



## Function Booking and Confirmation

8-10 Todd Plaza, New Lynn

Ph 09 826 0060, Email: [admin@blacksaltbar.co.nz](mailto:admin@blacksaltbar.co.nz)

Date : \_\_\_\_\_

Name: \_\_\_\_\_

Details of Event: \_\_\_\_\_

Email ID: \_\_\_\_\_

Date and Time of Function \_\_\_\_\_

No. of Guests : \_\_\_\_\_

Price per person as agreed : NZ \$ \_\_\_\_\_

Deposit : NZ \$ \_\_\_\_\_ (Non-Refundable)

Paid on : \_\_\_\_\_

Payment Mode: Cash / Eftpos / Bank Transfer

Children : under 3: No Charge./ 3-5 Y: 1/3<sup>rd</sup> of full rice / 5-10 Y : half of full price / Above 10Y: Full Price

Extra for DRESSED FURNITURE :

Projector:

Music System:

Special Instructions (if any) :

### Terms and Conditions:

- Booking will be considered confirmed upon receipt of non-refundable deposit. Account no for bank transfer is 12-3490-0039568-00. Please insert your name and function date in reference field.  
3% bank charge will apply for all credit card payments.
- Alcoholic and Non alcoholic drinks ordered by guests from bar will be charged to host account, if not instructed otherwise . Bar staff will take care to stick to bar tab limit as instructed by host, but host is responsible for all bar tab even if it exceeds the limit.
- Mains/sides condiments and dessert will be served on buffet table for all guests to serve themselves
- Final payment will be for number of guests confirmed or actual count , whichever is higher. Final payment is required before start of function and any bar tab or any other balance will be paid toward the end of party before host leaves the venue.
- Host will be liable for all debit collection/legal charges for recovery of all unpaid amounts. All unpaid amounts will attract interest at bank overdraft interest rate +2.5%.
- Host arranges to remove all decorations including balloon garlands at the end of the party that are done by/for them. Disposal of these will be charged at extra \$50.  
**NO PARTY POPPERS GLITTERS/CONFETTI/PLAYDOUGH/CLAY** of any kind allowed. If any of these are used \$150 surcharge will be paid by the host for additional cleaning. **BLUE TAC** only to be used to fix any decorations. No sticking tapes, pins etc can be used. We allow light decorations. Please discuss your decorations plan before finalising it. We have right to refuse any heavy equipment/artifacts for installing and using in our premises.
- Duty manager has the right to remove any guest, if found getting intoxicated or for disorderly behaviour.
- We reserve the right to use our office space during the function as required.
- Children are responsibility of the parents/ caretakers/ host. No running around allowed to avoid any injuries.
- Any breakage, spillage, damage will be charged to the host.
- Any throwing up incidents will be charged to the host at commercial cleaning prices.

### CONFIRMATION:

Signed/Date:

(Customer)

Signed/Date:

TOTARA Event & Party Venue