

## Terms & Conditions

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

1. **DEPOSIT:** No booking is confirmed until a deposit of \$200 is paid. (the deposit will be refunded one business day after the event). The Howick Club does not take tentative bookings.
2. **CANCELLATION OF BOOKING;** If you decide to cancel your booking, the deposit will be refunded as follows:  
 6 months prior .....100% refund of deposit minus a \$50 admin fee.  
 3 to 6 months .....50% refund of deposit minus a \$50 admin fee.  
 Less than 3 months prior .....No refunds.
3. **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. The person hiring the function agrees to pay for any damages caused to the venue by themselves or one attending their function.
4. **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 exit, assemble at the area designated on the fire notice and wait further instruction.
5. **BANDS & DJ'S:** The Howick Club reserves the right approve all musicians, bands, DJ's and other forms of entertainment prior to the function. The function manager must be notified about any form of entertainment intended to be at the function before you make any booking. This is due to other events and functions going on in the club. If the function manager is not notified before the function he has the right to stop any form of entertainment being used at the function. It is up to the discretion of The Howick Club at what level any music is played at.
6. **SMOKING:** This is not permitted in any indoor area, only in designated area.
7. **RIGHTS AND RESPONSIBLE SERVICE OF ALCOHOL:** The Howick Club is a Responsible Service of Alcohol venue. Service of alcohol is at the discretion for our staff and the Duty Manager on duty. We are required to comply with the obligations under the sale of Liquor Act and we reserve our rights pursuant to that Act in relation to the sale and supply of liquor. We also reserve the right to remove from the premises any person behaving in an irresponsible or inappropriate manner. No food or beverage is permitted to be brought onto the premises in accordance with Health & Liquor License unless prior agreement has been made with us.
8. **PAYMENT:** Final payment must be made at the end of your function. (on the Day!)
9. **LOSS OR DAMAGE TO PROPERTY:** Customers are responsible for all damage caused during the function, by any guests for any other persons attending the function. The Howick Club does not accept responsibility for any loss or damage to property or equipment left on the premises before, during or after the function.
10. **RESPONSIBILITY OF CUSTOMER:** You are expected to conduct the function in a legal and responsible manner. You are responsible for the conduct of all guests and invitees. You are responsible and will be charged for all damages that occur to The Howick Club, its property or its staff.
11. **UNFORESEEN CIRCUMSTANCES:** In the unlikely event of inability to comply with any of the provisions of this contract, by virtue of any cessation or interruption of utilities, electricity or gas supplies, industrial disputes, plant or equipment failure, unavailability of food stuffs, other unforeseen contingency or accident, the venue reserves the right to cancel any booking and refund the deposit paid at any time.
12. **CHILDREN:** Children under the age of 18 are permitted in function areas but must be in the immediate presence of a responsible adult at all times (Parent or Legal Guardian.) Underage patrons must be off premises by 10pm. Proof of age must be carried by guests at all times in the form of a New Zealand Driver's License, Proof of Age Card or current passport.
13. **FOOD/BEVERAGE:** The Howick Club is fully licensed and does not permit food or beverages purchased elsewhere to be brought on the premises. An exception to this is birthday cakes, providing prior arrangements have been made with the Howick Club Functions Manger. BYO beverages are not permitted.
14. The Howick Club reserves the right to refuse entry or service to any function guest who is intoxicated or behaving inappropriately. Dress regulations apply at all times in the club. (Smart casual – no singlets, stubbie shorts or work clothing)