

New Plymouth Club Functions

Invoice Details

Name/Company Name	
Phone Number	
Email Address	
Billing Address	

Venue Details		Under 4 Hours	Over 4 Hours
Auditorium		\$250.00	\$350
Centennial Room		\$150.00	\$250
Blue Room		\$50.00	\$75
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 \$6 each	
Number Required				Total Cost
Tea/Coffee Station (\$2.50pp)	Quantity:		Not required	\$
Special/Dietary Requests				

Staff Requirements <small>(office to complete)</small>				
	Cost		Special Licence	Yes
Bar Staff	\$		Licence Fee	\$
Wait Staff	\$			
Chef	\$			
Kitchen Hand	\$			

Terms and Conditions

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