



Catering Contract & Functions

This contract is between Mollies on Tweed Limited and _____ as the client.
Modification to this contract will only be valid if documented in writing and agreed to by Mollies on Tweed Limited.

Confirmation

All bookings are considered tentative until confirmation is received in writing. Space may be released without notice if the client fails to confirm in writing within 5 working days of the initial booking and enquiry.

Every endeavour is made to maintain prices originally quoted to you; however these may be subject to change without notice to meet increases as they arise.

Deposit

To secure a conference/function reservation with the hotel, a deposit of \$500.00 or 20% of the estimated function cost (whichever is the greater) may be required at the time of confirmation.

Payment Details

If no formal credit arrangements have been made with the Hotel, final payment of all known expenditure will be due in full 7 days prior to the function and any balance remaining payable at the conclusion of the event prior to departure. Arrangement can be made should you wish to formalise an account charge-back facility. In all instances a credit card guarantee is required. Upon approval of charge-back facilities, we will invoice the balance of charges with full settlement required within 14 days of the invoice.

Full payment for the function is required at the conclusion of the function. You must pay for the guaranteed number of attendees. Payment should be made at the Hotel reception.

Catering Policies

All final arrangements, including menu selection is necessary at least two weeks prior to the scheduled function date.

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You must guarantee the number of attendees for all food, beverage and meeting functions three full business days prior to the function date.

All food and beverage must be purchased through the Hotel and cannot be taken off property following the event.

Final menu selections must be made at least three weeks prior to the function to insure the availability of the desired menu items.

All liquor costs are calculated on a consumption basis, which ensures that all functions are charged fairly and accurately. If a particular wine or other beverage is required but not listed by the Hotel, we will only be too happy to have it bought in especially for you. Due to Liquor Licensing Laws, no beverage may be bought into the Hotel by any other party.

Meeting Policies

If the function/meeting room originally reserved cannot be made available to the guest/s, the Hotel reserves the right to substitute a comparable room. A more appropriate room will also be substituted if the group attendance increases or decreases from the original count.

If you request a change from the original room set-up within 24 hours prior to the function, an additional labour charge will be included on the function charges.

Your guests will be admitted to function and events areas and must depart at the times stated on this contract.

Liability

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged to you accordingly. The hotel is not responsible for personal property and equipment brought onto the premises. Attaching any material to the walls is definitely not permitted.

Cancellation

The Hotel in good faith has reserved function space for you in order to ensure availability. By signing the Catering Contract you are making a firm, binding agreement with the Hotel. Cancellations must be

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received in writing 7 days prior to your function. If you are forced to cancel your event, you will forfeit your non-refundable deposit and, in addition, a cancellation fee may be charged to you.

In the event you cancel your function, you will forfeit your non-refundable deposit. In addition, you shall owe Mollies the following cancellation charges;

<u>If cancelled by:</u>	<u>Cancellation charge</u>
180 - 91 days of event	25% of full value of function (net of deposit)
90 – 46 days of event	50% of full value of function (net of deposit)
45 – 0 days of event	100% of full value of function (net of deposit)

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Function Deposit Details

Name of Function:

Date of Function:

Total Deposit Required:

Please debit my/Please accept as guarantee my (please circle one)

VISA

MASTERCARD

DINERS

AMEX

Card Number

Expiry Date

Amount

Exact name as it appears on card

Signature

Or please find a cheque for \$..... Made payable to Mollies.

Please remit this completed page by;

1. Fax to Mollies on Fax: 093786592

Or

2. By return email to functions@mollies.co.nz

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