



DISTINCTION WHANGAREI

• HOTEL & CONFERENCE CENTRE •

## CONFERENCE PROPOSAL



When it comes to selecting the venue for your next meeting, private function or conference, Distinction Whangarei Hotel and Conference Centre have it all sorted

[www.distinctionwhangarei.co.nz](http://www.distinctionwhangarei.co.nz)

[www.distinctionhotels.co.nz](http://www.distinctionhotels.co.nz)

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9 RIVERSIDE DRIVE  
WHANGAREI

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EMAIL: [conference@distinctionwhangarei.co.nz](mailto:conference@distinctionwhangarei.co.nz)



## DISTINCTION WHANGAREI

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### **WELCOME**

Thank you for your interest in Distinction Whangarei as the proposed venue for your next Conference, Seminar, Meeting or Private Function. On the following pages we have detailed information on our Venue and facilities, including a selection of menus for your consideration.

All menus are samples only and can be tailored to suit your budget or dietary needs.

Our Conference Manager, will work closely with you to ensure all of your requirements are met. They will also assist in co-ordinating accommodation if required, equipment and refreshments to complement your schedule.

Please feel free to contact the hotel should you require further information or wish to make a reservation.

Our rates are valid to 31 December 2024

All prices are inclusive of GST at 15%, should GST alter, these rates will be subject to the additional GST component.

### **CONFERENCE FACILITIES AND SERVICES**

Within this proposal are the detailed specifications and configurations for the conference rooms at the Distinction Whangarei. Optimum flexibility is offered in terms of style, seating arrangements and presentation facilities. We can even adapt the venue to suit promotional themes or events, stage displays, wedding or private functions.

Among the conference services we offer:

- √ Advice and booking of leisure activities
- √ Allocation of accommodation with the provision of a full rooming list
- √ Detailed accounts at the end of your event
- √ Assistance with catering arrangements including menu and beverage selection



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### **RESTAURANT AND BAR**

- Our Restaurant offers A la Carte style dining.
- Open for Breakfast Monday - Friday 6.30am to 9.30am, and Saturday - Sunday from 7.00am to 10.00am
- Open for Dinner from 6.00pm daily
- Our Anchor Down Lounge is open from 4.30pm daily and is the perfect place to relax

### **DAILY DELEGATE PACKAGE**

\$65.00 per person – Full day rate (minimum of 20 Delegates)

Includes:

