



THE HOWICK CLUB CONFERENCE PACK

By Bishop Catering



HOWICK CLUB VENUE

Conveniently situated on Botany Road, The Howick Club is easily accessible from Manukau and Central Auckland districts, therefore making it the perfect location and facility for hosting your next corporate event.

We offer a highly customizable seating environment that caters for up to 300 guests, coupled with an Audio Visual system, and superb customizable catering options. These combined, culminate in nurturing the perfect venue for successful corporate events that meet budget and exceed expectation.

We look forward to receiving your enquiry so that we can tailor an event that best meets your corporate needs.

If you have any further questions or would like to make an appointment, please do not hesitate to contact me.

A handwritten signature in blue ink that reads "Rob Bishop". The signature is stylized and includes a large, sweeping flourish above the name.

Functions Manager

Rob Bishop



FACILITIES

We offer multiple room configurations and seating based in our state of the art facility. Room packages are outlined below:

Function Room 1.....\$400 Room hire
Banquet Style 60 People Max
Theatre Style 80 People Max

Function Room 2.....\$450 Room hire
Banquet Style 120 People Max
Theatre Style 150 People Max

Combined Function Room.....\$500 Room hire
Banquet Style 180 People Max
Theatre Style 300 People Max

Lower Restaurant.....\$200 Room hire
Café Seating..... 60 People Max

The Boardroom.....\$70 Room hire
Meeting Table..... 12 People Max



EQUIPMENT HIRE

White Board and Easel

1 Day.....	\$40
2 Days.....	\$50
Flip Charts	\$15 each

Projector & Screen

1 Day.....	\$90
2 Days.....	\$110

(VGA & HDMI Fixed in function rooms 1 & 2).
Projector is not available for the lower restaurant.

Projector Screen

1 Day.....	\$80
2 Days.....	\$100

(Lower restaurant)

Lectern Free

Microphones (Lapel & Standing) Free

Wireless Internet..... Free

TERMS & CONDITIONS

Your booking with us at The Howick Club shall be deemed as full acceptance of the following terms and conditions:

PRICES: Are based on a minimum of 30 guests, for fewer guests we would be more than happy to quote a revised price.

CONFIRMATION: To confirm your booking a deposit of \$200 is required (refunded 1 business day after the event).

FINAL PAYMENT: Final payment & confirmed numbers of guests is required at least 7 days prior to your event (in the event that more guests attend the event these will be charged for accordingly as per the package rate). All our prices are inclusive of G.S.T. and subject to change without notice.

MANDATORY REQUIREMENTS: A sign in sheet will be emailed to you on confirmation of your booking and must be completed and returned when final payment is made (7 days prior to the event).

CANCELLATION OF BOOKING: In the event that you decide to cancel your booking, deposit will be refunded as follows:

- **6 months prior** **100% refund of deposit minus a \$50 admin fee.**
- **3 to 6 months prior** **50% refund of deposit minus a \$50 admin fee.**
- **Less than 3 months prior** **No refunds.**

GUESTS: It is a requirement of the Liquor Licensing Law that all your guests are signed in.

HEALTH & SAFETY: The organiser of the function is responsible for the conduct of all guests present and for any damage caused by guests or subcontractors. The cost of any damage or theft may be charged to the organiser. The organiser indemnifies the Howick Club against any claims which may arise from injury or damages from the use of any subcontractor the organiser employs. In accordance with the Health and Safety in Employment Act 1992, visitors must obey all reasonable instructions and signs whilst on site to ensure that their actions do not create hazards to people or property.

EXITS: All fire and emergency exits are to be kept clear at all times. On hearing an alarm please leave the building by the nearest fire exit, assemble at the area designated on the fire notice and wait further instruction.

SMOKING: This is not permitted in any indoor area, only in designated area.

SIGNAGE: Signs, placards and advertising are not be nailed, taped, stapled, blue tacked or velcroed to any surface.

DECORATIONS: All decorations are the responsibility of the hirer and are to be removed at the completion of your event. Only bluetac can be used to adhere decorations and signage to surfaces (no drawing pins sticky tape or tacks may be used, no glitter or sprinkles are to be used to decorate tables).



CATERING OPTIONS

TEA & COFFEE ON ARRIVAL\$2.50 Per Person
Minimum 30 people.

MORNING / AFTERNOON TEA.....\$6.50 Per Person
Minimum 30 people.

- Muffins or Scones Served with Jam and Cream.
- Tea and Coffee.

WORKING LUNCH\$14.50 Per Person
Minimum 30 people.

- Build you own sandwich with a selection of Deli Meats, Condiments and Bread Rolls.
- Chefs Selection of 3 Salads.
- Seasonal Fruit Platter.
- Tea and Coffee.

LUNCH BUFFETS

Deluxe Menu **\$25.00** per person

Premium Menu **\$27.50** per person

Elite Menu **\$30.00** per person

(Lunch Buffet Menu's Available Upon Request).