WAKES & MEMORIALS

LAKE MACQUARIE
YACHT CLUB

Thank you for choosing Lake Macquarie Yacht Club as your wake and/or memorial venue.

We endeavour to make this difficult time as easy and straight-forward as possible for you with our step-by-step function menu & ordering guide.

Our stunning waterfront function rooms can cater for different styles of wakes & memorials ranging from 30 to 150 guests.

To book your function please follow the steps below:

Step 1. Choose your function room. Take a tour of our function rooms on our website or make an appointment with our Functions Coordinators for an inspection at the club.

No room hire fees are charged for wakes & memorial functions held Monday to Friday.

Step 2. Lock in your desired date. Enquire with our Functions Manager about the date you wish to book your chosen function room.

Step 3. Informing guests. Please ensure that you inform your guests of the entry requirements to Lake Macquarie Yacht Club. Please note the minimum and maximum capacity of your area.

Step 4. Order catering and bar requirements. Our on-site caterers Crusoe's on the Lake provide delicious options for your function with minimum 48 hours notice, unless otherwise instructed.

LMYC Bar offers bar packages to suit every budget.

Step 5. Extras. Tea and coffee, linen hire, speaker and TV hire are available.

Step 6. Finalise. Final details and payments must be made before the function is held. The Functions Manager will instruct you on your due date and how to make payments.

Step 7. Set-up. Your function room is available from 1 hour before your event for decorating unless otherwise organised with the Functions Manager. The function room is set with furniture, cutlery, crockery and glasses by LMYC staff to your requested room layout prior to this time.

E: functions@lmyc.com.au | Ph: 4945 0022

VENUE HIRE & TIMINGS

BRIDGEDECK
30 Seated | 40 Cocktail

DAY

Monday -Friday	11AM-3PM 12-4PM 1-5PM
Saturday & Sunday*	12-4PM

**Weekend Hire includes Room Hire Fee*

BAYVIEW
70 Cocktail Only

DAY

Monday -Friday	11AM-3PM 12-4PM 1-5PM
Saturday & Sunday*	12-4PM

**Weekend Hire includes Room Hire Fee*

LAKESIDE PAVILION
110 Seated | 150 Cocktail

DAY

Monday -Friday	11AM-3PM 12-4PM 1-5PM
Saturday & Sunday*	12-4PM

**Weekend Hire includes Room Hire Fee*

Our three function rooms offer various capacities and styles of seating arrangements to suit your needs.

Function rooms are available for decorating 1 hour before function start time, unless otherwise organised with the Functions Coordinators.
Function room hire times are flexible Monday—Friday.
Speak with the Functions Coordinators for alternative room hire times.

PLATTERS

HOT SELECTIONS

PARTY PLATTER – $138
(60pc per platter)
Mixed Cocktail Pies
BBQ Pork Spring Rolls
Vegetable Wontons (V)
Marinated Chicken Skewers

SAILORS PLATTER – $138
(60pc per platter)
Tempura Fish Fillets
Panko Crusted Prawns
Barramundi Asian Rolls
Lemon Dusted Squid

GLUTEN FREE PLATTER – $138
(60pc per platter)
Marinated Lamb Skewers
Roasted Pumpkin Arancini (V)
Lemon Dusted Squid
Orange Soy Pork Belly Bites

COCKTAIL PLATTER – $138
(60pc per platter)
Surf Skewers
Spinach & Ricotta Parcels (V)
Prawn & Chive Gyoza
Crispy Maple BBQ Chicken Wings

SLIDER PLATTERS –$145
(20pc per platter)
ONE selection per platter:
Classic Cheeseburger
Japanese Chicken Bao

LITTLE CRUSOE'S PLATTER – $16.50pp
Select ONE of the following. All served with chips & sauce.
- Nuggets
- Mini Hot Dogs
- Beef Pie

COLD SELECTIONS

ANTIPASTO GRAZING BOARDS
Chef's Selection of Premium Cheeses, Cured Meats, Seasonal Fruits, Grilled Antipasto, House Dips, Breads & Crackers

SMALL – $165 (10-15pax est.)*

LARGE – $440 (45-55pax est.)*

**Please be advised that these numbers are not based on a per person serving portion. They are an estimated serving portion for this total of guests.*

MORNING TEA BOARD – $78
Housemade Scones with jam, cream and butter, Muffins, Slices, Banana Bread & Assorted Fruit

SANDWICH PLATTERS – $35
Select **ONE** type per platter
GF Sandwiches available at additional cost.
- Ham, Cheese & Tomato
- Roast Beef & Tomato Bush Relish
- Corn Beef & Pickle
- Chicken & Ranch
- Peri Peri Chicken
- Cucumber & Lemon Herb Cream Cheese
- Veggie Club
- Smoked Salmon, Spinach & Caper Aioli
- Egg & Lettuce

SCONE'S – $3.85pp
Selection of Scones with House Jam, Honey & Chantilly Cream

FRUIT – $3.85pp
Chef's Selection of Seasonal Fruit

Please note that Platters **cannot** be altered.
Platters are **not** circulated to guests like Canapes.
Clients are **not** permitted to supply their own Grazing Boards and/or Grazing Board items (including fruit, cheese, dips, cured meats, antipasto, breads or crackers).
Please see our Terms & Conditions for more information.

LMYC BAR

OPTION 1.
PAID ON CONSUMPTION OPEN BAR TAB

Includes all beverages available from LMYC Bar.

All Beverages on Tap, including Beer, Pale Ale, Ginger Beer, Hard Solo, & Candian Club & Dry
Bottled Beer
All Wine by the Glass or Bottle
Post Mixed Spirits & Mixers
Pre-mixed RTD Spirits
Soft Drinks & Juices

OPTION 2.
PAID ON CONSUMPTION CUSTOM BAR TAB

Step 1. Select the Tab Inclusions. Please choose from the Standard or Premium Beverage inclusions (see next) or advise custom selections from LMYC Bar.
NOTE: If the Tab inclusions need to be changed or tailored, please arrange in advance with our Functions Team.
Step 2. Set a start & finish time for Tab.
Step 3. Set a Tab limit, i.e. $1,000

OPTION 3. CASH BAR

Guests purchase beverages at their own expense.

STANDARD BEVERAGE INCLUSIONS

BEERS

VB, Carlton Black, Carlton Dry, Carlton Zero, Great Northern, Tooheys New, Captain Sensible, Somersby Apple Cider

WINES

Woodbrook Farm Sparkling
Circa 1858 Sauvignon Blanc
Circa 1858 Chardonnay
Circa 1858 Shiraz
Fiore Moscato

SOFT DRINKS & JUICES

Pepsi, Lemonade, Creaming Soda, Lemon Lime & Bitters
Post-Mix Soft Drinks
Apple, Orange & Pineapple Juice
Ginger Beer & Ginger Ale
Natural Mineral Water

PREMIUM BEVERAGE INCLUSIONS

BEERS

VB, Carlton Black, Carlton Dry, Carlton Zero, Great Northern, Tooheys New, Captain Sensible, Somersby Apple Cider

TWO BOTTLED BEERS OF YOUR CHOICE

WINES

Yves Premium Cuvee
Bremerton Mollie & Merle Verdelho
Wild Oats Sauvignon Blanc
Wild Oats Chardonnay
Abbots & Delaunay Rose
Wild Oats Cabernet Merlot
Robert Oatley Signature Shiraz

ALL SOFT DRINK & JUICES

LMYC does **not** offer complimentary table service for drinks.
LMYC does **not** serve shots, neat servings or doubles.
LMYC does **not** offer subsidised tabs.
LMYC Staff abide by the laws regarding Responsible Service of Alcohol.
Wristbands are supplied by LMYC.

EXTRAS

LINEN HIRE

White Linen is available to hire through LMYC. Orders must be placed & paid for by the Thursday before your event.

Tablecloths – $16.00 each | **Napkins** – $2.00 each
White Stretch Chair Covers – $3.00 each

DECORATIONS

You are welcome to decorate your function area, within the guidelines outlined in the Terms & Conditions.

MUSIC & ENTERTAINMENT

It is the responsibility of the client to provide a method for playing music or entertainment for the function. You are welcome to provide your own speakers.*
*Please read Entertainment Guidelines in the Terms & Conditions.

LMYC HIRE

Bluetooth Speaker – $80
PA System (Speaker, AUX & Microphone) – $90
Projector (Bridgedeck **ONLY**) – $20
TV (Lakeside Pavilion or Bayview) – $80

DESSERT

You are able to self-cater the following items after receiving permission from the Functions Manager.
- Celebratory Cakes: Please note you **must** provide your own plates, napkins & spoons/forks, along with a knife to cut the cake. These items will **not** be provided for you if asked on the night.
- *Lolly Bars: Please note you **must** provide your own serving dishes/jars
- *Dessert Table: Please note you **must** provide your own serving dishes & trays

**For Lolly Bars & Dessert Tables, please be aware that you will require an additional table separate to the catering and gift tables.*

TEA & COFFEE

A self-serve instant Tea & Coffee Station is available for hire, with white crockery, milk, sugar & utensils. This must be ordered when the function is finalised. Tea & Coffee Station: $1pp (minimum 15 person charge).
Alternatively, you can run a 'Tab' with Crusoe's Cafe.
NOTE: This tab must be organised & paid directly with Crusoe's Cafe, **not** LMYC.

SOCIAL MEMBERSHIP FOR FUNCTION HOLDERS

Social Membership at Lake Macquarie Yacht Club allows you to sign in your guests that live within the 5km radius and are not members of our affiliated club Belmont 16s. If membership is not provided and you have guests within the area, they will be asked to join and pay for their own membership to gain entry the Club.

Benefits of becoming a social member of LMYC include 5% discount at the bar and restaurant (excluding function catering) and access to our email newsletter for updates on upcoming events.

Dear Sir/Madam,

I wish to nominate the following for membership of Lake Macquarie Yacht Club.

(PLEASE USE BLOCK LETTERS) ** = Required*

Full Name of Applicant *_____

_____

Private Address* _____

_____

Postcode* _____

Telephone* _____

Mobile _____

Email _____

Date of Birth* _____ / _____ / _____

Occupation* _____

Employer _____

Business Address_____

_____

Telephone _____

Membership of other clubs_____

_____

State Names of LMYC Members Known

_____

_____

Social Membership Type*

___ 1 year **$9.99**

___ 3 years **$27.50**

I have attained the age of 18 years and hereby consent to be proposed for membership at Lake Macquarie Yacht Club.

Signature* _____

Name of Nominator

_____

Address _____

_____

Membership No. _____

Signature _____

Name of Seconder

_____

Address _____

_____

Membership No. _____

Signature _____

Membership fee is to be paid prior to processing application. Photo ID is required for the application.

02 4945 0022

functions@lmyc.com.au

LAKE MACQUARIE YACHT CLUB

SOCIAL MEMBERSHIP FOR FUNCTION HOLDERS

Privacy Statement

Lake Macquarie Yacht Club is subject to the provision of the Privacy Act 1988. The personal information provided by you on this application form will be used to process your membership application.

Failure to provide all of the requested information may result in your application being rejected.

You have a right to access and correct any of your personal information that the club holds about you.

Lake Macquarie Yacht Club does not usually disclose your information to any other organisation or person unless there is a legal requirement to do so.

The Club may disclose your information to third parties that provide services under contract to the club. These contracts require the third party to keep your personal information confidential and secure.

If you require further information, please contact club administration.

PLEASE ATTACH A PHOTOCOPY OF YOUR PHOTO ID OR PROVIDE TO RECEPTION STAFF DURING APPLICATION PROCESS IN PERSON AT LMYC

OFFICE USE ONLY

DRIVERS LICENSE:_____
OTHER ID:_____
D.O.B: _____ / _____ / _____
VERIFIED BY: _____
SIGNATURE:_____
RECEIPT NUMBER: _____
DATE: _____ / _____ / _____
AMOUNT PAID: $_____
MEMBERSHIP NUMBER: _____

Important Club Entry Rules

- All visitors and guests over the age of 18 must legally provide photo ID with proof of address. Failure to provide ID will result in the patron being asked to leave the premises. They may return with their ID to gain entry

  Acceptable forms of ID:
  Australian driver licence
  International driver licence
  Passport
  Australian government issued ID card
  Australian pension card

- All visitors must enter the club via the main front doors and sign in at reception, a member is not to lead a non-member through either side gate to gain access to the club

- Members of LMYC affiliated club Belmont 16's are able to sign themselves in however, their membership cannot be used to sign in other guests

- Strict dress code rules apply at LMYC
  No singlets for men inside the club at any time
  No hats for men inside the club
  No thongs for men or women after 8:00pm
  No gang colours
  No offensive clothing
  No dirty workwear
  Uncovered swimwear is not acceptable inside

- LMYC practices responsible service of alcohol. If an individual or group of function guests are identified at being intoxicated, aggressive or violating the RSA code in any other way, LMYC staff reserve the right to refuse entry

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functions@lmyc.com.au

LAKE MACQUARIE YACHT CLUB

TERMS & CONDITIONS

Booking Confirmation: A deposit of $100 minimum & completed booking form is due 14 days from initial enquiry. Management of LMYC reserves the right to cancel the booking & allocate the space to another client without confirmation. Once confirmed, you will receive a confirmation from the Functions Staff.

Room Hire Payment: Remaining payment for room hire is ***due 30 days before event***. If event is booked with less than 30 days the full room hire ***must be paid at time of booking***.

Final Confirmation: Confirmation of final numbers, catering, room set up & final payments are due **no later than 14 days before your function**. The function may be cancelled if no payments are made by the deadline outlined by the Functions Staff.

Membership & Guest Sign In: LMYC requires all function organisers to have a current Membership. All function guests over the age of 18 **must provide photo ID**, without it they may be refused entry. Sailing membership discounts apply only for current financial sailing members or their immediate family whom actively sail with LMYC.

Children & Guests under 18: Guests under 18 are welcome & in accordance with the Registered Clubs Act & **MUST** be in the presence of a responsible adult at all times. Minors are **NOT** permitted in the bar or gaming area & must be supervised by the water.

Food & Beverage: **ALL** functions **MUST** meet the minimum required catering from Functions Package. Clients are **NOT** permitted to supply their own catering or beverages, without written permission from Functions Staff. If LMYC Functions Staff have advised that you have not ordered sufficient catering for your confirmed guests & you do not amend your order based on Functions Staff recommendations, you are in breach of our Terms & Conditions & we reserve the right to place restrictions on your function. LMYC is a licensed venue & it is illegal to supply your own alcohol. It is the Clients responsibility to provide **ALL** dietary information at finalisation. LMYC & Crusoe's on the Lake accept **NO** responsibility where unable to provide an alternate meal if advised of special dietary needs on the day of the function. **To bring in a self serve celebratory cake you MUST provide your own knife, plates and napkins.**

TV Hire: The TV in the Lakeside Pavilion is **ONLY** compatible with HDMI to laptop. The TV is **NOT** compatible with Microsoft Surface laptops or Apple direct products, e.g. iPad or MacBooks. LMYC provides a HDMI cord, but it is the Client's responsibility to supply laptop. Failure to supply will **NOT** result in a refund on TV hire.

Decorations: All decorations must be approved by the Functions Staff. **NO SPRINKLES, SCATTERS, GLITTER OR CONFETTI/CONFETTI BALLOONS ARE ALLOWED**. Helium balloons are **NOT** to be released, regardless of function. **Nothing** is to be attached to the walls in Bayview or Bridgedeck. The function organiser must pack up their own decorations at the conclusion of the event. **ALL** External Decorators **MUST** complete an External Contractor Agreement Form prior to function.

Responsible Service of Alcohol: LMYC endeavours to provide its Members & guests with superior customer service. It is important to LMYC that your function receives quality service that abides by liquor sale legislation. By law any person under the age of 18 may not consume or purchase an alcoholic beverage. LMYC Bar Staff have the right to refuse alcohol service to any patron that has been identified as being intoxicated, aggressive or argumentative.

No Smoking: Smoking is **NOT** permitted in the clubhouse or in any of the function areas. If you have guests in your function looking for an area to smoke please speak with the Bar Manager or Supervisor who will instruct you on the legal areas to smoke.

Surcharges: A surcharge applies for public holiday functions. Contact the Functions Staff for more information.

Price Guarantee: Function bookings made with 6 months or less notice are guaranteed the catering & bar package price per head & room hire price provided to them at the time of booking. All other pricing including catering outside of packages, beverage prices & decorations is subject to change. Functions booked more than 6 months in advance may be subject to increases in package pricing.

Permissions: LMYC may take photographs or record portions of your event to use for promotional purposes. If you do not agree with this, please let the Functions Staff know.

