

Conference/Event Terms & Conditions

Trade Terms

Please note no space is held for enquiries.

Tentative bookings will be held for a maximum of one (1) month.

To confirm and secure a reservation a non-refundable deposit of \$500 or 10% of the total estimated account, whichever is the greater, is required along with completed payment forms. There will be a transfer fee of \$250 should the Client postpone the function for any reason.

The contract signatory is liable to pay all money due under this Agreement.

Full Payment of any outstanding balance is due by direct payment to ANZ account number 01-0797-0668429-000, or by EFTPOS, bank cheque, or cash on departure or by the 20th of the month following the event. Non-payment after this date may result in interest being charged at the Ashburton Licensing Trust overdraft interest rate plus 8%. For guests and companies without chargeback, full payment of any outstanding balance is due by EFTPOS, bank cheque, cash or credit card prior to the function commencing.

Personal and company cheques accepted with prior approval.

Please use your function date as your reference when paying account.

We reserve the right to pass on to our client, any increase in costs incurred by us.

Pricing

In the event of package prices and contents being updated less than six months prior to the confirmed date, the client will have the option to select both a new package and price, or stay with the original price and package as quoted.

As the Hotel regularly updates menus and wine lists according to seasonality and availability, the Hotel at its sole discretion reserves the right to substitute items of food and beverage with a like product where necessary. Full consultation will be made with the Client.

Whilst every measure is taken to maintain prices and menus all effort will be made by the Hotel to stick to the original quote. However if a price change is due to pressures beyond our control then the hotel may change these prices at their discretion. Full notice will be given on any changes made.

A service fee of \$100.00 inclusive of GST may apply for Cash Bar arrangements where the final spend does not reach a minimum of \$500.00.

Please sign below to confirm that you have read, understood and agreed to be bound by the terms and conditions listed above.

Signature required of person/s who will be responsible for payment of this account

As per your instructions, only the person/s named are authorised to charge to the function account. It is imperative that signatory names are advised prior to the commencement of the function.

Client Name(s):

Client Signature(s):

Date:

Function Date / Notes:

Function Name:

Clients agree to begin and complete their function at the scheduled time outlined in their confirmation.

Final Numbers

The final numbers attending, menu, wine list and linen required are to be confirmed seven (7) working days prior to the event. This will be the guaranteed number. Increases up to 10% are acceptable if adequate notice is given and room capacity has not been met. It is your responsibility to notify us of final numbers seven (7) working days prior to the event.

Charges will be based on the guaranteed number or the actual number attending after any additions – whichever is the greater.

Minimum Numbers

The minimum number for all day delegate packages is 20 adults.

Cancellations

In the event of cancellation the following terms will apply:

All cancellations must be made by phone and confirmed in writing,

For functions cancelled fourteen (14) working days or less before the function date, the cancellation fee will be equal to 50% of the total estimated value of the function.

Less than seven (7) working days before the function date, the cancellation fee will be equal to 100% of the total estimated value of the function.

The non-refundable deposit will apply for all cancellations.

Responsibility

1. The client assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function before, during or after, whether in the reception facility, accommodation or venue grounds. The Hotel reserves the right to charge extra to cover costs of engaging a specialist cleaner, or tradesman to carry out repairs or replacement to the premises, fixtures, fittings and/or chattels. This also applies to any china or glassware broken or removed by guest's invitees or other people before, during, or after a function.

2. General and normal cleaning is included in the cost of the hire charge, but additional charges may be payable if the function has created cleaning needs above and beyond normal cleaning.
3. The Hotel will take all necessary care but not accept responsibility for damage or loss of client's property before, during or after a function.
4. All due care will be taken by the Hotel for any gifts that are left in the Hotels charge until pick up by the Client or their representatives.
5. All collateral should be picked up from the Hotel by 12pm of the following day of the function.
6. The client is responsible for conducting the function in an orderly manner, with Hotel Management, Council, and New Zealand Laws, in full compliance of all applicable rules and regulations including normal noise control levels. We reserve the right to intervene if a function's activities are considered illegal, noisy, dangerous or offensive.
7. No responsibility will be taken for guests entering the water or children unsupervised around the water.
8. Only Hotel Ashburton and Ashburton Licensing Trust employees are permitted in the back of house areas.
9. No food or beverage of any kind will be permitted to be brought into or removed from the Hotel by the Client or any of the Client's guests or invitees. Any unauthorised alcohol or food items brought into the Hotel will incur a \$25 surcharge per item plus we may confiscate the item.
**Food samples will be permitted by prior arrangement.*
10. The Hotel is fully licensed and as such the Sale of Liquor Act & Smoke Free Act 1989 is respected.

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