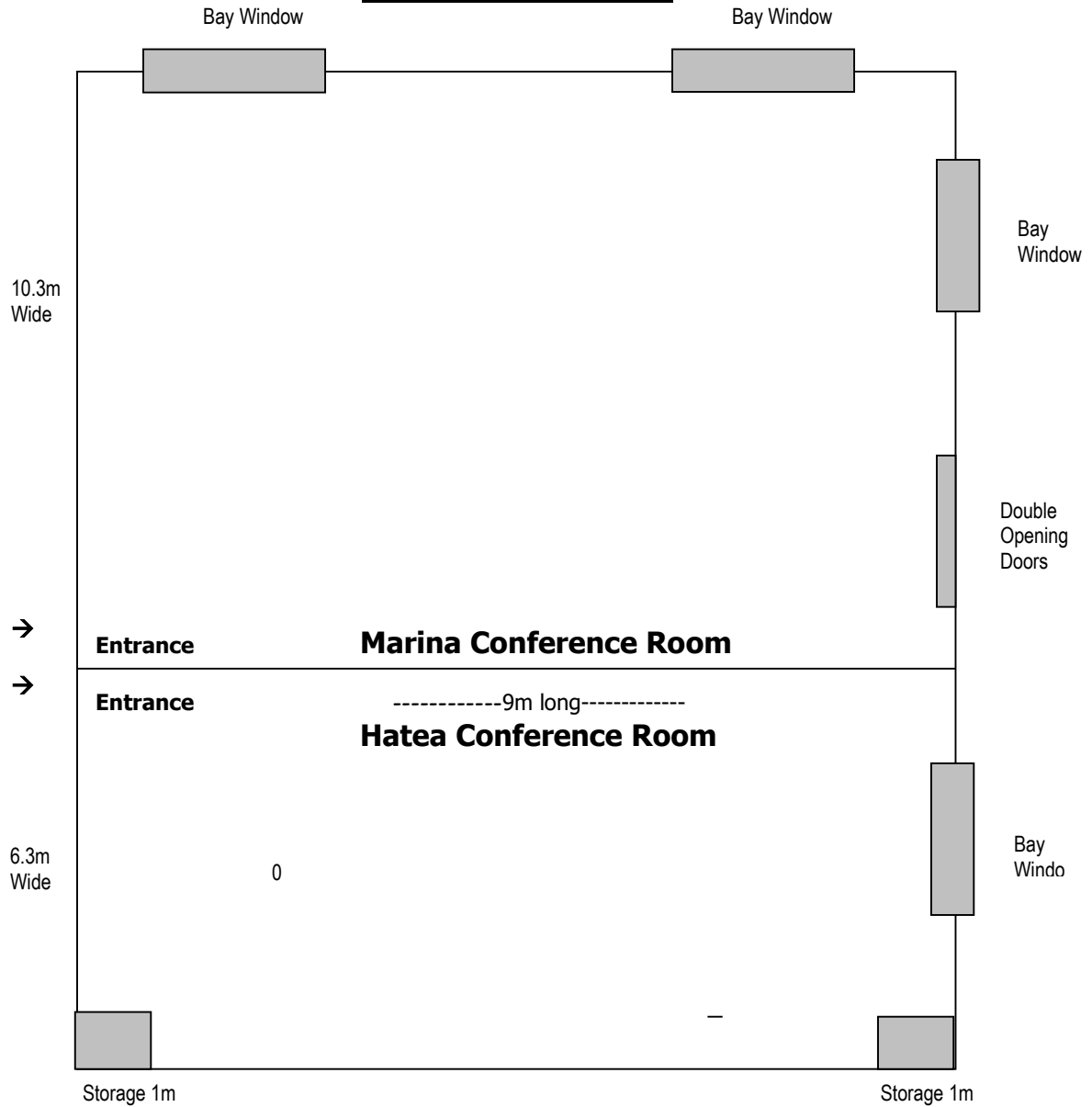
- Function Room Hire
- Morning and Afternoon Tea – Chef's Choice
- Lunch – Chef's Choice
- Standard Equipment – Projector Screen or LCD TV, Whiteboard and markers
- Water, Mints, Pens and Pads



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## CONFERENCE ROOMS



	THEATRE	CLASSROOM	U-SHAPE	BOARDROOM	BANQUET Round/Trestle	CABARET	AREA (M SQUARED)
MARINA	80	36	24	30	64 / 80	36	93
HATEA	40	30	21	20	25 / 40	30	70
COMBINED	130	80	/	/	96 / 120	/	163



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## Marina Room



## Hatea Room





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### **CONFERENCE ROOM PRICES**

Marina Conference Room	\$335.00 per day
Hatea Conference Room	\$250.00 per day
Both Conference Rooms	\$595.00 per day
Half Day Rates on Application	

### **EQUIPMENT HIRE COSTS**

#### **COMPLIMENTARY**

First Whiteboard, Markers, Duster  
Mint, Pens & Pads  
Water Cooler in the Conference Room  
42 Inch LCD Screen **or** 100 Inch Projector Screen  
Lectern  
Unlimited Wi-Fi Access

Flipcharts	\$15.00 each per day
Extra Whiteboard	\$25.00 per day
Data Projector	\$100.00 per day
Speaker	\$60.00 per day
Zoom Mic	\$60.00 per day

### **ADDITIONAL SERVICES**

Photocopying  
Faxes  
Secretarial Services  
IT Support

**We have access to additional equipment not listed, please make a request and we may be able to accommodate your needs.  
Any equipment hired in from offsite prices are subject to change.**



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### **CATERING COVER NOTES**

When planning your catering requirements, we offer several different options, however our chef in conjunction with the conference manager are only too happy to create and tailor a menu to suit your specific needs.

Any delegates with specific dietary needs such as vegetarian or gluten intolerance can be catered for with prior notification. Without prior advice the hotel cannot guarantee special dietary requests can be provided. Buffet meal quantities are prepared based on confirmed numbers and for some items will not be replenished during the meal. These special items will be advised at time of enquiry.

#### **Health and Safety**

Due to health and safety regulations, food may only be kept out for a maximum of two hours.

Please note our menus have minimum numbers and are subject to change at any time.

#### **Final Numbers & Dietary Requirements**

Final numbers expected to attend the event and any special dietary requirements must be advised no later than 7 days prior to the commencement of the event. This number will constitute the minimum charge.

#### **Cancellations**

For cancellations between 14 and 7 days prior to the event, the deposit will be non-refundable.

For cancellations less than 7 days prior to the event, a fee of 50% of the estimated total revenue will be charged.

For cancellations less than 24 hours prior to the event, 100% of the estimated total revenue will be charged.

All cancellations must be received by the Hotel in writing.

Each consecutive 24-hour period prior to the start time/day of the event is deemed to be 1 day.

### **BREAKFAST MENU**

**For groups of 10 – 130 people**

#### **Continental Buffet**

Tea, coffee, cereal selection, pastries, yoghurt, juice, fruit, toast & spreads

**\$25.00pp**

\*Add on the above selection

**\$6.00pp**

#### **Plated Cooked Breakfast**

Tea, coffee, eggs, bacon, breakfast sausages, hash browns, baked beans

**\$32.00pp**

#### **Finger Food**

\*Tea, coffee, danishes and croissants, assorted muffins

**\$15.00pp**

**All items are subject to availability and alterations will be substituted accordingly**





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**MORNING TEA & AFTERNOON TEA ITEMS**

Tea and Coffee at \$3.50pp +

**Savoury**

**\$8.00pp, per item**

- Assorted savouries (pies, quiche, etc...)
- Vegetarian spring rolls with a sweet chili dipping sauce
- Assorted club sandwiches (vegetarian available)
- Creamy chicken vol au vent
- Homemade sausage rolls
- Samosas with sweet chili dipping sauce
- Bacon and cheese Scones (vegetarian available)
- Fish goujons

**Sweet**

**\$8.00pp, per item**

- Merengue with custard and fruit
- Assorted cheesecake bites
- Profiterole choco cream puff
- Classic english scones
- White chocolate brownie
- Lamington with jam & cream
- Muffins of the day
- Mixed seasonal fruit platter (subject to availability)

**LIGHT LUNCH MENU**

- |  |                  |
|--|------------------|
| Beef Pie                                   | <b>\$13.00pp</b> |
| Vegetarian Wraps/Chicken Wraps             | <b>\$13.00pp</b> |
| Ham and cheese Panini                      | <b>\$13.00pp</b> |
| Soup of the day served with bread & butter | <b>\$15.00pp</b> |





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All items are subject to availability and alterations will be substituted accordingly

### TABLE DE HOTE LUNCH MENU

<b>Beer Battered Fish</b>	<b>\$28.00pp</b>
Served with house salad, fries, lemon wedge & tartare sauce	
<b>Beef pie OR Chicken pie</b>	<b>\$28.00pp</b>
Homemade Pie with salad and fries	
<b>Grilled Chicken Burger</b>	<b>\$28.00pp</b>
Homemade Grilled chicken with beetroot, salad & tomato relish served with fries	
<b>Pork belly adobo</b>	<b>\$28.00pp</b>
Mouthwatering Pork belly adobo served with steamed rice and poppadum	
<b>Sirloin Steak</b>	<b>\$34.00pp</b>
Sirloin (200gram) steak with seasoned fries, fried egg, and mushroom sauce or garlic butter	

