



Mount Maunganui Golf Club (Incorporated)

FUNCTION REQUEST FORM

FUNCTION; DAY; DATE;.....

APPLICANT'S NAME;

APPLICANT'S ADDRESS;

CONTACT NAME; Mobile;

CONTACT DETAILS; Phone: Day; Email;@.....

CLUB MEMBERSHIP NUMBER; (if applicable)

TYPE OF FUNCTION; WEDDING / BIRTHDAY / FAREWELL / COMPANY /
(please circle options) BREAKFAST / LUNCH / DINNER /
FINGER FOOD / BUFFET / A LA CARTE

GUESTS; NUMBER; FUNCTION TIME; Arrival Finish

BAR; DRY TILL (Applicant Pays)* or PAY BY ORDER (Guests Pay)
(please circle options) *DRY TILL; OPEN BAR or SET; WINE / BEER / SPIRITS / NON-ALCOHOLIC
(Minimum Spend \$500.00)

AREA REQUIRED; CENTRE LOUNGE / CAFETERIA LOUNGE (Max. 130 Guests)

GENERAL INFORMATION;

CHARGES OF HIRE: (To be read in conjunction with Function Information over leaf).

ROOM HIRE; **MINIMUM CHARGE FOR UP TO 150 GUESTS - \$800.00 plus GST**
Extra person \$5.00 per person

EQUIPMENT HIRE; CURTAIN LIGHTS; \$100.00, MUSIC SOUND SYSTEM; \$200.00,
LIGHTS & MUSIC; \$250.00 (Please circle your requirements)

DEPOSIT; 20% - Refundable with 90 days notice of cancellation

BOND; \$150.00 (Excluding GST)

OTHER CHARGES; There may be extra cost of additional Hireage - GLASSWARE, LINEN,
TABLE, CHAIRS ETC.

ALL PRICES STATED ARE PLUS GST UNLESS STATED OTHERWISE.

Send to; Mt Maunganui Golf Club Inc, 15 Fairway Ave, MT MAUNGANUI 3116
PHONE: 07 572 7044 ~ FAX: 07 572 0341
EMAIL: mmgc@mountgolf.co.nz

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|----------------------------|----------------------|-----------------------|---------------------|------------------|--------------------|
| OFFICE USE ONLY | <u>Date Approved</u> | <u>Hireage Charge</u> | <u>Deposit Paid</u> | <u>Bond Paid</u> | <u>Receipt No.</u> |
| | | | | | |

Function Information

(Please read)

ARRIVAL TIME

FUNCTIONS HELD ON A WEEKEND OR ON SOME WEEKDAYS ARE SUBJECT TO AN ARRIVAL TIME OF NO EARLIER THAN 6.00 PM. AND ACCESS TO SOME TABLES WOULD MAY NOT BE AVAILABLE UNTIL AFTER 6.30PM.. ACCESS WILL VARY IN RELATION TO THE CLUB PROGRAMME **PLEASE ASK FOR CLARIFICATION BEFORE CONFIRMING YOUR BOOKING**

LIQUOR LICENCE

THE LICENCE IS INCLUDED IN THE HIREAGE FEE, BUT IF A LICENCE IS REQUIRED AT SHORT NOTICE AND APPLIED FOR INDIVIDUALLY THEN THE FEE WILL BE CHARGED TO THE HIRER.

CHOOSING YOUR MENU

OUR CATERER WOULD BE PLEASED TO ASSIST YOU IN YOUR CHOICE OF A MENU, AND TO ALLOW THEM THE NECESSARY TIME AND THOUGHT TO YOUR REQUIREMENTS, WE ASK FOR AT LEAST 21 DAYS NOTICE.

SELECTING BEVERAGES

WE PRIDE OURSELVES IN THE SELECTION OF OUR BAR AND THEREFORE WISH TO KNOW AT LEAST 21 DAYS IN ADVANCE YOUR CHOICE IN BEVERAGE SO WE ARE ABLE TO CATER FOR YOUR NEEDS, WHEN BOOKING A LARGE NUMBER OF GUESTS THERE COULD ALSO BE THE EXTRA CHARGE OF HIRING GLASSES AND WINE CARAFE. PLEASE ENQUIRE WITH OUR BAR MANAGER IN ADVANCE TO CLARIFY YOUR POSITION.

