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## **Terms & Conditions (Function)**

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. For sole use of the Papillon Room deposit to be \$900.00. For shared use of Papillon Room or use of any other space deposit 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 a function must be advised in writing or email. If the event is cancelled with less than 6 weeks notice, the deposit may be refunded only if the booking capacity is resold. The entire deposit may be retained in lieu of costs incurred for cancellation notices of 14 days or less. An administration fee of \$100.00 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.

### **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.

### **GUARANTEED NUMBERS**

In order for us to arrange catering and staffing resources a guaranteed minimum number of guests attending are 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.

### **SURCHARGE**

A labour cost surcharge equivalent to 15% of the total spend applies to functions held on public holidays.

### **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.

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# 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