

# TERMS AND CONDITIONS

## BOOKING CONFIRMATION

Tentative bookings will be held for 7 days, once your booking is confirmed on a required receipt of a paid deposit. The price of this deposit will range from what price the room hire is for the space you have requested.

Confirmation of your event guest numbers need to be received no less than 14 days prior to the event. More than a 10% variation in guest numbers may forfeit the deposit.

Our minimum spend is a requirement for our function space, although if you are unable to reach the minimum spend for your space, then we hold onto the initial deposit although if you can reach this requirement the deposit will be removed from the total of your final bill.

## MENU SELECTIONS

In order for us to provide you with high quality service and cuisine, all menu selections must be confirmed with the Maid of Auckland Hotel no less than 14 days prior to the event. All hot platters will be served by 9:00pm. Any cakes required to be cut and served after 9pm will incur an additional charge.

## PAYMENT OF YOUR ACCOUNT

Payment of your function is due upon the conclusion of your event. Any additional charges after such time are required upon completion of your function or otherwise negotiated. No individual payments. Prices are subject to change, but will be secured by the payment of your deposit.

## CANCELLATIONS

Cancellations of functions less than 30 days before the event may forfeit the deposit. Cancellations of functions less than 7 days prior to the function are non-refundable.

## FUNCTION ROOMS

We reserve the right to relocate your event due to unforeseen circumstances. If your numbers increase or decrease significantly from those advised at time of reservation, we may substitute a more appropriate area for your event. We will discuss any changes with you prior to your event. Should we be unable to provide facilities reserved due to circumstances beyond our control, no further claim other than entitlement to a full refund including deposit may be made.

## RESPONSIBLE SERVICE OF ALCOHOL

We reserve the right to refuse service to anyone that is deemed by staff as exhibiting intoxicated or inappropriate behavior. Alcohol that may have been given as a gift is not allowed to be consumed on the hotel premises. Any guests that are deemed intoxicated will be refused service. If staff considers any patron to be behaving in an inappropriate manner, they will be asked to leave the premises immediately. It is illegal to serve alcohol to any persons under the age of 18 years, all guests may be asked to provide proof of age at the commencement of the function and may be required to wear a wrist band indicating they are 18 years or older.

## DECORATIONS

Decorations are allowed, but must be negotiated with the management of the Maid of Auckland Hotel prior to the event.

## MINORS

Minors are welcome on the hotel premises when accompanied and supervised by a legal guardian. Minors are not to purchase or consume alcohol whilst on the premises and must vacate the licensed premises by 12 midnight.

## FOOD & BEVERAGES

No food or beverages may be brought into the hotel premises for consumption during the event without prior notice. We welcome guests to bring their own wine although there is a \$15 corkage fee per bottle required. A cakeage fee is also required if a cake is brought onto the premises. Please see the food section for the cakeage options and prices.

We need to be aware of any dietaries for guests coming to your event prior. Please ensure you are aware of any allergies or sensitivities to certain food or drinks from your guest list and inform us about these requirements as soon as possible.

## DAMAGE/LOSS OF GOODS

Please note that you are financially responsible for any damage sustained to the hotel or its fittings during your event. The hotel is not responsible for the loss or damage of any goods that a brought to or left at the hotel.

## PARKING

Parking is available on site free of charge. Please note that all parking is subject to availability

## ADVERTISING

Prior permission is required to use the hotel name and/or logo in print and/or audio visual display. All proposed artwork must be approved by hotel management prior to publication.

## FUNCTION ROOM ACCESS

Please note that guaranteed access is 1 hour prior to your function. Early access may be arranged at an additional cost, if required discuss with our function manager.

## CLEANING

General and ordinary cleaning is included in your room hire. Additional charge or the loss of deposit may be incurred where the event has created cleaning requirements considered to be beyond general and ordinary cleaning.

## EVENT CONCLUSION

All events must be concluded and guests vacate by 11pm Monday, Tuesday & Sunday, and 1am Wednesday thru Saturday.

*I have read and agree with the Maid of Auckland Hotel's Terms & Conditions*

EVENT DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

BOOKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPOSIT PAID: \$ \_\_\_\_\_