

BOOKING FORM

To book your conference, function, or event, please email this form to **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: _____

Select a function room:

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

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

Equipment you require:

Charges may apply. Please see extras.

- ☐ WiFi ☐ Projector ☐ Whiteboard + Pens
☐ Wireless Microphone ☐ Tui Glass Quantity _____ ☐ Tui Note Pads Quantity _____ ☐ Tui Pens Quantity _____

Menu Option	Please Tick	Cost PP	Side Option	Please Tick
Grazing Table	<input type="radio"/>	\$18	Gourmet potatoes smothered in a creamy sauce	<input type="radio"/>
Supreme Grazing Table	<input type="radio"/>	\$23	Classic green salad & dressing	<input type="radio"/>
Toki BBQ (Select one side option from the list opposite)	<input type="radio"/>	\$30	Quinoa & chickpea salad	<input type="radio"/>
Brewer's BBQ (Select two side options from the list opposite)	<input type="radio"/>	\$40	Pesto pasta salad	<input type="radio"/>
Wagstaff Feast (Select two side options from the list opposite)	<input type="radio"/>	\$60		
Morning Tea or Afternoon Tea	<input type="radio"/>	\$10		
Morning and Afternoon Tea	<input type="radio"/>	\$20		
We wish to order from Tui HQ Kitchen Cafe Menu	<input type="radio"/>	As per menu		
I still don't know yet	<input type="radio"/>			

Dietary requirements of any of your guests: _____

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: _____ Time you would like food to be served: _____

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: / /

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: _____

Cardholder's Signature: _____ Date: / /

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