



Venue Hire Charges

Day Function (no bar) - \$200

Evening Function - \$550

Weddings - \$1050

A refundable bond is required for bar open functions - \$200

Prices are inclusive of GST and include kitchen facilities, multimedia equipment, some furniture and a standard clean. Weddings and evening functions the prices also include a special liquor licence, full bar service and bar staff for 5 hours for evening hire and 8 hours for weddings. Additional hours will incur an extra cost of \$60 per hour.

Wedding hire includes use of the lounge the day prior to the wedding for set-up if not already booked.

A special licence is required for evening and wedding functions and 25 business days' notice is required to ensure this licence is attained

Terms and Conditions

- To confirm your booking, we require a completed signed Booking form and a 50% deposit of your function hire charge.
- Cancellation fees apply as follows:
 - More than 6 weeks' notice - \$100
 - 2-6 weeks' notice – half the deposit amount
 - Less than 2 weeks' notice – full deposit amount
- Any balances remaining are to be paid on the day of hire
- Inside the club and the back deck is totally smoke free. The side deck can be used by smokers.
- Maximum number of persons must not exceed 100
- Nothing is to be hung on the walls in the lounge.

Kawaroa Park Squash Club - TSB Account 15-3942-0680605-00

Signed: _____ Date: _____ / _____ / _____

Bar

We are a licenced premise and offer a full bar service for all evening functions. Please note:

- Strictly no BYO. All drinks including beer, wine, spirits and non-alcoholic drinks must be purchased through the KP club bar.
- Any breakages, including glasses or damaged items will be deducted from the bond payment at the new purchase cost. If repairs exceed the bond, the hirer will pay the extra amount required to cover the charges.
- A Special Liquor Licence is issued for each function and under the conditions of this licence bar services and music must cease at 1am, with the premises vacated by 1.30am.
- No alcohol is to be consumed off the premises
- Bar tabs are to be paid on the night of hire

Catering

- Kitchen facilities include: stove, microwave, deep fryer, hot water tap, sink and limited crockery and cutlery.
- Caterers are to leave the kitchen and appliances in a clean and tidy condition
- The standard clean in the hireage fee does not include the cleaning of the kitchen
- Barbeque and gas bottle hire is available - \$50 hire fee

Furniture

- The hirers may choose to rearrange the furniture to suit their own purpose but must return the furniture to its original configuration

The facility has available for you to use: 8 x round tables, 10 x trestle tables, 4 x bar leaners, 4 x coffee tables, 20 x dining chairs, 15 x bar stools, 15 x low lounge chairs, 4 x 2-seater couches

Multimedia

- Equipment available: 2 x large Bluetooth speakers, data projector and screen, microphone
- Hirer is entitled to hire a band, DJ or juke box for entertainment

Cleaning, Damage or loss to facility or fixtures

- A standard clean is included in the hire charges. The hirer will be responsible for the excessive mess or damage
- Any excessive mess will incur a deep clean charge subject to the cost of the extra cleaning which includes any external cleaning/repair agency
- The hirer must report damage to the bar manager immediately, the hirer will be held responsible for the full cost of repairing any such damage or loss.

Decorations

- No decorations are to be hung on the walls. There are hooks for hanging decorations along the beams.
- Strictly no confetti or Toi Toi plants to be used

Signed: _____ Date: ____ / ____ / ____

Venue Hire Booking Form

Name: _____

Phone: _____ Email: _____

Date Required: _____ Start Time: _____ Finish Time: _____

Reason for Function (e.g. wedding, birthday): _____

Approx. number of guests: _____

Name for invoice to be made out to: _____

Email for invoice to be sent to: _____

Bond refund name: _____

Bond refund bank account: _____

To help us apply for our liquor licence, please provide basic details of food being served and average age of attendees:

Acknowledgement:

I, _____, hereby acknowledge that my/our use of the Kawaroa Park Squash Club's venue is subject to compliance with all the attached Terms and Conditions.

I/we agree to comply with all such Conditions.

I/we further agree to inform guests attending the function that there is strictly no BYO.

Note: The Club or any staff employed by the club reserves the right to shut-down any function where the Conditions are being breached by those attending the function.

Please return all pages of this signed agreement to office@kpsquash.co.nz, an invoice will be generated when your booking has been approved by Kawaroa Park Squash Club, payment will confirm your booking.

Signed: _____ Date: _____ / _____ / _____