FUNCTION ROOM BOOKING

THE ROOM HIRE CHARGES ARE OUTLINED ON THE COVER PAGE AND IS DEPENDANT ON YOUR REQUIREMENTS AND THE NUMBER OF GUESTS. **TO COMPLY WITH THE CLUBS NOISE MANAGEMENT PLAN AND COUNCIL BYLAWS, MUSIC MUST BE KEPT TO THE REQUIRED LEVEL TO RESPECT THE NEIGHBOURING PROPERTIES AND MUST STOP AT 12.00 AM** SO THE CLUBHOUSE CAN BE CLEARED BY 1.00 AM.

NUMBERS FOR FUNCTIONS

YOUR GUARANTEE FOR THE MINIMUM NUMBER OF GUESTS ATTENDING YOUR FUNCTION MUST BE GIVEN TO US 7 DAYS BEFORE THE FUNCTION TAKES PLACE. (THIS WILL BE THE MINIMUM NUMBER OF GUESTS WHO WILL BE CATERED AND CHARGED FOR.)

DEPOSIT

A 20% DEPOSIT IS REQUIRED FOR EVERY FUNCTION WHICH WILL BE REFUNDED WITH 90 DAYS NOTICE.

BOND

A BOND OF \$150.00 (EXCLUDING GST) WILL NEED TO BE PAID WITH THE DEPOSIT. THIS WILL BE REFUNDED WITHIN 14 DAYS AFTER THE FUNCTION IF THERE IS NO DAMAGE TO THE FACILITY OR EXTRA CLEANING OVER AND ABOVE NORMAL USE.

WAGES & STATUTORY DAYS

STAFF WAGES ARE INCLUDED, BUT IF THE FUNCTION EXTENDS INTO A STATUTORY HOLIDAY THEN THE HIRER WILL BE CHARGED AS FOLLOWS;

- A. A \$50.00 PER HOUR SURCHARGE FROM MIDNIGHT LEADING INTO A STATUTORY DAY.
- B. A FUNCTION ON A STATUTORY DAY WILL CARRY A 15% SURCHARGE ON ALL CHARGES.

TERMS OF PAYMENT

FOR THE BAR, CATERER AND ROOM HIRE CHARGES - FINAL PAYMENT MUST BE MADE PRIOR OR ON NIGHT OF FUNCTION. EFTPOS / CREDIT CARD FACILITIES ARE AVAILABLE (CHEQUES WILL NOT BE ACCEPTED).

CANCELLATIONS

A MINIMUM OF 90 DAYS NOTICE IS REQUIRED IN ORDER TO QUALIFY FOR A REFUND OF YOUR DEPOSIT.

DAMAGE

ANY DAMAGE SUFFERED TO CLUB PROPERTY BY YOUR GUESTS WHICH EXCEEDS THAT COVERED BY THE BOND, THEN PAYMENT WILL BE REQUIRED PAID IN FULL BY THE HIRER.

EXTRA CLEANING

WE PREFER NO STREAMERS OR CONFETTI BE USED. HOWEVER, IF YOU WOULD STILL LIKE TO USE THEM, THEN THE EXTRA CHARGE WILL APPLY. ALL DECORATIONS MUST BE REMOVED ON THE DAY OF THE FUNCTION UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE BAR MANAGER.

GST

ALL PRICES STATED ARE PLUS GST UNLESS STATED OTHERWISE.

THE CLUB IS COMMITTED TO ENSURING YOUR FUNCTION IS A HAPPY AND MEMORABLE OCCASION AND YOUR GUESTS ENJOY YOUR HOSPITALITY.

Acceptance of all Conditions and Charges;

Must be signed and dated to confirm function

Signed;

Date;