



Function Booking Request

Name of Hirer _____

Type of event _____

Preferred date : _____ Alternate date: _____

Number of guests : _____

Start time: _____  _____ End time: _____

please circle either Yes/No for your requirements.

Exclusive Hire Yes/No

Band or DJ : Yes/No

Catering required: Yes/No

Audio visual/ Projectors Yes/No

PA system microphones etc Yes/No

Bar Tab required Yes/No

Themed event Yes/No

Any guests under 18 Years old Yes/No

Early Arrival for set up required Yes/No

Tell us about your event _____

Signed By the Hirer _____ Date _____

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, by fax or email, a \$250 (or deposit agreed by management) has been made and credit card details are given. Cancellations that are made four (4) weeks in advance will receive a full refund. Any cancellations made less than four (4) weeks in advance will forfeit the deposit and will receive a refund on all other payments made. Cancellations made less than seven (7) days in advance will forfeit all monies paid for deposit and food.

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.

**BANK ACCOUNT DETAILS McIntyre Entertainment LTD 38-9018-0160927-00
(PLEASE INCLUDE NAME OF FUNCTION IN REFERENCE AND DATE OF FUNCTION)**

Food selection and full payment for food items is required no less than seven (7) days prior to the even if organised by Ellice road or its selected caterers. Beverage payments can be made in advance or at the completion of the event. A VALID CREDIT CARD WILL NEED TO BE GIVEN TO THE BAR ON ARRIVAL. (NO PAY LATER OR INVOICES)

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. we are Licenced from 8am - 2am.

Damage: The client will be accountable for any loss or damage which is caused to the Venue by any guests of your function.

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. We can arrange bands, djs etc and will pass on our rates.

Signed by the Hirer _____

Date:_____

Damage that may occur. Any Damage incurred by any of your guests will be your responsibility to make good. this will be agreed upon if the occasion arises and be fair and reasonable.

Decorations: Your function coordinator can assist in theming your function with appropriate decorations/ flowers etc at an additional charge. Note decorations and theming are at the function coordinator's discretion. Please note that any decorations left at the end of a function will be disposed of, unless otherwise stated in writing by prior arrangement.

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.

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.

Some Functions may require security: one guard per 100 guests at a cost of \$40 per hour. Security costs are subject to change. This will be at the discretion of Ellice Road Based on the information provided in your booking form and Type of function. Any discussions around this will be agreed prior to the event taking place and will need to be Prepaid.

Minimum spend and room hire charges may be applicable.

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 Ellice Road reserves the right to refuse entry without exception.

Liquor and Licensing Laws: It's the law that we cannot serve any person under 18 and we require sufficient identification for anyone that looks under 25. The only forms of Identification accepted are NZ passport/ Licence or 18+Card or International Passport no other forms of ID will be accepted. We cannot serve any person we believe to be intoxicated and have the right to refuse entry or sale of liquor to any person.

Signed by the Hirer _____

Full name of Hirer_____

Dated _____

please send completed form to info@elliceroad.nz