### WORKING LUNCH MENU

Minimum Numbers of 20

<b>Beef Lasagna</b>	<b>\$30.00pp</b>
Served with fries/wedges & salad	
<b>Beef Sheppard pie</b>	<b>\$30.00pp</b>
Served with fries/wedges & salad	
<b>Assorted Pizza Lunch – Vegetarian available</b>	<b>\$30.00pp</b>
Served with fries/wedges & salad	
<b>Creamy Chicken Pesto Pasta (Vegetarian available)</b>	<b>\$ 30.00pp</b>
Served with fries/wedges & salad	

### DESSERT

Tea and Coffee at \$3.50pp +

<b>Pineapple Pie</b>	<b>\$16.00pp</b>
Served with vanilla ice cream	
<b>Fruit salad</b>	<b>\$16.00pp</b>
With cream and Custard	
<b>Chocolate cake</b>	<b>\$16.00pp</b>
Seved with ice cream and chocolate sauce.	



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**All items are subject to availability and alterations will be substituted accordingly**

**Platters**

Assorted Danish, muffins and profiterole	\$10.00pp
Various cold meats with bread platter	\$31.00pp

**Canape / Finger Food Selection**

<b>Savoury</b>	\$8.00pp, per item
Ham and cheese mini croissant	
Fish goujons	
Cucumber canape (VEGAN, VEG)	
Capri canape	
Assorted club sandwich	
Chicken kebabs	
<b>Sweet</b>	\$8.00pp, per item
Cream puff choco profiterole	
Mini cheese cake bites	

**Selections of Teas and Coffee available at an additional \$3.50pp  
Orange Juice at an additional \$6.50pp**



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All items are subject to availability and alternative dishes may will be substituted accordingly

### TABLE DE HOTE SAMPLE MENU

**Minimum of 10 people required – Maximum of 30 people**

2 Courses (Entrée and Main or Main and Dessert) \$50.00pp including GST per person

3 Courses (Entrée, Main and Dessert) \$60.00 including GST per person

**Entrée:**

Herb garlic bread

OR

Seafood chowder with warm bread

**Main:**

**Salmon**

*Served with thick potatoes, steamed vegetables & lemon hollandaise sauce*

OR

**Pork belly adobo**

*Served with steamed rice & poppadum's*

OR

**Sirloin steak**

*Served in a garlic butter sauce with French fries*

*And a side salad*

OR

*Stir fry chicken in egg noodles*

**Dessert:**

**Pineapple pie**

*Vanilla ice cream*

OR

**Double Chocolate Brownie**

*Vanilla ice cream & chocolate sauce*

The above menu is based on our current A La Carte menu which does change seasonally,  
Dependent on your date of stay the above menu items may change.

A confirmed menu will be provided closer to your arrival, using the operational A La Carte Restaurant menu.



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**Alterations can be made to this menu to suit your requirements**

**BUFFET SELECTION**

**For groups of 30 – 90 people**

Please see the below options we have available for selection and then pick from the appropriate menu.

**\$48.00 per person**

One Entrée  
Two Salads  
Two Mains  
One Hot or cold Dessert  
Roast vegetables  
Steamed seasonal vegetables

**\$58.00 per person**

One Entrée  
Three Salads  
Three Mains  
Two Desserts Hot or Cold  
Roast Vegetables  
Steamed seasonal vegetables

**\$68.00 per person**

One Entrée  
Four Salads  
Four Mains  
Three Desserts Hot or Cold  
Roast vegetables  
Steamed seasonal vegetables



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**BUFFET MENU OPTIONS:**

**Entrée:**

Soup of the day with warm breads & butter

Breads with assorted spreads & various dipping sauces

**Salads:**

Potato & egg salad tossed in mayonnaise

Tossed green salad with lettuce, tomato, spring onion and cucumber  
with dressing

