



Email: secretary@newplymouthclub.co.nz

Phone: 06 758 0927

Details required on invoice	
Company name / Name	
Phone	
Email	
Address	
Venue	
Auditorium <input type="radio"/>	<input type="radio"/> Under 4 hours \$250.00 <input type="radio"/> Over 4 hours \$350.00
Centennial <input type="radio"/>	<input type="radio"/> Under 4 hours \$150.00 <input type="radio"/> Over 4 hours \$250.00
Blue Room <input type="radio"/>	<input type="radio"/> Under 4 hours \$ 50.00 <input type="radio"/> Over 4 hours \$ 75.00
Other <input type="radio"/>	
Function type	
Date of function	
Organiser name	
Phone	
Email	
Number of people	_____ Start time: _____ Finish time: _____
Guest ETA	_____
Music	<input type="radio"/> Own If applicable - Band set up time: _____
Room setup	Time: _____ <input type="radio"/> Organiser <input type="radio"/> NP Club – Cost \$ _____
Room pack up	<input type="radio"/> Organiser <input type="radio"/> NP Club – Cost TBC
Set up instructions:	
Bar	
Bar staff	<input type="radio"/> Required – Cost \$50 <input type="radio"/> Not required
Bar tab	Amount \$ _____ <input type="radio"/> All alcohol <input type="radio"/> Beer, wine, soft drink ONLY
Special requests:	



Food	
A deposit on food costs may be required: \$ _____	
Food serve time:	_____
Buffet set up time:	_____
Tablecloths	<input type="radio"/> Yes / <input type="radio"/> No <input type="radio"/> White \$ _____ each <input type="radio"/> Black \$ _____ each How many _____ Total cost \$ _____
Serviettes required	<input type="radio"/> Yes / <input type="radio"/> No Colour _____ Total cost \$ _____
Tea / Coffee	<input type="radio"/> Yes / <input type="radio"/> No How many _____ Total cost \$ _____
Crockery/Cutlery extra requirements:	
Buffet number: <input type="radio"/> #1 <input type="radio"/> #2	
Special requirements / Changes:	
<p>NOTE:</p> <ul style="list-style-type: none"> Cancellation of a function will require 7 full working days' notice. Any accrued cost, e.g. special license will be payable by you. Cancellation of any function less than 7 full working days 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. 	

Staff Required (office to complete)

Bar staff	\$50 if applicable	
Waiting staff	No charge	
Chef's	No charge	
Kitchen hand	No charge	

Special licence	<input type="radio"/> Yes / <input type="radio"/> No
Special licence fee	\$ _____