

## New Plymouth Club Functions

Invoice Details					
Name/Company Name					
Phone Number					
Email Address					
Billing Address					
Venue Details		Half Day		Full Day	
Auditorium		\$350		\$500	
Centennial Room		\$250		\$350	
Founders Lounge		\$200		\$300	
Blue Room		\$100		\$125	
Function Type					
Date					
Contact Name					
Contact Phone					
Contact Email					
Number of Guests		Start Time		Finish Time	
If applicable, Band Set up time					
Room Set Up Time		Organiser		Club - Cost:	\$
Room Pack Up Time		Organiser		Club - Cost:	\$
Set up Instructions					
Bar					
Bar staff	Required?		Cost:	\$	
Bar Tab Amount	\$				
All Alcohol:		Beer/Wine/Soft Drink only:			
Special Requests					
Food					
A deposit for food costs may be required	\$	Serve Time:			
Tablecloths	Yes		No		
	White \$6 each		Black \$14 each		Total Cost
Number Required					\$
Tea/Coffee Station (\$2.50pp)	Quantity:		Not required		\$
Special/Dietary Requests					
Staff Requirements <small>(office to complete)</small>					
	Cost		Special Licence	Yes	No
Bar Staff	\$		Licence Fee	\$	
Wait Staff	\$				
Chef	\$				
Kitchen Hand	\$				

### Terms and Conditions

All members and guests must validate their parking at the bar when using our car parks. Fines are applicable if you fail to do so.

Food, Bar and Staff requirements to be confirmed no later than 7 full working days prior to event

The room must be returned back to the state in which it was found, otherwise you will be charged a fee for us to return it back to that state

Cancellation of a function will require 7 full working days notice

Any accrued cost, e.g. special licence fees will be payable by you

Cancellation of any function with less than 7 full working days notice will be charged any accrued cost and the room hire fee

Any cost that is incurred by the New Plymouth Club to recover the outstanding money will be added to your outstanding amount