Coleslaw with red & white cabbage and a homemade mayonnaise

Vietnamese salad

Capri Salad

Shrimp & Surimi salad

Orzo and quinoa salad

Beetroot and feta with balsamic dressing

**Mains:**

**Chicken:**

Chicken teriyaki with sauce

Butter Chicken drumsticks

**Seafood**

Steamed fish with roast pepper sauce

Goujons of fish with fries, lemon and tartare sauce



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**Lamb:**

Roast leg of lamb with lamb jus

**Beef:**

Roast sirloin of beef with jus

Slow cooked beef stew

**Pork:**

Honey glazed baked champagne ham with gravy

Caramelised pork belly with sauce

Crispy pork belly with sweet vinegar sauce

**Desserts Hot & Cold:**

Apple crumble with custard

Merengue with custard and fruits

Fruit salad with cream and custard

Chocolate Mousse

Cheese cake bites



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Alterations can be made to this menu to suit your requirements  
All items are subject to availability and any alterations will be substituted accordingly

### BEVERAGE SELECTION

#### NON-ALCOHOLIC

	<u>Glass</u>	<u>Bottle</u>
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Fruit Juices	\$ 6	
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*Ask your waiter*

Sparkling/ Still Water	300ml	\$ 7
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Sodas		\$ 5
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*Coca-Cola, Coke No Sugar, Sprite, Ginger ale, L&P*

Bundaberg Ginger Beer	330ml	\$ 7
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Sparkling Fruit Juice	330ml	\$ 7
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Red bull	250ml	\$ 6
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#### BEERS

Tap Beers

Standard		\$ 10
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Premium		\$ 12
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Standard Bottle		\$ 10
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Premium & Craft Bottle		\$ 12
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Cider		\$ 12
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#### RTD'S

Gin & Tonic		\$ 12
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Jim Beam		\$ 12
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#### SPIRITS

*All spirits served as doubles unless otherwise requested*

Standard Spirit	Single \$7	Double \$11
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Premium Spirits	Single \$8	Double \$12
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Extra Premium Spirits & Liqueurs	Single \$9	Double \$13
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### **CHAMPAGNE & SPARKLING**

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Deutz Marlborough Cuvee	750ml	\$ 58
	200ml	\$ 15

Lindauer Brut	200ml	\$ 12
Lindauer Fraise	200ml	\$ 12

### **WHITE WINE**

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	<b>Glass</b>	<b>Bottle</b>
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#### **Sauvignon Blanc**

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The Grayling, Marlborough	\$ 9	\$ 35
Villa Maria Marlborough	\$ 12	\$ 45
Stoneleigh Latitude, Marlborough	\$ 12	\$ 48
Church Road, Hawke's Bay	\$ 15	\$ 58

#### **PINOT GRIS**

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The Grayling, East Coast	\$ 9	\$ 35
Villa Maria Reserve	\$ 12	\$ 48
Gwen, Church Road, Hawke's Bay	\$ 15	\$ 58

#### **CHARDONNAY**

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The Grayling, East Coast	\$ 9	\$ 35
Church Road, Hawke's bay	\$ 12	\$ 45
Villa Maria Single Vineyard	\$ 15	\$ 58

#### **Rose**

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Villa Maria	\$ 12	\$ 45
Gwen Church Road, Hawkes Bay	\$ 15	\$ 58



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### **RED WINE**

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#### **Pinot Noir**

The Grayling, Waipara	\$ 9	\$ 35
The Last Shepherd, Central Otago	\$ 15	\$ 58

#### **Other Red Wines**

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Villa Maria Merlot Hawkes Bay	\$ 12	\$ 48
Jacob's Creek Barossa Signature Cab-Sav	\$ 12	\$ 48
Jacob's Creek Double Barrel Shiraz	\$ 15	\$ 58

### **PORTS**

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Taylor's Fine Tawny	\$ 12.
Taylor's Fine Ruby	\$ 12

