



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 prior 50% refund of deposit minus a \$50 admin fee.
Less than 3 months prior No refunds.
3. **FRIDAY NIGHT BOOKINGS:** If booking function room 1 on a Friday Night, please be aware that we have a band playing in function room 2. There will be noise from the band coming through into function room 1. This will be an issue if you need the room to be quiet, therefore we recommend not to book this room as there will be no refund. Please ask the function manager for more information if you are booking a Friday night.
4. **DECORATIONS:** All decorations are the responsibility of the hirer and are to be removed at the completion of your event. Only blue-tac 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.
5. **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.
6. **Bands and DJ's:**
The club reserves the right to 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. Please note DJ's & Bands CAN NOT plug into the club sound system.
7. **SMOKING:** This is not permitted in any indoor area, only in designated area.
8. **Rights and responsible service of alcohol** – The Howick Club is a Responsible Service of Alcohol venue. Service of alcohol is at the discretion of 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 Licenses unless prior agreement has been made with us.
9. **Payment** - Final payment must be made at the end of your function. (On the DAY!)
10. **Loss or Damage to Property** - Customers are responsible for all damage caused during the function, by any guests or 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
11. **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.
12. **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 anytime.
13. **Children under the age of 18** are permitted at functions but must always be in the immediate presence of a responsible adult who is a parent or legal guardian of the child. Children under 18 can't be in the general club after 10pm, they can only be in the private function room. 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.
14. **Food / Beverage** The Howick Club is fully licensed and does not permit food or beverages purchased elsewhere to be brought on to the premises. An exception to this is birthday cakes, providing prior arrangements have been made with the Howick Club function manager. BYO beverages are not permitted.
15. The Howick Club reserves the right to refuse entry or service to any function guest who is intoxicated or behaving inappropriately.