

# FUNCTION GROUP

## BOOKING FORM

WEST COAST 1868 NEW ZEALAND

### MONTEITH'S

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To progress your function booking please email this form to [hospo@thebrewery.co.nz](mailto:hospo@thebrewery.co.nz)  
Emailing this completed form is deemed acceptance of our Terms and Conditions outlined at the back of this form. Email confirmation from our team will confirm your booking.

Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

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

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

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

No of people dining: \_\_\_\_\_

Approx Eating time: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Trading Hours: Summer (Nov-Apr) 11am - 9pm Winter (May-Oct) 11am - 8pm

Beer Tasting: Anytime during opening hours. Tour Times: 11.30am, 3.00pm, 4.30pm & 6.00pm

GROUPS OVER 20 CAN BOOK A PRIVATE TOUR.

Billing details (if different from above):

Name: \_\_\_\_\_

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

Seating Preference:

Bar Leaners with high bar stools  Dining Tables

Equipment:

Projector  USB TV

Please note room hire fee's apply for our Beertopia Room - prices from \$50-\$500 (depending).

Menu Options (as per attached)

Cost pp

Please tick one

Keggars Kai Buffet (Minimum 20pax)	\$35	
Alpine Highway Buffet (Minimum 20pax)	\$45	
Brewers Guild Buffet (Minimum 20pax)	\$55	
We wish to order directly from the MBC menu (Maximum 19pax)	\$various	
Pizza + Beer Battered Fries (not a full meal, just grazing sized portion)	\$20	
Taste of the Coast	\$75	
I still dont know yet	_____	

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

Beverage options on the following page. Charges may apply, please see extras.

Initials:

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### BEVERAGE OPTIONS (please tick the options you would like to have available for your function)

#### Hot Drinks

Please tick one

Barista Tea & Coffee Service, pay per beverage (see drinks menu)	
No Hot Drinks	

#### Non Alcoholic Refreshments

Cost per item

Please tick one

Full access to all cold non-alcoholic drinks - pay per beverage (see drinks menu)	\$4.50	
A select list of beverages - agreed prior to my event	\$various	
I don't know yet	NA	

#### Alcoholic Refreshments

Please tick one

Full access to all alcoholic drinks - pay per beverage (see drinks menu)	various	
Tap beers and ciders only - pay per beverage (see drinks menu)	various	
Drink tokens for all guests for a restricted bar	various	
Guest pay themselves	various	
Personalised Beer Bottle with guest or company name on to take home	\$15	
I don't know yet	NA	
No alcoholic drinks	NA	

#### Tasting Tray's

Cost per person

Please tick one

3 Tap Beers (served in a carry tray with tasting notes to guide you).	\$15.00	
6 Tap Beers (served in a carry tray with tasting notes to guide you).	\$25.00	
No Tasting Tray	NA	

#### Brewery Tour

Cost per person

Please tick one

Set daily tour at 11:30am	\$25	
Set daily tour at 3:00pm	\$25	
Set daily tour at 4:30pm	\$25	
Set daily tour at 6:00pm	\$25	
Brewery tour at alternate time (agreed to prior - Min 20 people)	\$25	
No Brewery Tour	NA	

Commissionable rates may apply as per individual agreements with Monteith's Brewery.

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### PAYMENT

Deposit is \$200 required to confirm your booking.

#### Please provide the following details.

Do you require the booking to be invoiced back? YES/NO

Will you pay balance at end of the function? YES/NO

Deposit payment method (please tick your preferred method below):

Visa  MasterCard  Direct credit

Eftpos  Cheque  Cash  Please note, we do not accept AMEX.

#### Credit Card details: VISA / MASTERCARD (please circle)

Name on Card: \_\_\_\_\_

Card Numbers: \_\_\_\_\_ CSV: \_\_\_\_\_

Expiring Date: \_\_\_\_\_

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

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

#### Direct Deposit:

Bank: ANZ

Account: 06-8908-9775000-64

Reference: please use your company or contact name as per this form.

I agree for the above information to be used to guarantee my booking and I accept the Terms & Conditions set out over leaf.

Signature: \_\_\_\_\_

### TERMS AND CONDITIONS

Our 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 pay your deposit, within 14 days of the booking form being signed and returned. Your booking is only confirmed on receipt of the deposit.

Initials:

### TERMS AND CONDITIONS CONTINUED...

#### CANCELLATION

Cancellation of a booking must be advised in writing or email and acknowledged by the team at Monteith's Brewery at least 48 hours prior to arrival. If the booking is cancelled with less than 7 days notice, the deposit will not be refunded. An administration fee of \$50.00 will be deducted from all refunded deposits.

##### Tour Cancellations:

No charge will occur if a Act of God

20% charge will occur if cancelled within 24 hours

##### Food Cancellations:

10% charge will occur if Act of God

20% charge will occur if cancelled within 48 hours

50% charge will occur if cancelled within 24 hours

#### PAYMENT

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

#### MENU SELECTION (within 7 days or receiving invoice)

Please confirm your food and beverage selection unless outlined already in your package as soon as possible and no later than 7 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/decrease 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. Monteith's Brewery reserves the right to alter published or confirmed prices at any time prior to the event to cover increased costs incurred and will be communicated to our best ability.

#### 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 Monteith's Brewery Terms and Conditions.

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

Initials: