



EVENT & BANQUET IMPORTANT INFORMATION

Members, their spouses or their dependents of 16 years and over, must accompany their guests throughout the event.

CONFIRMATION & DEPOSIT REQUIREMENTS

HHYC will hold the Garden Bar on a tentative basis for up to 7 days on receipt of a Members e-mail booking or signed Function Booking Form. On payment of 50% of the minimum F&B spending the booking will be confirmed.

GUARANTEES

All events are subject to a guaranteed minimum attendance number. This number of guests cannot be changed within 3 days prior to the event. HHYC must be informed of your guest numbers at the latest 3 days prior to the confirmed date. The guaranteed attendance numbers must not be reduced. The event will be charged based on the actual attendance or the minimum guaranteed amount at whatever is higher sum.

CANCELLATION POLICY

Should this function for any reason whatsoever, be cancelled by the member after confirmation with the deposit paid:

- i. 25% of the minimum F&B spending will be imposed after deposit paid.
- ii. 50% of the minimum F&B spending will be imposed if cancellation is made 7 days prior to the function date.
- iii. 100% of the minimum F&B spending will be imposed if cancellation is made 24 hours prior to the function date.

MINIMUM FOOD & BEVERAGE SPENDING – DEFINITION

Weekend and Public Holiday

Full Venue at \$ 20,000 based on 50-100 pax

Half Venue at \$ 10,000 for less than 50 pax (The Bar will not be exclusive to the sole function)

Weekdays excluding Public Holiday

Full Venue at \$ 10,000 based on 50-100 pax

Half Venue at \$ 5,000 for less than 50 pax (The Bar will not be exclusive to the sole function)

BAND AND DISC JOCKEY ARRANGEMENT

Should the organizer arrange their own DJ or Live-Band, all sound equipment must be turned off by 11:00 pm.

AFTER MID-NIGHT CHARGE

\$ 1,000 per hour will be charged if the event will continue after mid-night. HHYC must be advised in advance if the function is to continue after this time so as to enable staff to remain on duty.

LIQUOR POLICY

Outside wine and Champagne will be permitted with a corkage fee of \$ 100 per bottle (750ml) and \$ 250 per bottles of all other hard liquor. All products that are unopened must be removed from the property at the conclusion of the event.

TYPHOON AND BLACK RAINSTORM POLICY

In the event that either a Tropical cyclone signal number 3 or higher or a Red/Black Rainstorm warning is expected to be hoisted by the Hong Kong Observatory within forty-eight hours, organizer is required to reschedule the function within one month or the date proposed by the Hebe Haven Yacht Club.