



Event Booking Form/ Terms of Booking

EVENT DATE : _____ **Deposit Paid (Nonrefundable) : \$** _____

Type of Event : _____

All Access times to the Venue: From : _____ **Till** _____

Event/Service Start Time: _____ **Event Concludes at :** _____
(Venue to be vacated within 30 minutes of finish time)

Minimum numbers of adults guaranteed for catering purposes: _____

Estimated Numbers Attending: Adults _____ **Children** *aged between 2 & 9 years- Half price):* _____

No. of Suppliers for Catering purposes, excl. the Guests *(Photographer/ Videographer/ DJ/ Celebrant/ others):* _____

Venue Hire Costs: _____ / **Minimum Menu Price:** _____ *(per person)* / **Minimum Beverage spend:** _____ *(per person)*

Mode of Payment: INVOICE/ EFTPOS/CASH/CREDIT CARD *(2.5% Surcharge applies for Credit card payments)*

Account Name : *(Person or Company responsible for all accounts)* _____

Full Name/s of Event Organizer or Contact person/s: _____

Postal Address : _____

Physical Address : _____

Contact Number/s: Primary : _____ **Alternate Contact number:** _____

Email (Primary) : _____

Email (Alternate) : _____

We have carefully read & fully understood the Event booking terms and conditions as outlined by McHugh's of Cheltenham. We agree to adhere to these terms & conditions; as such, we wish to confirm our event to be held at McHugh's of Cheltenham, 46 Cheltenham road, Devonport, Auckland, as per details given on this booking form.

Payments Can be made into our BNZ Bank a/c – 02-0152-0580155-000, quoting the Ref no. on the top corner of the booking form. This form can be treated as a GST invoice once paid. GST no. 119-221-536 (McHugh Hospitality NZ ltd T/A McHugh's of Cheltenham)

Agreed & Signed _____

Dated : _____

Terms of Booking & Agreement

Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your Event. To enable us to provide maximum service, you should indicate any requirements beyond the level of these commitments upon return of the signed copy of this agreement to McHugh's of Cheltenham
- Client obligations pertinent to deposits and cancellation terms are embodied in this agreement. Any changes can be requested in writing to McHugh's, but not necessarily granted.
- If a copy of your signed contract or deposit is not received by the date requested McHugh's reserves the right to release all venue space held. McHugh's must agree to any alterations to arrangement details in this document in writing.
- **All prices quoted include Goods and Services Tax, 15%.**

Confirmation

- No provisional bookings will be held under any circumstances.
- By Paying or agreeing to pay the deposit for the booking, you are deemed to have accepted these terms and conditions, you also acknowledge that you have received a copy of the terms of booking.

Deposit

- A non-refundable deposit of \$1000 (For Weddings) and \$500 (For Other Functions) is required no later than 5 working days from the receipt of signed booking Form and terms of Booking.
- Failure to pay the deposit within this time will result in the booking being released and reservation cancelled.

Cancellations or Change of date

- Cancellations/ change of event date must be in writing.
- A change of date is allowed (subject to availability) without any penalty, within 90 days of the original date of booking (date deposit was paid), but not less than 90 days prior to the Event date.
- A date of change is allowed only once and without change to the cancellation policies listed herewith.
- All monies paid are non-refundable and will only be adjusted on the Final account.
- The reduction (significant drop in numbers and minimum spend) in any services confirmed at the time of booking are also subject to cancellation fees as outlined above
- If a cancellation or change of date is notified less than 30 days prior to the event date, you may be liable for the total estimate of the Event (minimum spends agreed at the time of booking.
- In event of "Force Majeure", closure, unexpected event where McHugh's of Cheltenham is not able to go ahead with the booking, liability is limited to the refund of all monies paid.

Guaranteed Food and Beverage numbers

- Final catering numbers are to be advised 14 days prior to the event/booking date; this is regarded as the minimum number for catering purposes; this number will be charged on your final account regardless of any drop in numbers. Any increase in numbers will be charged accordingly. (MINIMUM GUARANTEED OR ACTUAL, WHICH EVER IS HIGHER)
- Please note that the final catering numbers cannot deviate more than 20% from the original catering numbers booked.

Payment

- Full payment is required 7 days prior to the Event date. You will be provided with a total estimate / invoice. Please note any additional on consumption charges such as beverage will be required to be paid in full upon departure from the venue
- The Host accept responsibility for all accounts (e.g. dinner, liquor, decorations, set up, incidentals, if any (and any other miscellaneous charges) for the guests or invitees that are not paid directly on departure.
- The deposit of \$1000 may be retained till the conclusion of the event to cover any incidentals. Any balance (after deducting the incidental expenses) will be transferred to your nominated account within 2 working days.
- Credit card payments will incur a surcharge of 2.5%.

Menu selection

- Please confirm your menu selection no later than one (1) month prior to the event, or as otherwise advised. If the menu choices are not selected 14 days prior, we will make the selection as deemed fit.
- Wine List is subject to change, please contact McHugh's to obtain an updated wine list when making your menu selection.

Food & Beverage

- No Food or Beverage of any kind is permitted to be brought into or removed from the premises by the Host, guests or invitees under any circumstances unless agreed prior in writing (Celebration cakes are exempted)
- In case we have agreed to, and you are bringing your own food or beverage, McHugh's of Cheltenham will not be liable for any food related incident and our Kitchen and staff will not handle that food. No reduction in Menu prices applies.

Insurance and Damages

- We will take all necessary care but will not accept any responsibility for damage to or loss of any property or merchandise left in the premises prior to, during or after any event.
- It is recommended that the Host arrange their own personal liability insurance and security as required.
- On signing the terms and conditions the client accepts responsibility for all damages to the venue i.e. walls, carpet, doors, tables, chairs, or any equipment etc. The client accepts to pay the full amount of repair and/or replacement.

Decorations

- Table items/decorations are the responsibility of the Host to arrange and organise the placement of on the tables.
- It is the Host's responsibility to arrange collection of all material within 24 hours (or as agreed) after the event. Any items left at McHugh's will be disposed of after that time –this includes table decorations, flowers, and cakes.
- It is expressly forbidden to use screws, nails, tacks, adhesive paper, or any similar fixing devices on any part of the interior or exterior of the venue, except with prior consent of the Manager.
- No Confetti, glitter, glitter/confetti balloons or artificial petals are to be used. Noncompliance of the same may incur extra charges

Music Options

- We provide a plug in for Music and it must comply with the permitted noise levels for the zoning (residential). Management discretion is binding.
- Two-piece bands can be booked. Sorry, bigger bands are not permitted. DJ's must plug in into our portal.

Alcohol & Drinks

- Our closing times are dictated by our licensing hours.
- We do allow pre-determined BYO Wine ONLY. Please note that the alcohol/ drinks must be in our control.
- No Alcohol can be brought into the premises and consumed by the guests, invitees, or Host (unless a corkage is pre-arranged)
- No drinks can be carried outside the building / onto the beach at any time.
- The Duty manager reserves the right to decide on the level of intoxication of patrons and request them to leave the premises if deemed so.
- If the venue finds patrons acting in a manner which is a breach of Liquor license conditions, Management reserves the right to deny service.
- If the management deems fit that there is requirement of security arrangements, these charges will be passed on to you

Access Times

- Access to the venue is during the agreed times only. Extra charged will apply for any extended times, subject to availability (must be pre-arranged).