



The Brigham Cafe, Restaurant and Function centre

164 Brigham Creek road, Hobsonville

Auckland - 0618

Phone: 09 416 7369 | DDI : 09 2161742 | Mob : 021 035 2486

Email: info@thebrigham.co.nz

Website: www.thebrigham.co.nz

FUNCTION BOOKING FORM

This form must be completed and returned with your deposit to confirm your Function booking.

Organiser's/Host Name: _____

Account Holder's Name: _____

Type of Function: _____

Address: _____

Phone: _____ Mobile _____

Email: _____

Function Organizer (on behalf of Organiser/ Host) _____

Function Date & time: _____

Catering numbers for Function (estimated): Adults _____ Children _____

Music arrangements _____

Credit Card details as a guarantee for deposit, Function account and any unpaid charges: (OPTIONAL)

Credit Card Type : _____ Holders name : _____

Credit Card Number : _____

Expiry date : _____ CSC _____

We have carefully read and have fully understood the Function terms and conditions as outlined by The Brigham cafe, Restaurant and Function centre. We agree to adhere to these terms and conditions; as such, we wish to confirm our Function to be held at The Brigham, 164 Brigham creek road, Whenuapai, Auckland, as per details given on this booking sheet.

Host's/ Organizers' Signature: _____

Account Holder's Signature: _____

Date: _____

Please return signed & completed in person or email to info@thebrigham.co.nz

FUNCTION TERMS & CONDITIONS

Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your Function. To enable us to provide maximum service, you should indicate any requirements beyond the level of these commitments upon return of the signed copy of this agreement to the Brigham Cafe, Restaurant and Function centre (Cafe hereby).
- Client obligations pertinent to deposits and cancellation terms are embodied in this agreement. Any changes can be requested in writing to the Cafe, but not necessarily granted.
- If a copy of your signed contract is not received by the date requested the Cafe reserves the right to release all venue space held. The Cafe must agree to any alterations to arrangement details in this document in writing.
- **All prices quoted include Goods and Services Tax, 15%.**

Confirmation

- No provisional bookings will be held under any circumstances.
- All bookings must be received in writing accompanied by a signed copy of the booking sheet and terms and conditions at the time of booking.

Deposit

- A deposit of \$500 incl. gst is required no later than 5 working days after the receipt of the signed booking sheet and terms and conditions.
- Failure to pay the deposit within this time will result in the booking being released.
- The Management reserves the right to cancel any function if the deposit is not received.

Wet Weather

- The Cafe does not guarantee a wet weather option. The marquee serves as a wet weather option.
- Under no conditions vehicles are to be driven on Cafe grounds/ Lawns unless arranged prior.

Cancellations

- All cancellations must be in writing.
- Deposit and all monies paid are non-refundable and will be adjusted on the final account :
- If Cancellation occurs less than 14 days prior to the Function date, Full estimate of Function costs may be charged

Guaranteed Food & Beverage Numbers

- Final catering numbers are to be advised 7 days prior to the Function, this is regarded as the minimum number for catering purposes; this number will be charged on your final account regardless of any drop in numbers. Any increase in numbers will be charged accordingly. (MINIMUM GUARANTEED OR ACTUAL, WHICHEVER IS HIGHER)
- Please note that the final catering numbers cannot deviate more than 25% from the original catering numbers booked.

Payment

- Full payment is required 5 days prior to the Function date you will be provided with a total Function estimate/invoice. Please note any additional on consumption charges such as beverage will be required to be paid in full upon departure from the venue
- The Host/Organizer/Account Holder accept responsibility for all accounts (e.g. dinner, liquor, decorations, set up, incidentals, if any (and any other miscellaneous charges) for the guests or invitees that are not paid directly on departure.

Menu Selection

- Please confirm your menu selection no later than 14 days prior to the event, or as otherwise advised.
- Wine List is subject to change, please contact the Cafe to obtain an updated wine list when making your menu selection.

Food and Beverage

- No Food or Beverage of any kind will be permitted to bring into or removed from the Cafe by the Host/ Organizer/ Account Holder, guests or invitees under any circumstances (unless agreed at the time of booking). Birthday/Celebration cakes are exempted.

Insurance & Damages

- The Brigham will take all necessary care, but does not accept any responsibility for damage to or loss of any property or merchandise left in the premises prior to, during or after any event.
- It is recommended that the Host/ Organizer/ Account Holder arrange their own personal liability insurance and security as required.
- On signing the terms and conditions the client accepts responsibility for all damages to the venue i.e. walls, carpet, doors, tables, chairs, or any equipment etc. The client accepts to pay the full amount of repair and/or replacement.

Decorations

- Event table items/decorations are the responsibility of the Host to arrange and organise the placement of on the tables.
- It is the Host's responsibility to arrange collection of all material within 24 hours (or as agreed) after event. Any items left at the cafe will be disposed off after that time period – this includes table decorations, flowers and cakes.
- It is expressly forbidden to use screws, nails, tacks, adhesive paper or any similar fixing devices on any part of the interior or exterior of the venue; except with prior consent of the Manager.
- No Confetti, artificial petals (Natural petals are fine in the grounds) are to be used.

Price Variations

- The Host/Organizer/ Account Holder will be notified of any unavoidable price changes no later than ninety (60) days prior to your date. While we endeavor to maintain prices as originally quoted to you, they may be subject to alteration particularly when bookings are made well in advance.

Access Times:

- You & your guests/ suppliers will be provided access to the venue as per the individual terms & conditions of each package. Any extra time will be charged accordingly.

Marquees

- Depending on your Function requirements a marquee maybe required. Any marquee requirements must have the authorization from the Cafe at the time of booking.
- The client is responsible for lodging the Marquee permit application with the Auckland council before the required time and the fee associated with this. A copy of the application must be provided to the Cafe.
- The Cafe will not provide any items associated with the Marquee. Including but not limited to tables, chairs, tablecloths, napkins, flooring/staging, sound equipment, lighting, crockery, cutlery, flowers, decorations etc. This is the responsibility of the client to hire and pay directly with contractor/supplier.

Music Options

- All music regardless of what type must be finished by 7 PM (if in cafe grounds). Music inside the building is permitted as long as it complies with the noise levels. Management discretion is binding.
- Two piece live bands can be allowed if the entire venue is booked. Sorry, bigger bands are not permitted.

Alcohol & Drinks

- Our closing times are dictated by our licensing hours.
- We may allow pre determined BYO Wine ONLY (corkage charges of \$20 per 750ml Bottle apply). Please note that the Alcohol/Drinks have to be in our control.
- No Alcohol can be brought and consumed in the premises by the guests, invitees, Host/Organizer or Account Holder.
- The Car park is not licensed; STRICTLY No drinks can be carried or consumed in the car park area. The Grounds, Main Dining area, outdoor garden areas are licensed.
- The Duty manager reserves the right to make a decision on the level of intoxication of patrons and request them to leave the premises if deemed so.
- If the venue finds patrons acting in a manner which is a breach of Liquor license conditions, reserves the right to deny service and remove them from the premises.
- If the management deems fit that there is requirement of security arrangements, these charges will be passed on to you.

Notes

Final Notes Discussed

Final Number of Guests Attending: Adults: Children: Suppliers :

Arrival time of Guests Or Host

Sound arrangements:

Canapés and Drinks under the Marquee:
Set up Marquee

Table cloths/ Chair covers/ sash/ runner

Centre pieces/ Favors/ Name tags

Flowers:

Other setup: (DJ/ Photo Booth/ AV/ Gifts tables/ Activities etc)

Bar Tab : What's included/ Time Bar Tab opens

Guest Tables set up

Top Table/ Main table set up

Dinner Menu :

Special meal requirements:

Speeches & Toast requirements

Desserts:

Dance/Music

Closed at :

Wind up & collect belongings/ Taxi advised :

Signed For The Brigham

Signed for the Bride and groom