

## BOOKING FORM

**Venue:** Event Centre Capacity: 1000 standing, 800 seated

**Deposit/Hire** \$1300 per day \*Negotiable upon bar and catering spend

**Fee:**

### Securing a booking:

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1. Please check availability of your preferred function venue and date with the Functions Team either by phone on 0800 UCSA 48 or by email [functions@ucsa.org.nz](mailto:functions@ucsa.org.nz)
  2. Once date has been confirmed as available complete and return this form to the Functions Team by email [functions@ucsa.org.nz](mailto:functions@ucsa.org.nz)
  3. You will then receive an Invoice for the deposit via email which is to be paid within 14 days to secure your date and venue.
  3. Once the booking form and deposit are received a member from the Team will contact you to start planning your event in detail.
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## CONTACT DETAILS

Organisation/Company	
Name of contact person	
Position within organisation	
Phone	
Email	
Mobile number	
Contact on the day of event	
Position within organisation	
Email	
Mobile number	

## BASIC EVENT INFORMATION

Name & type of event <i>(mid winter dinner, award ceremony, quiz, Jane's 21st etc.)</i>	
Event date	
Key Times – <i>Set up/access from, guests arrive from, food served at, etc.</i>	
End time (including pack down time):	

Do you have any special set up or pack down requirements?

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Approximate guest numbers

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## FOOD & BEVERAGE

Would you like to put on a bar tab or pre purchase drinks?

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*If yes please detail estimate amount*

Please detail the type of catering you would like.

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*(Buffet, set menu, bar snacks, finger food etc.)*

Do you have a working budget for catering per person? *If yes please detail*

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*\*Please note due to licencing restrictions food must be served at all functions where alcohol is to be consumed.\**

*\*\*Please note that due to our supervised licence all under18's must be supervised by a parent or guardian while on the premises\*\**

***Due to food safety and licencing policy self-catering and BYO is not permitted***

Will you be having music, presenters and/or entertainment at your event? *If so please detail.*

## **EQUIPMENT**

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Do you require AV equipment hire?  
*We have a large selection of Mics, lighting, projectors and more. Please detail what you require and what it's for and we will happily assist with prices and availability.*

**For pricing please visit**  
[www.oncampus.org.nz/venues](http://www.oncampus.org.nz/venues) and download an AV price list form for the venue section of your choice.

Will you or a contractor working on your behalf be bringing in any AV equipment on site during your booking?

*If yes please detail the type of equipment and if applicable to contractor and their contact details*

## TERMS AND CONDITIONS

1. The UCSA reserves all rights in regards to the sale, supply, and consumption of liquor, food and refreshments on its premises. Under no circumstances can food or liquor be brought onto or taken off UCSA premises.
2. The sale, supply, consumption of liquor is subject to the Sale of Alcohol Act 2012 and both parties shall ensure that the requirements to liquor this Act are complied with.
3. No persons under the age of 18 who are not accompanied by a parent or legal guardian are permitted on the premises at any time.
4. The hirer will be held responsible for any damage, breakages or pilferage caused by guests. The cost of any damage, replacements etc. will be charged to the hirer after the event.
5. The hirer is responsible for all merchandise or hirers belongings, and the UCSA will accept no responsibility for the loss or theft of such, prior to, during or after the event.
6. The organiser agrees to indemnify the UCSA against any infringement of copyright or performance rights in connection with any musical, literary or dramatic work being performed during the period of hire.
7. Whilst the UCSA makes every effort not to alter prices once a function is booked, the UCSA reserves the right to change any price and notify the hirer no less than 30 days prior to the event.
8. The UCSA shall not be liable for and interference or enforced cancellation of any event which is caused by an act of God, or circumstances beyond its control
9. In the event of cancellation by the hirer the UCSA receives the right to retain the deposit.
10. Your bar tab is to be paid 3 working days in advance of your function and any unused credit will be reimbursed to your bank account the following Friday.
11. The hirer must provide confirmation of guaranteed guest numbers and other requirements are required 10 working days prior to the event date.
12. Full payment of all estimated costs including bond, if applicable, payable by the hirer 7 days prior to the event date.
13. If any additional costs are incurred on during the event itself, these will be invoiced to the hirer, and payment will be due 7 days from date of invoice.
14. The hirer shall be responsible for all expenses and costs relating to the UCSA enforcing or attempting to enforce a contract or these conditions.

15. The hirer shall (if so required by the UCSA) pay interest to the UCSA at the default interest rate of six per cent (6%) per annum for all overdue payments. Interest will be calculated on a daily basis from the date the payment is due until the date the payment is paid in full.
16. All 21<sup>st</sup> functions in The Events Centre, Bentleys, or The Shilling Club, require a bond of \$500.00 to be paid by the hirer prior to the event. This shall be refunded to the hirer or used towards paying for the total cost of the event no later than 7 days after the event provided there are no damages as per Clause 3 of these Terms and Conditions.
17. The Event Centre is licensed to trade until 01:00 at the latest, the client then has a maximum of half an hour to pack up and vacate the premises.
18. The management reserve the right to close the bar at any time during your functions if it is felt patrons are intoxicated.

**Signed on behalf of the UCSA**

Signature:

Date:

Position:

**Signed on behalf of the Hirer**

Signature:

Date:

Position: