Standing Room Capacity	220	50
Maximum Capacity Both Venues	270	
Availability	Mon - Sun 7am - 4am	



2024 RATES



Costs include GST	VYC GROUND FLOOR	BLACK DOOR LEVEL 1
Booking & Set up Fee Covering all glassware, dinnerware, staffing, furniture and cleaning	Drinks & Canapes \$250 Dinning \$400	\$250 for both Canapes and Dinning
Minimum food & beverage spend is based on guest number, and includes any food or drinks purchased by guests	No minimum food and beverage spend	No minimum food and beverage spend
Minimum guest number	Sun - Thu Dining 40+ guests Canapes 50+ guests Fri - Sat 60+ guests	Dining 20+ guests Canapes 30+ guests
Event duration	Event booking fee covers 5.5 hours from guest arrival, however, can be extended for \$300 per hour to cover staff resourcing	
Security to manage the door and ward off uninvited guests	\$50 per hour	



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Minimum food & beverage spend is based on guest number, and includes any food or drinks purchased by guests	No minimum food and beverage spend, however minimum guest number applies.	
Minimum guest number (or equivalent spend)	Sun - Thu Dining 40+ guests Canapes 50+ guests Fri /Sat 60+ guests Fri / Sat Mid Nov - End Dec 80+ guests	Dining 20+ guests Canapes 30+ guests
Event duration	Event booking fee covers 5.5 hours from guest arrival, however, can be extended for \$300 per hour to cover staff resourcing	
Security to manage the door and ward off uninvited guests	\$50 per hour	



FOOD



Discover our delicious menus, presenting an array of choices from canapes, to sit down meals, grazing tables, buffets and banquets.

For your party we provide an assortment of platters. Meanwhile, our canapes menu has a delectable selection of hors d'oeuvres, pizza, sushi and late-night snacks.

Our menu adapts to occasions ranging from relaxed gatherings to formal events, and addresses all main dietary needs - vegan, vegetarian, gluten, dairy and nut free.

Let your tastebuds decide.



BEVERAGE



We have a full-service bar that includes tap beer, cider, seasonally changing wines, classic cocktails and a range of more cost-effective house wines and spirits.

Choose from our flexible bar TAB options:

- 1. Open bar:** guests select from our full bar menu and buy their own drinks.
- 2. Bar TAB:** Hosts set the drink selection and limit. Throughout the event, guests can charge drinks to the host account. Should the limit be reached, the host can adjust the TAB or transition to an open bar.
- 3. Subsidised Bar TAB:** where the host covers half the cost and guests pay the other 50% on selected drinks.

Our bar team are happy to craft cocktails tailor-made for your event or theme. Furthermore, we produce a custom menu for each occasion which can showcase images, logos and cocktails with personalised names.



EVENT PACKAGES



Simplify and save time with our pre-planned event packages, designed using crowd favorites from the countless parties we've hosted over the years. These packages offer a range of pre-selected food and beverage options, making the decision-making process quick and effortless.



FACILITIES



Both VYC and the Black Door are both equipped with a fully comprehensive sound system, integrated with large visual screens.

Screen Sizes:

- VYC screen one: 191 x 109cm
- VYC screen two: 128 x 77cm
- Black Door screen 165 x 95cm

We have dedicated guest Wi-Fi and should you need it, we can arrange stages and additional audio-visual equipment. The option for wireless microphone is available at a rate of \$129

Amazing views of the boats

100% private use for each, and every event

Lectern, whiteboard available for use free of charge

In addition, we can assist you in organising various aspects of your event:

- DJ and entertainment options
- Decorations including balloon garlands, photo booths, and floral arrangements
- Furniture and props to suit your theme
- Specialists such as Mixologists, and Gin Masters to elevate your event experience





TERMS & CONDITIONS

THE FINE PRINT

CONFIRMATION

To confirm a date, we take a \$300 deposit. Bookings are not confirmed until the deposit has been received. The credit card details are held on file as security until after the event. This is separate from your booking and set up fee.

Final confirmation of selected food and beverage, guest number and event duration extension are to be made 21 days prior to your function. If selection is not made within this time frame, we are unable to offer subsidised drinks, and you will be invoiced a flat fee of \$35 per guest for a Chef's selection of canapes. For seated dining events you will be invoiced for the 3 course Happy Fig with 10% vegetarian. Menu selection is based on the current menu and covers all dietary requirements

PAYMENT

Approximately 14 days prior to your event you will be invoiced for all fixed costs; booking and set up fee, food selection, drinks on arrival, security, duration extensions and any other requested services (decorations, furnishings, entertainment).

Payment of fixed costs is required one week prior to the day of the event. We accept internet transfer or credit card. Credit card payments incur a 1.8% excl. GST merchant fee. Post Covid we no longer accept cash.

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. We reserve the right to charge the credit card held for security if payment is not made. A 1.8% excl GST merchant fee will be added to the invoiced total. Payment defaults will incur a 12%pa interest fee.

Should you have less than the required minimum guest number attend the event, you will be charged \$70 per guest below the minimum number to cover staff resourcing. This is payable on the night and is charged as a 'venue hire fee'.

Functions that go over their close time will be charged a fee of \$150 to cover staffing.

CANCELLATIONS / MOVEMENTS

The \$300 deposit is non-refundable and non-transferable to another date.

Cancellation or movements outside 30 days do not incur an additional 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 21-30 days will be charged \$2,100
- Cancellation/movements within 20 days will be charged \$3,500
- Cancellation of a cake order incurs a \$100ex GST cancellation fee

BREAKAGES or damage caused will be charged to the final bill

SOILING An additional cleaning fee will be charged for any soiling of the venue by guests.



TERMS & CONDITIONS

THE FINE PRINT

STANDARD EVENT TIMES

All daytime events conclude at 5pm unless by prior arrangement depending on evening event bookings

Evening events have standard times which can be changed by prior arrangement

Seated dining 6.30pm - 11pm / 12am

Drinks and canapes 7pm - 12.30am

The booking and set up fee covers events up to 5.5 hours. Events can be extended for for \$300 per hour incl GST. This is advisable 21 days prior to the event date to allow for rostering adjustments and is invoiced with all other fixed costs approx. 14 days prior to the event. This is non-refundable even if the event ends earlier.

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.

INTOXICATION

It is against the law for us to serve intoxicated guests. This is at the discretion of the Duty Manager, and we ask you to respect their decision.

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 host 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.

Cake orders are excluded from minimum food and beverage spend.

DECORATIONS

Decorations are not to include confetti, rose petals, glitter or rice. If these are accidentally used, they incur an additional cleaning charge of \$150 incl 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 😊



THANK YOU

Please get in touch to arrange a venue visit. We would love to show you around and answer any other queries that you may have. Our website also has a photo and video gallery.

Email info@vyc.co.nz

Website www.vyc.co.nz