

# BOOKING FORM

To book your conference, function, or event, please email this form to [hospo@tuihq.co.nz](mailto:hospo@tuihq.co.nz) or contact us to discuss

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ No of people: \_\_\_\_\_

Billing details if different from above... Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**If you are booking a set package please skip to page 3 of this booking form**

Select a function room:

Please view Tui's Awesome Spaces for prices and Capacities for each room.

- Flagon Room  
  Tui HQ Tap Room & Kitchen  
  I still don't know yet  
 Tuiversity Brewer's Boardroom  
  Tuiversity Conference Room

Equipment you require:

Charges may apply, please see extras.

- WiFi  
  Projector  
  Whiteboard + Pens  
 Wireless Microphone  
  Tui Beer Glass  
  Tui Note Pads  
  Tui Pens
- Quantity: \_\_\_\_\_      Quantity: \_\_\_\_\_      Quantity: \_\_\_\_\_

**Menu Option**

Please Tick

Cost pp

Preferred meal service times. Leave blank if you are unsure.

Menu Option	Please Tick	Cost pp	<small>Preferred meal service times. Leave blank if you are unsure.</small>
Kiwiana BBQ		\$25	
Great Backyard BBQ		\$40	
Brewers Feast		\$60	
Formal Menu option tailored to you		\$65-85	
Morning Tea		\$9	
Afternoon Tea		\$9	
We wish to order from Tui HQ Kitchen Cafe Menu		\$8-\$25	
I still don't know yet		NA	

Dietary requirements of any of your guests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beverage options on the following page.

**Timings**

Type of function (please tick):  
 Conference  
 Meeting  
 Event  
 Private Function  
 Wedding

Presenter arrival time: \_\_\_\_\_ Guest arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Time of speeches or presentation: \_\_\_\_\_

# BOOKING FORM *Continued*

Beverage options:

## Alcoholic Drinks

Please Tick

Cost

Preferred meal service times.  
Leave blank if you are unsure.

Full access to all alcoholic drinks	<input type="radio"/>	pay per beverage (see drinks menu)	
Full access to tap beers and ciders only	<input type="radio"/>	pay per beverage (see drinks menu)	
Drink tokens for all guests for a restricted bar	<input type="radio"/>	NA	
Restricted bar tab	<input type="radio"/>	NA	
No alcoholic drinks	<input type="radio"/>	NA	
A select list of beverages - agreed prior to my event	<input type="radio"/>	NA	
I don't know yet	<input type="radio"/>	NA	

## Hot Drinks

Please Tick

Cost PP

Preferred meal service times.  
Leave blank if you are unsure.

Barista Tea & Coffee Service	<input type="radio"/>	pay per beverage (see drinks menu)	
Fresh brewed Plunger Coffee and tea	<input type="radio"/>	\$3.50 per serving / \$10 all day	

## Cold Non Alcoholic Refreshments

Please Tick

Cost PP

Preferred meal service times.  
Leave blank if you are unsure.

Full access to all cold non-alcoholic drinks	<input type="radio"/>	pay per beverage (see drinks menu)	
Jugs of fresh orange juice	<input type="radio"/>	\$9 per jug	
Just chilled water	<input type="radio"/>	free	
A select list of beverages - agreed prior to my event	<input type="radio"/>	NA	
I don't know yet	<input type="radio"/>	NA	

# BOOKING FORM *Continued*

## Brewery Tour: Please Tick

Add a Personalised Beer Bottle (500ml) to take home

Set daily tour at 11:30am	<input type="radio"/> \$25pp	<input type="radio"/> \$35pp
Set daily tour at 2:30pm	<input type="radio"/> \$25pp	<input type="radio"/> \$35pp
Brewery tour at alternate time (for groups over 15 people)	<input type="radio"/> \$25pp	<input type="radio"/> \$35pp

Group Experiences:  Grape & Grain  Brewer & Vinter  Take the Tui Girls to Work

Preferred bus pick up location \_\_\_\_\_ and time \_\_\_\_\_

Please tick any other products or services you would like to discuss with our function team:

Bus transport  Beverages  Any of our breakout activities

## Parking:

Do you require Parking? If yes, how many cars: \_\_\_\_\_ and/or buses: \_\_\_\_\_

## PAYMENT

(Deposit is the equivalent to your venue hire fee, and is required to confirm your booking)

Credit Card Details: VISA  MASTERCARD  (AMEX NOT ACCEPTED)

Name On Card: \_\_\_\_\_

Card Numbers:             Expiry Date: / CVS: \_\_\_\_\_

Total \$ Amount: \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_ Date: / /

### Direct Deposit:

Bank: ANZ  
 Account: 06-0689-0897750-00  
 Reference: please use your company or contact name as per this form

### Cheque:

Make cheques payable to: Tui HQ  
 Post to: PO Box 25, Pahiatua

# BOOKING FORM *Continued*

## CONFERENCE TERMS AND CONDITIONS

Our conference team aim to provide facilities, hospitality and service of the very highest quality. The following Terms and Conditions have been designed to assist us in fulfilling this expectation and to ensure that your event is a successful one.

### TENTATIVE BOOKINGS

We will hold a tentative booking for a maximum of 14 days. If you do not confirm your booking in this time we reserve the right to release the space without notice.

### CONFIRMATION AND DEPOSIT

Please confirm your booking, together with a deposit, within 14 days of the booking form being signed and returned. Your booking is only confirmed on receipt of the deposit. Deposit to be equivalent to the venue hire. Credit card facilities available.

### CANCELLATION

Cancellation of a booking must be advised in writing or email. If the event is cancelled with less than 14 days notice, the deposit may be refunded only if the booking capacity is resold. An administration fee of \$100.00 will be deducted from all refunded deposits.

### PAYMENT

Full payment for any event shall be made on the day of the event unless prior credit arrangements have been agreed with the company. 20th of the following month payment terms apply to invoices

### MENU SELECTION

Please confirm your food and beverage selection unless outlined already in your package as soon as possible and no later than **14 days prior to the booking**. Catering charges will apply if the required cancellation time is not adhered to. Menus do change seasonally. We will allow for a 10% increase up to 48 hours prior to the event start time. You will be charged per head for all guests.

### GUARANTEED NUMBERS

In order for us to arrange catering and staffing resources a guaranteed minimum number of guests attending is requested seven full working days prior to the event. Minimum charges will be based on that guaranteed number.

### EXTENDED HOURS

Extra venue hire costs shall be incurred should the event extend past the confirmed departure time.

### PRICE VARIATIONS

All prices are current at the time of quotation and every endeavour is made to maintain same. Tui Brewery reserves the right to alter published or confirmed prices at any time prior to the event to cover increased costs incurred.

### CONDUCT OF THE EVENT

The client and persons in attendance shall at all times behave in an orderly manner and comply with all laws, regulations and venue rules. The company shall be entitled to remove any persons from the event whose behaviour, in the opinion of the company, is objectionable, improper or undesirable.

### DAMAGE TO VENUE

The client will be responsible for all damages including all breakages to glassware and crockery caused to the venue by any persons in attendance at the event (other than those under the control or direction of the company) and shall forthwith pay to the company the cost of rectification of any damages.

## SIGNED ACCEPTANCE OF THE TERMS AND CONDITIONS

I \_\_\_\_\_ acknowledge that I have read and fully understood the terms and conditions set out by Tui Brewery.

Signed: \_\_\_\_\_ Date: / /