

THE PATRIOT



D E V O N P O R T

14 Victoria Road

Devonport

Auckland 0624

09-445 3010

www.thepatriot.co.nz

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 initialled and signed and returned together with credit card details (name, number & expiry date) to be held on file and for a deposit of \$200 to be paid. This must be done at least 1 month prior to your function.
- b. If the event is cancelled within 1 month of the event a cancellation fee of \$200 will be charged to the credit card or deposit will be forfeited.
- c. All bookings inside 1 month's notice, a \$200 non-refundable deposit is required at the time for the booking to be confirmed.
- d. All event details including confirmed attendee numbers, catering and beverage requirements are to be confirmed 3 working days prior to the event.
- e. Final payment of any pre-organised food and bar tab for guests must be made at the commencement of the event, unless otherwise agreed upon by us.
- f. **Minimum Spends Apply.** On the basis that we are hiring to you our function **room free of charge**, we have minimum spend requirements on food and beverage purchased with us .

For Friday or Saturday Evenings from 5pm .

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

Initial _____

Any other evening Monday to Thursday, a minimum spend of \$500 if want use of the private bar.

For Saturday and Sunday Days from 11am to 4pm-min 4 hours exclusive use

Minimum spend - \$500.00 if booking out the function/Pool Room
Or \$75 per hour Room Hire Fee with a min of 4 hours.

For Monday to Thursday Check with us your requirements for quote.

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 as part of our minimum spend requirements or hire age 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 seated. Any overflow (up to 40 persons) can be seated on the veranda at opposite end of building.

2. Rights and responsible service of alcohol and Restrictions

- A. The Patriot is a licensed Premise. This means that persons under 18 years of age are restricted from entering.
- B. **Persons under 18 years of age, may only enter and be on the premise with an accompanying parent or legal guardian. No other person is allowable, i.e., uncle, grandparent etc.**
- C. **Proof of parentage may be required**
- D. **All persons under the age of 18 who may be attending in accordance with the above, MUST leave the premises by no later than 10pm.**

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.

3. Food and Beverage

- a. No food or beverage (Birthday cake being the exception) is to be brought onto our premises; our venue is strictly **NO BYO**.

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- b. 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.

- a) 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.
- b) The Patriot Devonport does not accept responsibility for any loss or damage to property or equipment left on the premise before, during or after the event.
- c) 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.

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.

- a) 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.
- b) 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.
- c) If your music or other sound is excessive, you may be required to turn the volume down

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.

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7. Decorations etc

- a. The function space can be made available prior to your event to arrange decorations.
- b. No decoration's are to be fitted which may involve tape or mechanical fixing
- c. Use of specialist removeable hooks is advised
- d. It is the hirers responsibility to remove decorations at the close of their function with the following provisions
 - i. Our staff will ask you which of your decorations are to binned or kept
 - ii. **Our staff if you want, will take down your decorations after the function however an extra charge of \$50 will apply and be taken off your deposit.**
 - iii. **Any decorations that need to be taken down and removed, must be done by 11am the following morning otherwise, you will incur the \$50 charge and the items will be binned.**

8. 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:

For deposit

Credit card #:

Name on card:

Expiry:

CSC:

Initial _____

For return of Deposit

Account Number:

Signed

Hirer

Full Name: _____

Initial _____