



Birthday Parties/ Christmas Functions/ Corporate Events 2011

Terms & Conditions

Our experienced management and staff aim to provide facilities, hospitality and service of the very highest quality.

Our terms and conditions have been implemented to assist us in fulfilling this expectation and to ensure that your party/event is a successful one.

Queries and Bookings

We will try our best to ensure you are able to have your function on the day you are enquiring about.

In order to secure the date you are wanting, you will need to confirm your booking within seven days of your enquiry.

Confirmation

Please confirm your booking in writing by filling out the enclosed booking form and paying a deposit, within 7 days of the booking being completed.

Your booking is only confirmed on the attainment of the deposit. Deposit is to be \$100.00 or 50% of party booked and can be paid by bank deposit, cheque or cash. (please note we do not have eftpos or credit card facilities).

Cancellation

Cancellation of a booking must be advised in writing or email. If the event is cancelled with less than 4 weeks notice, the deposit may be refunded only if the booking is rebooked by another party.

An administration fee of \$50 will be deducted from all refunded deposits.

Payment

Full payment for any event will need to be made **three days** prior to the event taking place and is based on confirmed numbers attending unless prior credit arrangements have been agreed with the company.

Catering option/Cake provided

Please confirm Your food catering selection and cake preference as soon as possible and no later than 7 days prior to the booking date. Please note that if you choose to bring along your own food a Bay Maire is provided for reheating purposes, just let us know if you are wishing to use this. We charge a surcharge of \$30.00 for any of your own food you wish to have cooked. Please note our menu may vary slightly due to seasonal changes.

Extended hours

Should the event be longer than the time allocated for the party, extra venue hire costs will be charged at a cost of \$50 an hour. (If you are wanting to look at this option, please discuss this with staff before the party date or upon arrival). Please note we are only able to do this for afternoon parties or if we do not have an afternoon booking.

Price variations

All prices are current at the time of quotation and every endeavor is made to maintain them. Magical Garden’s reserves the right to alter published or confirmed prices at any time prior to the event to cover increased costs incurred. We will however honor any written quoted cost already given to our clients.

Conduct of the event

Clients are asked to supervise children and other guests attending at all times and ensure that they behave in an orderly manner and comply with all directions given by staff members. The Magical Garden staff and management reserve the right to remove any persons from the event whose behavior, in the opinion of the company, is objectionable, improper or undesirable.

Arrival Time

We ask that you ask your guests to arrive no earlier than the time allocated for the party, if parents are wanting to provide their own food, they are welcome to arrive **15mins** earlier to set this up. This allows our staff time to set up the venue .

Damage to the venue

The client will be responsible for all damages including all breakages caused to the venue by any persons in attendance at the event and shall forthwith pay to the company the cost of rectification of any damages.

Signed acceptance of terms and conditions

I acknowledge that I have read and fully understood the terms and conditions set out by **THE MAGICAL GARDENS**

FULL NAMES:.....

DATE:.....

CONTACT:.....

PHONE:.....

EMAIL:.....

COMPANY/ CLIENT BOOKING NAME:.....

FUNCTION DATE:.....

DEPOSIT AMOUNT DUE:.....

Please pay by cheque, bank deposit or

cash West pac

03 1318 0135241 002

please quote your name thanks

How did you hear about The Magical Garden? :.....

Signature:

Please return ASAP to:

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Hamilton

Post code 3283

email: sharonanddon@xtra.co.nz