



# Anndionce

LICENSED RESTAURANT

## WEDDING FUNCTION TERMS AND CONDITIONS

### **TENTATIVE BOOKING:**

Anndion Lodge will tentatively reserve the chosen venue for a maximum of 7 days, after which if written confirmation and a deposit are not received; we reserve the right to release your booking.

### **CONFIRMATION AND DEPOSIT:**

A booking / planning fee of \$200 (non-refundable), a valid credit card number and a signed copy of the terms and conditions is required to confirm your booking, otherwise your reservation cannot be guaranteed. All function costs must be finalised at the close of your function unless alternative arrangements have been made with management.

### **EXTERNAL FOOD AND BEVERAGE:**

Anndion Lodge reserves the right to provide all catering on-site. No other food or beverage may be brought onto the premises for consumption before, during or after the event except for celebration cakes.

### **FINAL NUMBERS:**

Final numbers and menu choices must be confirmed at least five days prior to your function date. This will be the number catered for and will become the minimum number charged for your function. We will also require a guest list if guests are paying for their own meals

### **PUBLIC HOLIDAYS:**

Anndion Lodge will place a surcharge of 15% on all functions held on a public holiday.

### **CANCELLATION:**

We would be disappointed if your function was to be cancelled. However, we realise circumstances occasionally make this necessary. All cancellations must be put in writing to Anndion Lodge. If the function is cancelled, the following conditions will apply: -

#### **Notice of 30 days or less:**

A cancellation fee of \$250 will be charged, this will be made at the discretion of the Management of Anndion Lodge.

#### **Notice of 5 days or less:**

In the event of a cancellation made within 5 working days of the function, 50% of the booked meals will be charged for.

#### **Change of Date:**

We understand that you may need to change the date of your function, we will attempt to fit in with any changes of date where space is available. Your deposit will be rolled over for the new dates. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a cancellation (see cancellation terms & conditions).

### **DAMAGE OR LOSS OF GOODS:**

The Anndion Lodge does not accept responsibility for the damage or loss of goods left on the premises before, during or after a function. The client is financially responsible for any damage sustained to the Anndion Complex including the grounds before, during or after an event by guests or by outside contractors engaged by the client, including guests staying overnight at the complex. Although accidents sometimes happen, repair or replacement charges are passed on.

# WEDDING FUNCTION TERMS AND CONDITIONS CONT.

## ACCOMMODATION BOOKINGS, CONFIRMATION AND CANCELLATION POLICY:

For accommodation bookings a valid credit card is required to activate the Anndion Lodge confirmation and cancellation policy. A rooming list is also required to ensure the smooth booking in of your guests. If a valid credit card is not received for any rooms held Anndion Lodge reserves the right to release the rooms.

## HOURS AND VACATION OF PREMISES:

Hire times of facilities and vacation of premises must be strictly adhered to.

The Bar will close at 11.45pm and the function room is to be vacated by midnight.

## CONDUCT OF EVENT:

Times arranged for commencement of functions must be adhered to due to staffing constraints and maintaining food quality. You must also agree to have guests; invitees and other persons vacate the designated event space at the closing time indicated. If Anndion Lodge has reason to believe that the event or any part of it will affect the smooth running of the business, its security or reputation, Anndion Lodge reserves the right to cancel the event or any part of it at the discretion of Management and without notice or liability. The event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the Licenses granted pursuant to the Liquor Act 1982. Anndion Lodge reserves the right to exclude or remove any and all undesirable persons from the premises without liability.

**I acknowledge and accept the above policies and would like to confirm my booking. This will form my function contract with Anndion Lodge, Apartments and Function Centre:**

Contact Name/s: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## DEPOSIT FOR FUNCTION:

*Thank you for choosing Anndion Lodge, Apartments & Function Centre for your up-coming Function.*

Please complete, sign and return the following requested details below:

Deposit: \_\_\_\_\_ (please indicate payment type below)

Cash: \_\_\_\_\_ Eftpos: \_\_\_\_\_ Cheque: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Type of Card: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Card Number: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## ANNDIION LODGE & FUNCTION CENTRE,

143 – 145 Anzac Parade, Whanganui 4500

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