Access: Function rooms are available for decorating 1 hour before function start time ***unless otherwise confirmed in writing with the Functions Staff.***

Wet Weather: Some events are planned for outdoors & in the event of rain the Functions Staff will organise to the best of their ability, a contingency plan indoors. Room hire fees will **NOT** be refunded if rain occurs on the day.

Cancellation Policy: Cancellations must be **NOTIFIED IN WRITING TO THE FUNCTIONS MANAGER** and will incur the following fees:

Notice of cancellation in less than 30 DAYS—No refund on room hire as a result of costs incurred by the venue and loss of business

Notice of 14 days or less—You will be liable for 50% of the projected final function account

Notice of 7 days or less—You will be liable for 100% of the projected final function account

Entertainment Terms & Conditions: **NO** drums are allowed at Lake Macquarie Yacht Club (LMYC). All music/loud noise must cease at 11pm. Booking entertainment is the responsibility of the client & LMYC will **NOT** be held responsible for payment or bad performance.

LMYC staff (Functions or Bar) and Crusoe's on the Lake wait staff have the right to lower the volume or stop music if needed. Failure to comply may result in the event being cancelled.

Please note that LMYC holds live entertainment Fridays 6:30-9:30pm & Sundays 12-4:30pm on the deck or in the auditorium. During these times, function clients in the Bayview area are **NOT** permitted to provide their own live acts.

I _____ understand the Lake Macquarie Yacht Club Functions Terms & Conditions.

Signed _____ date _____

BOOKING FORM

The following information along with a deposit of $100 minimum and signed Terms & Conditions must be provided to the LMYC Functions Manager ***to secure your function***

EVENT NAME DETAILS

EVENT/FUNCTION TYPE_____ GUESTS _____

PERSON(S) OF HONOUR _____

EVENT DATE _____ START TIME _____ END TIME _____

FUNCTION ROOM _____

CONTACT INFORMATION

ORGANISER NAME _____

ORGANISER PHONE _____

EMAIL ADDRESS _____

HOME ADDRESS _____

MEMBER NUMBER _____ MEMBER NAME _____

The member details provided must be an organiser of the event or immediate family member present on the day.

ALTERNATIVE ORGANISER _____ CONTACT NUMBER _____

EMAIL ADDRESS _____

HOME ADDRESS _____

PLEASE SEE BELOW PAYMENT OPTIONS

PAYMENT OPTIONS AT RECEPTION

CASH, DEBIT CARD, CREDIT CARD OR CHEQUE

Please pay at Lake Macquarie Yacht Club Reception once you have been invoiced

We do **not** accept American express

There is an ATM adjacent to Reception

Surcharges may apply

REMOTE PAYMENT OPTIONS

DIRECT DEPOSIT

Please use your last name and date of your function, or email a receipt or reference number to functions@lmyc.com.au to assist in tracking payments

BANK DETAILS
LAKE MACQUARIE YACHT CLUB
BSB 062 801
ACCOUNT 1036 5413

CREDIT CARD
Credit card remote payments are allowed with acceptable proof of identity. Surcharges may apply.

PAYMENT

$ _____

VIA:

RECEPTION _____

DIRECT DEPOSIT _____

REMOTE BY CARD _____

DATE:

_____ / _____ / _____

WAKE / MEMORIAL DETAILS

FUNCTION ROOM DETAILS

BOOKING NAME _____ BOOKING DATE _____

FUNERAL SERVICE LOCATION _____

FUNERAL START TIME _____ FUNERAL END TIME _____

FUNCTION ROOM _____

ROOM LAYOUT STYLE _____ CUSTOM _____

Note: For custom set-ups please provide a diagram of the room. Custom set-ups are at the discretion of the Functions Manager.

LINEN HIRE ***$16.00*** *for HEX & REC TABLECLOTHS |* ***$2.00*** *PER LINEN NAPKIN*

NUMBER OF TABLECLOTHS REQUIRED HEX_____ RECTANGLE_____ NAPKINS_____ COST _____

TV HIRE ($80)_____ ***PROJECTOR HIRE** ($20)_____ **SPEAKER & AUX HIRE** ($80)_____

PA SYSTEM HIRE (SPEAKER, AUX & MICROPHONE) ($90)_____

REQUEST TO DECORATE THE ROOM FROM _____ (time)

**The Projector is only available in the Bridgedeck*

ENTERTAINMENT DETAILS

ENTERTAINMENT TYPE _____ SET UP FROM _____

All music and loud noise must end at 11pm. Please see Terms & Conditions.

