

Butterfly Creek

TM

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:

Bank: The National Bank of New Zealand

Account: Butterfly Creek

Acc No: 060507 0100764 00

How did you hear about Butterfly Creek:

Signature:

Please return ASAP to:

Functions:

Butterfly Creek

PO Box 201 097

Auckland International Airport

Email: functions@butterflycreek.co.nz

Fax: 09 275 1110

BUTTERFLY creek

Terms & Conditions (Seminar)TM

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.

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. Deposit to be equivalent to the venue hire. Credit card facilities available (Amex and Diners – 2% Admin Fee)

CANCELLATION

Cancellation of a booking must be advised in writing or email. If the event is cancelled with less than 4 weeks notice, the deposit may be refunded only if the booking capacity is resold. An administration fee of \$100 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 with the company. A seven day payment terms apply to invoices.

MENU SELECTION

Please confirm your food and beverage selection as soon as possible and no later than 7 days prior to the booking. **Catering charges will apply if the required cancellation time is not adhered to.** Menus do change seasonally.

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.

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. Butterfly Creek reserves the right to alter published or confirmed prices at any time prior to the event to cover increased costs incurred.

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 including all breakages to glassware and crockery 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.

BUTTERFLY CREEKTM