

Terms & Conditions - Weddings/Functions

Our function team aim to provide facilities, hospitality and service of the very highest quality. The following Terms and Conditions have been designed to assist us in fulfilling this expectation and to ensuring that your event is a successful one.

TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 14 days. If you do not confirm your booking in this time we reserve the right to release the space without notice.

DEPOSIT

For sole use of the Papillon Room the deposit is to be \$1500 for weddings and \$900.00 for other functions. For shared use of the Papillon Room or use of any other space the deposit is to be equivalent to the venue hire

CONFIRMATION

Please confirm your booking in writing, together with a deposit, within 14 days of the booking being made. Your booking is only confirmed on receipt of the deposit. It is helpful if you summarize the requirements discussed to date.

CANCELLATION

Cancellation of any booking must be advised in writing or by email.

Weddings - Once a booking is reserved we decline all subsequent enquiries for that booking space. Cancellation of the booking may leave us without the opportunity to re-book the room. This is a particular concern for weddings as most weddings are booked a year or more out from the preferred date and there is always more demand than spaces for the peak wedding periods. Therefore if you cancel your booking within the minimum notice period your deposit will not be refunded unless we secure another booking.

Minimum Notice

Weddings: October – March (inclusive): 6 months.
 April – September: 4 months

Functions: 12 weeks

In any event an administration fee of \$100.00 minimum will be deducted from all refunded deposits.

PAYMENT

Full payment for any event shall be made on the day of the event unless prior credit arrangements have been agreed. Any payment made by way of Amex or Diners credit cards will incur a 1.5% surcharge.

MENU SELECTION

Please confirm your food and beverage selection as soon as possible and no later than 14 days prior to the event. Menus do change seasonally. Please note: No food or beverages of any kind will be permitted to be brought into or removed from the premises by any client, (or client's guest or invitee) without prior approval from the General Manager.

GUARANTEED NUMBERS

In order for us to arrange catering and staffing resources a guaranteed minimum number of guests attending is requested three full working days prior to the event. Minimum charges will be based on that guaranteed number.

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EXTENDED HOURS

Extra venue hire costs shall be incurred should the event extend past the confirmed departure time.

PRICE VARIATIONS

All prices are current at the time of quotation and every endeavor is made to maintain same. Prices are however subject to alteration, particularly when bookings are made well in advance. Any such increase is intended to reflect the increases in costs we have had to absorb over that period. All prices quoted include GST.

SURCHARGE

A 15% surcharge will apply to the room hire fee and any beverage spend for all functions that occur on a Public Holiday. A minimum charge of \$500 will apply

CONDUCT OF THE EVENT.

The client and persons in attendance shall at all times behave in an orderly manner and comply with all laws, regulations and venue rules. The company shall be entitled to remove any persons from the event whose behavior, in the opinion of the company, is objectionable, improper or undesirable.

DAMAGE TO VENUE.

The client will be responsible for all damages caused to the venue by any persons in attendance at the event (other than those under the control or direction of the company) and shall forthwith pay to the company the cost of rectification of any damages. Includes all breakages to glassware and crockery.

Next Page - Signed acceptance of Terms and Conditions



BUTTERFLYCREX

Butterfly Creek

Signed acceptance of terms and conditions

I acknowledge that I have read and fully understood the terms and conditions set out by Butterfly Creek.

FULL NAMES:

POSITION:

COMPANY:

DATE:

CONTACT:

PHONE:

EMAIL:

FUNCTION BOOKING NAME:

FUNCTION DATE:

REFERENCE NUMBER:

DEPOSIT AMOUNT DUE:

Signature:

Please return ASAP to:

Functions
Butterfly Creek
PO Box 201 097
Auckland International Airport

BUTTERFLY creek™