### **COFFEES**

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Espresso, Long Black, Macchiato	\$ 6
Flat White, Cappuccino, Latte, Mocha	\$ 6
Tea	\$ 6
Hot Chocolate	\$ 6



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### YOUR CHECKLIST

Have you arranged everything? Is there anything you may have forgotten?  
To ensure you have all that is required to effectively co-ordinate your event  
Distinction Whangarei has prepared the following Event Checklist:

#### **Conference Room Requirements**

- Capacity

#### **Specifications**

- Lighting
- Heating
- Floor Plan
- Availability
- Access Time
- Microphone

#### **Room Set-up**

- Theatre Style
- Classroom Style
- Boardroom Style
- U-Shape Style

#### **Technical Support**

- Required Equipment
- Costs
- Set-Up of Equipment

#### **Catering Requirements**

- Menu Selections
- Breakfast
- Arrival Tea & Coffee
- Morning Tea
- Lunch
- Afternoon Tea
- Energy Break
- Dinner
- Beverages
- Times
- Costs
- Final Numbers

#### **Accommodation**

- Number of Rooms
- Room Type
- Arrival & Departure Dates
- Guest Names



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**DISTINCTION WHANGAREI  
CONFERENCE AGREEMENT**

The Agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ 2024  
(DAY) (MONTH)

**BETWEEN** Distinction Whangarei AND \_\_\_\_\_  
(NAME)

of \_\_\_\_\_  
(Business/Organization)

**RECITALS:**

A. Distinction Whangarei is in the business of providing Conference, Banquet and Accommodation facilities to the Client.

B. The Client wishes to engage Distinction Whangarei to provide certain of these facilities for the Client.

C. The parties now wish to record the terms and conditions of that engagement.

**IT IS AGREED THAT:**

- 1.The terms and conditions of the engagement are attached.
- 2.The fee schedule is attached (Distinction quotation/confirmation letter).

**SIGNED FOR AND ON BEHALF OF:**

Distinction Whangarei

\_\_\_\_\_  
(Conference Manager)

**SIGNED FOR AND ON BEHALF OF:**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Position Held)



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## **DISTINCTION WHANGAREI** **CONFERENCE & BANQUET TERMS & CONDITIONS**

### **1.0 CONFIRMATION:**

1.1 Confirmation of a booking must be made by way of this signed contract by the Client within 14 days of the original reservation otherwise the Management of the Hotel reserves the right to cancel the booking and allocate the venue to another client.

### **2.0 FINAL NUMBERS:**

2.1 The numbers expected to attend the event must be advised seven days (5 working days) prior to the commencement of the event, with final confirmation no later than 10am two working days prior to the event. This number will constitute the minimum charge.

### **3.0 FUNCTION ROOM HIRE:**

3.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. The Hotel reserves the right to apply a charge for each additional hour exceeding the agreed specified time.

3.2 In the event that a designated room cannot be made available, the Hotel reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.

3.3 Room hire charges, if applicable, are subject to the period required, number of guests in attendance and overall catering requirements.

### **4.0 DEPOSIT:**

4.1 To secure a Conference reservation with the Hotel, a minimum deposit of \$500.00 or 20% of the estimated function cost (which ever is the greater) may be required at the time of confirmation.

4.2 To secure a Wedding or Stand-alone Banquet reservation with the Hotel, a minimum deposit of \$500.00 is payable at the time of reservation and a further payment of 50% of the estimated function cost is required at three months (3) prior to the function.

4.3 The Hotel reserves the right to vary the deposit amount.

4.4 If deposit is paid by credit card a credit card fee of 1.5% of the amount will apply.

### **5.0 FINAL PAYMENT:**

5.1 For Conferences, final payment will be due on departure by credit card or bank cheque unless prior credit facilities have been approved by the Credit Manager of Distinction Whangarei. If the final accounts are paid by credit card on departure, a credit card fee of 1.5% of the total amount will apply. If the final accounts are paid after departure on invoice by credit card, the full merchant card fee will be applicable to the total amount.

