

# THE PATRIOT



D E V O N P O R T

14 Victoria Road

Devonport

Auckland 0624

09-445 3010

[www.thepatriot.co.nz](http://www.thepatriot.co.nz)

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Name of event:

Date:

Terms and conditions of hire

1. Booking confirmation/cancellation/Payment
  - a. To confirm a booking The Patriot Devonport requires this contract to be signed and returned together with credit card details (name, number & expiry date) to be held on file or a deposit of \$200 to be paid.
  - b. If the event is cancelled within 21 days of the event a cancellation fee of \$200 will be charged to the credit card or deposit will be forfeited.
  - c. All event details including confirmed attendee numbers, catering and beverage requirements are to be confirmed 5 days prior to the event.
  - d. Final payment must be made at the commencement of the event, unless otherwise agreed upon by us.
  - e. A minimum spend on food and beverage applies for any event if booking on a Friday or Saturday. If the minimum spend is not reached The Patriot Devonport reserve the right to charge the outstanding amount.

Minimum spend -\$1000.00 if booking out the function/Pool Room with the functional bar.

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2. Hiring and staffing requirements.

- a. No additional fees are charged for venue hire or service staff. We provide our venue and sufficient professional service staff for your event free of charge, and we will clean up for you too!
- b. Event capacity is 100 people maximum if utilizing the Pool Room and Veranda or a maximum 80 standing people in function/Pool Room.
- c. Dining capacity for the function room is a maximum of 43 persons. Any overflow (up to 40 persons) can be seated on the veranda at opposite end of building.

3. Rights and responsible service of alcohol.

The Patriot Devonport is a responsible service of alcohol venue. Service of alcohol is at the discretion of our staff and the Manager on Duty. We are required to comply with the obligations under the sale and supply of liquor act 1989 and we reserve our rights pursuant to that act in relation to the sale and supply of liquor. We reserve the right to call a halt to any event that we deem to be encouraging excess consumption of alcohol or any event which constitutes a hazard to the safety of the patrons, our staff or the general public.

No food or beverage (Birthday cake being the exception) is to be brought onto our premises; our venue is strictly no BYO. It is your responsibility to inform your guests and invitees of our policy as we will confiscate and destroy any beverage brought onto the premises.

4. Loss or damage to property.

Customers are responsible for any damage caused to the venue and its equipment during the event by any guests or any other persons attending the event. The Patriot Devonport does not accept responsibility for any loss or damage to property or equipment left on the premises before, during or after the event. Any damage to the premises will be charged to the credit card held on file.

5. Responsibility of the customer.

You are expected to conduct the event in a legal and reasonable manner. You are responsible for the conduct of all the guests and invitees. You are responsible and will be charged for all the damages and/or theft that occur to The Patriot Devonport or its staff.

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In particular, we respectfully ask you to;

- a. Not use or allow to be used in the venue any form of lighting with a naked flame (unless discussed with us prior)
- b. Not to deposit any substance in the toilets, sinks or drains that cause blockage or damage.
- c. Not write on or disfigure any wall or ceiling surfaces.
- d. Not drive nails, tacks, screws or pins into walls, furnishings, floors and ceilings.
- e. Do not use confetti, glitter or 'party poppers' anywhere on the premises.

#### 6. Closing time/Music.

Our liquor license allows us to be open until 1.00am and as such every guest must be off the premises by 1.30am. Thankyou in advance for your co-operation with these requirements. We have a responsibility to ensure noise from our venue does not cause a nuisance to neighbouring properties so outside areas are unavailable for loud music.

Because of this our Veranda and Beer Garden must be closed nightly at 10.30pm. If you or your guests wish to smoke, the front area at the entrance will be available.

#### 7. Equipment and deliveries.

As part of the venue the following equipment is available free of charge to use by the hirer. You are advised to check compatibility of your media at least 7 days prior to your event. The Patriot Devonport accepts no responsibility for incompatibility.

- a. PA system- suitable for Phones/laptop music/ microphones
- b. TV- suitable to show media.
- c. Tables.
- d. Chairs.

If additional catering equipment or furniture is required, this will be at your cost and payment will be made by you to the hire company directly. We are happy to liaise with the hire company on your behalf to arrange this: However, we will take no responsibility for damage, loss or breakage of any hire items. If you have arranged for any specialist items or props to be delivered prior to your event, this must be arranged with us. The Patriot Devonport accepts no responsibility for any damage, breakage or loss of property arising due to delivery.

We as a team look forward to working with you to ensure your event is a success!

I agree to the terms and conditions set out above:

Credit card #:

Name on card:

Expiry:

CSC:

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