

WEDDING/SPECIAL EVENT BOOKING TERMS & CONDITIONS

ALL BOOKINGS ARE SUBJECT TO AGREEING TO THE FOLLOWING TERMS AND CONDITIONS. SHOULD THESE TERMS & CONDITIONS NOT BE MET, THEN TE PAI CENTRE MAY CONSIDER YOUR BOOKING UNCONFIRMED AND RE-BOOK SPACE ALLOCATED

1. The Agreement

This agreement is between Te Pai Centre and you "the client". Modifications to this agreement will only be valid if documented in writing and agreed to by Te Pai Centre.

2. The client will undertake to provide the following:

- Upon booking** All bookings must be requested in writing, accompanied by a signed copy of these Terms & Conditions.
- 30 days prior** Final confirmation of numbers. Catering requirements (Menu Selection) and Room set-up.
- 14 days prior** Guest numbers for seating plan, AV requirements and timing of full agenda.

3. Deposit requirements

Upon booking The client undertakes to pay a non-refundable deposit as set out in the booking form within 7 days of booking of the venue.

4. Cancellation Policy

In the event of cancellation, monies will only be refunded if an alternative booking can be secured for that date and no costs have been incurred on behalf of the client. NB: All cancellations must be received in writing.

5. Damage

The client shall take reasonable care not to damage any property. If the client damages the premises or any of the chattels provided by the Te Pai Centre, the client shall be liable for full restitution and the Te Pai Centre shall be entitled to deduct from any bond paid to remedy any damage or replace any chattels. If the amount exceeds any bond or monies paid, the client shall immediately pay the excess to the Te Pai Centre.

6. Conduct

The client will conduct the event in an orderly manner in compliance with any directives from Staff of the Te Pai Centre, obeying all applicable laws, ordinances and regulations, including without limitation complying with all liquor licensing requirements.

7. Unauthorised Extras

Unless instructed in writing, the client will be liable for all charges and services incurred by the client or attendees during the course of the event, this includes any bar services.

8. Payment Terms

The deposit shall be paid as per clause 3. Any bond as set out in the Booking Form and the balance of the hire fee shall be paid at least 30 days prior to the event or as otherwise specified.

Signed: On behalf of the client	
Signature	
Name	
Position	
Address	
Date	/ /

Signed: On behalf of Te Pai Centre	
Signature	
Name	
Position	
Company	Te Pai Centre
Date	