

BOOKING FORM

Venue: **The Shilling Club Capacity: 75 standing, 60 seated**

Deposit/Hire Fee: After hours UC \$200+GST – External/Corporate \$500+GST

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
 2. Once date has been confirmed as available complete and return this form to the Functions Team by email 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

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 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 are complied with.
3. 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.
4. 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.
5. The organise 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.
6. 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.
7. 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
8. A non-refundable deposit of \$200.00 (Weekdays) or \$500.00 (Weekends) is payable by the hirer to confirm the booking.
9. The hirer must provide confirmation of guaranteed guest numbers and other requirements are required 10 working days prior to the event date.
10. 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.
11. The hirer shall be responsible for all expenses and costs relating to the UCSA enforcing or attempting to enforce a contract or these conditions.
12. 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.
13. All 21st functions, in either 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 no later than 7 days after the event provided there are no damages as per Clause 3 of these Terms and Conditions.



Signed on behalf of the UCSA

Signature:

Date:

Position:

Signed on behalf of the Hirer

Signature:

Date:

Position: