



**The Brigham Cafe, Restaurant and Function centre**

164 Brigham Creek road, Hobsonville

Auckland - 0618

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Website: [www.thebrigham.co.nz](http://www.thebrigham.co.nz)

**WEDDING BOOKING FORM**

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

Brides Name: \_\_\_\_\_

Grooms Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Wedding Organizer (on behalf of Bride) \_\_\_\_\_

Function Name: \_\_\_\_\_

(i.e. Brides Name/Grooms Name Wedding)

Function Date & time: \_\_\_\_\_

Catering numbers for wedding (estimated): Adults \_\_\_\_\_ Children \_\_\_\_\_

Music arrangements \_\_\_\_\_

Credit Card details as a guarantee for deposit, wedding account and any unpaid charges:

Credit Card Type : \_\_\_\_\_ Holders name : \_\_\_\_\_

Credit Card Number : \_\_\_\_\_

Expiry date : \_\_\_\_\_ CSC \_\_\_\_\_

We have carefully read and have fully understood the wedding 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 wedding to be held at The Brigham, 164 Brigham creek road, Whenuapai, Auckland, as per details given on this booking sheet.

Brides Signature: \_\_\_\_\_

Grooms Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return signed & completed in person or email to [info@thebrigham.co.nz](mailto:info@thebrigham.co.nz)***

# WEDDING TERMS & CONDITIONS

## Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your wedding. 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 \$1000 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.

## The Wedding Ceremony

- If you wish to hold your Wedding Ceremony on the lawns, this is permitted. The Cafe provides a registry table and up to 60 chairs. We are able to arrange extra seating or any other services for this at an additional expense.
- The Cafe does not guarantee a wet weather option. The marquee serves as a wet weather option for ceremony.
- Under no conditions vehicles are to be driven on Cafe grounds/ Lawns unless arranged prior.

## Cancellations

- All cancellations must be in writing.
- The deposit is refundable only as stated :
- 6 months prior to the wedding date : FULL REFUND LESS 15% ADMINISTRATION CHARGES
- Between 6 months and 90 days : 50% OF THE DEPOSIT HELD LESS 15% ADMINISTRATION CHARGES
- Less than 90 days : NO REFUND
- The reduction (significant drop in numbers) in any services as listed above are also subjected to cancellation fees as outlined above.

## Guaranteed Food & Beverage Numbers

- Final catering numbers are to be advised 14 days prior to the wedding, 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 20% from the original catering numbers booked.

## Payment

- Full payment is required 7 days prior to the wedding date you will be provided with a total wedding 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 Bride and Groom 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.
- Credit cards are not accepted for payment of accounts over \$5,000. Credit card payments will incur a surcharge of 2.5%.

## Menu Selection

- Please confirm your menu selection no later than one (1) month 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 Bride and Groom, guests or invitees under any circumstances. Wedding cakes are exempted
- Food and beverage selections must be made one (1) month prior to the function, after this time the Cafe will automatically make the selections and the client will be charged accordingly.

## 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 Bride and Groom 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

- Wedding table items/decorations are the responsibility of the Bride & Groom to arrange and organise the placement of on the tables.
- It is the Bride and Grooms responsibility to arrange collection of all material within 24 hours (or as agreed) after event. Any items left at the cafe will be disposed of 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) are to be used.

## Price Variations

- The Bride and Groom will be notified of any unavoidable price changes no later than ninety (90) 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.

**Day Weddings:**

- Lunch time wedding receptions must vacate the Cafe by 3:30 pm sharp, unless prior agreement.
- Evening weddings will be provided access to the venue not before 3:30 PM unless prior agreement.

**Marquees**

- Depending on your wedding 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 6 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 arranged if the entire venue is booked. Sorry, bigger bands are not permitted.

**Alcohol & Drinks**

- Our closing times are dictated by our licensing hours.
- We do allow pre determined BYO Wine ONLY. 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 or Bride and Groom
- The Car park is not licensed; No drinks can be carried to 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.
- 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 including Bridal party: Adults:

Children:

Suppliers :

Arrival of Guests and Groomsmen

Ceremony: Time and setup required

Sound arrangements for ceremony:

Canapés and Drinks under the Marquee:  
Set up Marquee

Reception: Time & Set up required

Table cloths/ Chair covers/ sash/ runner

Centre pieces/ Favors/ Name tags

Flowers:

Other setup:

Music arrangements

Bar Tab

Guest Tables set up

Top Table/ Main table set up

Dinner Menu :

Special meal requirements:

Speeches & Toast requirements

Desserts:

First Dance/Music :

Closed at :

Wind up & collect belongings/ Taxi advised :

**Signed For The Brigham**

**Signed for the Bride and groom**