5.2 For Weddings and Stand-alone Banquets, final payment of all known expenditure will be due in full 7 days prior to the function and the balance payable at the conclusion of the event, prior to departure.

5.3 It is understood that in instances where prior credit facilities have not been arranged with Distinction Whangarei and where the Client's guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure. If these charges are not paid by the individual concerned, they must be settled by the Client as part of the final account.

### **6.0 CANCELLATION:**

6.1 Food and beverage functions may be cancelled in writing up to 14 days prior to the function commencement without penalty to the client.

6.2 For cancellations between 14 days and 7 days prior to the function, the deposit will be non-refundable.

6.3 For cancellations less than 7 days prior to the function, a fee of 50% of the estimated total revenue will be charged.

6.4 For cancellations 24 hours or less prior to the function 100% of the estimated total revenue will be charged.

6.5 Each consecutive 24-hour period prior to the start time/day of the function is deemed to be 1 day

6.6 All cancellations must be received by the Hotel in writing.

### **7.0 FOOD & BEVERAGE:**

7.1 The Hotel will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose, for the Client or the Client's guests or invitees, unless prior arrangements have been made with the Hotel Management.

7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorisation is signed by the Client or a duly authorised representative present at the event.

7.3 The Hotel reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act and Maori Community Development Act 1962.



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### **9.0 HOTEL DAMAGES/INSURANCE:**

- 9.1 The Client is financially responsible for any damage, breakage or pilferage sustained to the Hotel Premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of the Hotel, prior to, during or after the event.
- 9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by the Hotel Management. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Hotel Management.
- 9.3 For all exhibitions and stage set-ups produced by outside contractors, plans and power requirements must be approved by the Hotel's Chief Engineer a minimum of fourteen days prior to the event.
- 9.4 The Hotel will take all necessary care of the Client's property but will take no responsibility for damage to or loss of property or merchandise left in the Hotel prior to, during or after the function.
- 9.5 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in the Hotel after the function without prior arrangements will be deemed abandoned.
- 9.6 The Client must arrange their own personal liability insurance and security, as required.
- 9.7 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of the Hotel.
- 9.8 If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it.
- 9.9 The Hotel reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

### **10.0 PRICING POLICY:**

- 10.1 Goods & Services Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.
- 10.2 A service charge may be applicable for each additional hour a function continues after midnight based on the number of confirmed attendees. Likewise, a surcharge may apply for Food & Beverage functions of 25 guests or less.
- 10.3 Every endeavour will be made to maintain prices as quoted however prices are based on current costs and may be subject to change without notice to meet increases as they arise.

### **11.0 AGENCY:**

- 11.1 Where the Organiser is not the Client, the Organiser warrants that it has the authority to enter into this Agreement on behalf of the Client.

### **12.0 ASSIGNMENT:**

- 12.1 The Client may not assign its rights under this Agreement without the written consent of Distinction Whangarei.

### **13.0 DISPUTE AND APPLICABLE LAW:**

- 13.1 This Agreement is made in New Zealand & its construction; validity & performance is determined under New Zealand law.

### **14.0 ENTIRE AGREEMENT:**

- 1 14.1 The terms and conditions set out in this Agreement contain the entire Agreement as concluded between the parties.

### **15.0 FORCE MAJEUR:**

- 1 15.1 Where matters beyond the reasonable control of Distinction Whangarei impairs or prevents Distinction Whangarei being able to perform its obligations under the event contract, the Client releases Distinction Whangarei from any liability or loss incidental or consequential to such matters.

### **16.0 COMPLIANCE WITH STATUTES AND REGULATIONS:**

- 16.1 The Client shall observe all relevant statement, regulations, ordinances and by-laws relating to their activity.

### **17.0 VARIATION:**

- 1 17.1 Any variation, amendment or modification of these terms and conditions shall only be binding where omitted to in writing and executed by the parties.