



BOOKING FORM

Booking, Confirmation & Payment: Bookings will be considered tentative & held for a maximum of five (5) days until the Booking Form is completed, signed and returned in person or by email, a \$250 (or deposit agreed by management) has been made into our nominated bank account .

Cancellations that are made six (6) weeks in advance will receive a full refund. Any cancellations made less than three (3) weeks in advance will forfeit the deposit.

COVID 19 –ALL PRIVATE HIRERS NEED TO KEEP A GUEST REGISTER AND EVERYONE MUST BE VACCINATED and scan in. You will need to supply evidence to the venue that you have sufficient information on your invitees. If there is a restriction change set out by health authorities or directed by the New Zealand govt you may need to adjust the way your function is held. This could mean any of the following. Reducing the number of people - Being seated - and separated or any other such directive from any NZ health authority.

Final payment: Ellice Road will accept cash, credit card or EFTPOS for all payments in advance or on the day of the event. A credit card will need to be provided at the beginning of the function, and kept until the account is paid in full. No personal cheques will be accepted. Credit card details given when booking was secured may be used if any costs remain after the conclusion of the event.

Your deposit paid will be credited towards your Bill on the night a print out of your Tab will be available on your request. Please pay your deposit into our account please include your full name as reference. Our account details are as follow.

McIntyre Entertainment Limited

38-9018-0160927-00

Food selection and full payment for food items is required no less than seven (7) days prior to the event. Beverage payments can be made in advance or at the completion of the event.

Final numbers for your function need to be confirmed seven (7) days prior to the event.

Length of functions will be determined before the event and in conjunction with the trading hours. In some cases there will be bookings after one another, in these instances guests are required to vacate the area one hour before the second scheduled function commences. Normally we do not reserve spaces past 10pm.

Damage: The client will be accountable for any loss or damage which is caused to any part of the Venue by themselves or by any guests of your function. You should have a guest register form of all attending the function. The Pool Tables are very expensive to recover so please do not consume food or drinks on or near the tables. A recover charge for these is \$600 per table which will be at the hires cost. Just make sure you let everyone know at the start of your event.

Ellice road at sole discretion may charge a higher deposit for higher risk functions such as 18th & 21st Birthdays or any other event we would consider higher risk.

Music: Depending on the space booked for the function there may be a variety of music options available. The volume of the music is at the manager's discretion.

Dress Regulations do apply. Minimum requirements are smart casual wear. Unless of course you have a themed or dress up party.

Prices and selection of beverages and canapés and platters are subject to change.

We outsource all of our catering, so you are more than welcome to self cater should you wish to. We do have a small in house menu of Pizzas and bar snacks.

Minors are only permitted in certain areas of the venue and certain function areas until 9pm. As part of our Liquor License minors may only be in authorised areas and must be accompanied and in the immediate presence of a Responsible Adult (parent or Legal Guardian) at all times. The attendance of minors under the age of 18, babies and infants must be approved by management prior to the function.

18th and 21st and Stags In the past most damage is done at this type of event. We require a credit card as a security for any significant damage caused by any of your guests. If something is broken or damaged then we will get a quote for the repairs to be carried out at your cost. Obviously you would have the opportunity to make good any damage yourself as long as the repairs are done as soon as reasonably possible after the event. You are welcome to take photos.

Minimum spend and room hire charges may be applicable.

During different days of the week and also busy season such as Christmas a minimum spend will apply. This is purely the fact that we close the business for your function. Where you share the venue with others then this can be reviewed on a case by case basis. You will be notified of the minimum spend requirements at the time of the booking.

Accuracy of Information: When booking a function it is the host's responsibility to give accurate details in relation to the type of function and its guests. If a guest falsifies information or a function is booked on forged pretences Ellice road reserves the right to cancel that function without notice and at the expense of the guest.

I have read the terms and conditions stated above and understand that it is a legally binding contract and that the hotel reserves the right to refuse entry without exception.

Type of function _____

Minimum spend _____

Date of function _____

Number of Guests _____

Time of set up and arrival _____

Signed _____

Dated

Full name of Hirer

Contact email _____

Contact PH _____

Host Responsibility:

Ellice Road Social Lounge is committed to the responsible service of alcohol of at all times. Ellice road and its licensee assumes responsibility for all persons in the venue and reserves the right to refuse entry, refuse service or remove any person that management feels is in any way behaving contrary to what is deemed acceptable by the approved government bodies or house policy. Under no circumstances will any persons who are intoxicated by alcohol or any other substance be allowed entry or permitted to stay on the premises. If person is asked to leave the premises and refuses to do so, management is required by law to notify the police immediately and that person may be subject to fine for 'failure to quit a licensed premises'.

Any persons involved in criminal activity such as violence, sale or use of prohibited drugs or possession of weaponry will be turned over to the police immediately without hesitation.

No compensation will be afforded to any member of the function or its host if a member of the function is refused entry, refused service or removed from the premises.

I, understand the responsibility of Ellice Road and I have in relation to enforcing the responsible service of alcohol and understand that I will not be compensated for any financial loss due to the behaviour of my guests.

Signed _____