GUEST DETAILS

NUMBER OF ADULTS _____ TEENS _____ CHILDREN _____ TOTAL _____

GUEST ARRIVAL TIME _____

DO YOU REQUIRE DISABLED ACCESS FOR ANY GUESTS? _____

Please be aware that the LMYC car park has limited spaces and fills quickly, especially on sailing race days. Organising alterative transport is always a good idea and Lake Macquarie Yacht Club supports a "Plan B" when consuming alcohol..

Our Bar staff are happy to help with courtesy bus bookings and taxis, however the courtesy bus is limited to a 5km radius and may not be able to cater to the needs of a large group of people attending a function.

The following information must be provided to the LMYC Functions Manager
at least 7 days before your function.

CATERING DETAILS

SERVICE TIMES

Please write in your preferred service times as a guide for the caterers.
Service times may need to be altered to avoid congestion in the restaurant.
The Functions Manager will advise on when the peak congestion times occur.

PLATTERS

Important Note: ***Platters of the same type are sent out together***
Platters cannot be altered

To estimate how many platters you will need to cater for your function please work off a minimum of five (5) pieces per person. We recommend 6-7 pieces per person in lieu of a meal.

Platters **must** be pre-ordered. Ordering additional Platters on the day is at the discretion of Crusoe's on the Lake.
GF Sandwich Platters cost $45 each and must be specified below.

Courtesy Reminder that Client's are **not** permitted to supply their own Grazing Boards and/or Grazing Board items (including fruit, cheese, dips, cured meats, antipasto, breads or crackers).

Please see Terms & Conditions.

SERVICE TIME	ORDER	QTY	UNIT PRICE	TOTAL
			TOTAL COST	

02 4945 0022

functions@lmyc.com.au

LAKE MACQUARIE YACHT CLUB

The following information must be provided to the LMYC Functions Manager
at least 7 days before your function if requesting particular items.

BAR DETAILS PLEASE TICK YOUR BAR REQUIREMENTS BELOW

OPTION 1. ____ PAID ON CONSUMPTION—OPEN BAR TAB. Includes all beverages available from LMYC Bar.
OPTION 2. ____ PAID ON CONSUMPTION—CUSTOM BAR TAB. Please specify details below.
OPTION 3. ____ CASH BAR. Guests purchase their own beverages.

Note: *self serve water stations are included in your room set-up*
LMYC provides wristbands to function clients. This is our preferred method of identifying function guests, if any other method is used LMYC staff are ***not*** *responsible for persons outside the function using the tab.*

PLEASE CIRCLE YOUR MEMBERSHIP DISCOUNT SAILING (-10%) / SOCIAL (- 5%)

NAME OF PERSON IN CHARGE OF BAR TAB _____

TAB LIMIT $ _____ WARNING AT $ _____

PAYMENT METHOD BAR TAB ON THE NIGHT: CREDIT/DEBIT CARD _____ CASH_____

BAR INCLUSIONS

___ **STANDARD BEVERAGE INCLUSIONS**

HOUSE TAP BEERS
HOUSE WINE BY THE GLASS
SOFT DRINKS AND JUICES

___ **PREMIUM BEVERAGE INCLUSIONS**

ALL TAP BEERS
PREMIUM WINES BY THE GLASS
SOFT DRINKS AND JUICES

PLEASE LIST 2 BOTTLED BEERS OF YOUR CHOICE TO THE RIGHT

___ **CUSTOM BEVERAGE INCLUSIONS**

For custom beverage inclusions please list items in the table to the right.

All bar inclusions are to be approved by the Functions Manager and Bar Supervisor/Manager.

LMYC does **not** serve shots, neat servings and doubles.

LMYC does **not** offer subsidised tabs.

LMYC does **not** offer complimentary table service for drinks.

LMYC Staff abide by the laws regarding Responsible Service of Alcohol.

ADDED INCLUSIONS
TEA AND COFFEE $1PP _____PERSONS

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LAKE MACQUARIE YACHT CLUB