

CLASSIC FLYERS VENUE HIRE AGREEMENT

Thank you for choosing to book your function at Classic Flyers. Please fill out sections 1-3 below and return the signed form to Classic Flyers

1. Contact Details

Name of Company/Group:

Contact Person:

Contact Address:

Contact Phone:

Contact Mobile:

Contact Email:

2. Invoicing Details (if different from above)

Billing Name:

Billing Address:

Email:

Order Number:

3. Booking Details

Room Hired:

Date/s:

Contact on day:

Guest Numbers:

Set up/Arrival Time:

Finish Time:

Event Type:

Signage to Read:

Room Set Up:

Special Requirements:

Tab to be set up in café?

If so, who is authorised to set tab up?

I agree to abide by the facility's terms and conditions of hire attached to this agreement and signing this agreement is confirmation of having read and understood those terms and conditions.

Hirer Signature: _____

Classic Flyers Signature: _____

Print Name: _____

Print Name: _____

Date Signed: _____

Date Signed: _____

Complete and Return to:
Email function@classicflyersnz.com



Classic Flyers NZ.com

9 JEAN BATTEN DRIVE
MOUNT MAUNGANUI, NZ
PHONE: 64 (07) 572 4000

Classic Flyers NZ Function & Events Terms & Conditions

CONFIRMATION

- Confirmation of a booking must be made by way of non-refundable deposit of the venue hire fee by the requested date accompanied by a signed copy of our Function Terms & Conditions. Until then we reserve the right to release the booking.

FINAL NUMBERS

- The number expected to attend the event must be advised (in writing or email) 7 working days prior to the commencement of the event, with final confirmation (in writing or email) no later than 3 working days prior to the event. If numbers decrease on the day you will be charged for the original number advised.

DEPOSIT / PAYMENT

- A deposit is required to secure a function. All final amounts must be settled at the conclusion of the function or within 7 days.
- We accept Eftpos, Cash, Cheque & Internet Direct Debit Payments. We also accept Master Card and Visa with a 3% surcharge
- Our Bank account details are:
BNZ Acct name - Classic Aircraft Trust T/A Classic Flyers NZ Acct # - 020466 0280008 00
- A credit card must be held by us as security for any charges and bar tabs outstanding or any damage to the room.

OVERDUE AMOUNTS

- Payments not received by the due date maybe referred to a debt collection agency. The hirer will be liable for all associated fees and costs with his debt collection.

CANCELLATION

- All cancellations must be notified in writing (or email).
- If cancellation prior to 3 weeks before the date of the function, 50% of the deposit is retained. If cancellation is made less than 3 weeks out the deposit will not be refunded. If cancellation occurs less than 48 hours from the event then you will be invoiced for the full venue hire cost, and any equipment charges (including the cost of video conference bookings) and full cost of any food and beverage ordered for the event (less the deposit amount already paid).

FOOD / BEVERAGE

- Classic Flyers will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose for the Client or the Client's guests or invitees, unless prior arrangements have been made with the Management.
- Where liquor in an agreed amount in a Bar Tab is about to be exceeded further liquor will not be supplied until an authorisation is signed by the client or a duly authorised representative at the event. A credit card to which the bar account is to be charged must be provided on the day of the function and will be held at the bar until the account is signed off and paid for in full.
- Classic Flyers reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act 1989

ENTERTAINMENT / DECORATIONS

- Any entertainment, special lighting or decoration planned for the event needs to be confirmed by Classic Flyers Management prior to the event. Unauthorised decorations cannot be mounted on walls, doors or exhibits.

LOSSES / DAMAGES

- The Client is financially responsible for any damage, breakage or pilferage sustained to Classic Flyers premises or equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any other part of Classic Flyers, prior to, during or after the event.
- Classic Flyers will take all necessary care of the Client's property but will take not responsibility for damage to or loss of property or merchandise left in Classic Flyers premises or in Client's cars in the car park prior to during or after the function.
- The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in Classic Flyers after the function without prior arrangements will be deemed abandoned and disposed of after 10 days.
- The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests who may be on site at the time. Classic Flyers reserves the right to exclude or remove any objectionable persons from the function or premises without liability at any time during the function.

CLEANING

- No smoking or chewing gum allowed inside the building.
- Any extra cleaning, rubbish removal, repair or reinstatement of the venue that Classic Flyers considers necessary after your event may be added to your invoice.

LIQUOR LICENCE RESTRICTIONS

- Classic Flyers liquor license covers the hours Monday to Sunday 10.00am to 1.00am the following day. Should you wish to continue your function beyond this time a Late License Application fee of \$110 will be payable. This must be arranged prior to the function.
- We are not permitted to sell alcohol to anyone under the age of 18 unless accompanied by a parent (no exceptions).
- It is illegal to promote intoxication and/or to allow intoxicated persons on the premises.
- We are required by law to abide by the Liquor Act 1989 and at all times reserve the right to refuse entry to anyone. We ask that you understand that although you have hired the room, we must still be responsible hosts. You and your guests are still bound by the Liquor Act and your behaviour must be monitored as with any licensed premise.

PRICING

- Any prices contained within quotations are valid for 3 months from the date of quotation prices may vary after this date due to situations beyond our control.
- Good and Services Tax is excluded in the quoted rates, unless otherwise stated



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