

*Holding Your Function at Ombrellos Kitchen and Bar*

**Terms and Conditions.**

**We want you to have a great function at Ombrellos, but it’s important that you understand our house rules. These are in place to protect you and your event as well as our venue!**

# Use of Venue

Ombrellos charges a minimum venue hire fee of $150 for use of their premises. For any functions over 40 people, we also have a cleaning fee of $100 to cover additional cleaning required.

To enable us to keep our hire fee low, when booking out a space for exclusive use at Ombrellos, we ask that you meet certain minimum spends. This total can be made up with any money spent on food, bar tab and any money spent by your guests on the day (ie. Purchasing drinks). We have made these minimum spends based on usual spends for the according number of people.

Our minimum spends are as follows:

Bar OR Villa Space $1500

Courtyard Space $2000

Bar OR Villa Space and Half Courtyard $2500

Bar OR Villa Space and Full Courtyard $4000

Full Venue $6000

If an inside space is required, we will allocate at our discretion either our main bar or villa bar for your event, depending on other bookings we already have for the date – we will do our best to prioritise your favourite space. Each space has it’s own bar, entry and toilet facilities.

**Our recommendations on capacities for each space are as follows:**

Main bar up to 55 people, with half courtyard up to 130 people, with full courtyard up to 170 people

Villa bar up to 45 people, with half courtyard up to 90 people, with full courtyard up to 150 people

Courtyard up to 100 people

Full Venue up to 180 people

***Example of minimum spend – 1***

Georgia has 100 people, she wishes to book the main bar and courtyard, which comes with a minimum spend of $2500. Georgia has chosen the pizza option ($14per person) and to provide each guest with a drink ($10) on the tab, which means she is spending a total of $24 per person, equalling $2400.

With the venue hire fee of $150 and cleaning fee of $100 – Georgia’s total she has paid is $2650, therefore she has met her minimum spend.

***Example of minimum spend – 2***

Sam has 50 people, he wishes to book the main bar, which comes with a minimum spend of $1500. Sam has chosen the grazing option ($15 per person) and assumes each guest will buy 1 drink ($10) on the tab, which means he is spending a total of $25 per person, equalling $1250.

With the venue hire fee of $150 and cleaning fee of $100 – Sam’s total he has paid is $1500, therefore he has met his minimum spend.

Please note - Minimum spend will increase should more of the venue be required than deemed necessary by us.

In our peak season (November to December) and if the date is a graduation date or coincides with a stadium event, minimum spend required will increase accordingly and will be advised.

*Please note that reservation of Ombrellos does not entitle guests to determine hours of opening, provide entry to guests deemed intoxicated, unsuitably dressed or anti-social, compel staff to serve alcohol to minors or undertake any other activities that contravene the Sale of Liquor Act*.

# Hours

You can begin your function from 7pm Tuesday-Thursday (negotiable depending on space), 8pm Fridays (non-negotiable) and 7.30pm Saturdays (negotiable depending on space). The bar will be closed by 11pm Tues – Thurs and 12:00am Friday/ Saturday unless prior arrangements have been made.

Once the bar has been closed, guests are required to leave the premises within 30 minutes. Transport options are available.

# Food

To comply with our liquor licence, the minimum spend on food is $15 per person, based on the number of people attending, chosen from our range of menus. The number of attendees should be confirmed no later than five days prior to your function. Please talk to us about any dietary requirements.

Birthday cakes may be brought in from elsewhere with a $25 cakeage fee. No other food or beverage may be brought onto the premises without prior arrangement.

# Beverages and Bar Tabs

Beverages can be selected from the full range available at Ombrellos, or you may choose to offer a restricted choice menu. You can choose to provide your guests with complementary drinks – where all costs are allocated to your bar tab or provide your guests with subsidised drinks – where you pay a percentage of the cost and your guest pays the balance (eg- 50% off drinks where your guests pay half and the other half goes on your tab). You are also able to nominate guests who are exempt from the subsidy.

You can specify the upper limit of your bar tab, after which Ombrellos will offer a cash bar, or close your function for you.

You can choose to limit the selection of drinks available on your tab (for example, to house beers and wines and non-alcoholic beverages). Some non-alcoholic beverages must be made available on your tab.

Please note: Ombrellos will not supply 21 shots of spirits to any patron as this contravenes the terms of our liquor license. We are not able to offer any alternatives that may be perceived to be along the lines of 21 shots (ie. Shots of non-alc) as this could result in our venue being shut down.

Ombrellos will refuse service to intoxicated patrons and require them to leave the premises. Transport options are available.

# Facilities

Ombrellos can offer screens for electronic photo displays free of charge and you can play your own music through spotify connection. You are welcome to bring in a band or DJ (for a small fee of $80 to cover additional licencing fees we incur)– please ask us if you need recommendations! We must have contact details for any bands/DJ’s playing here at least 2 weeks in advance of your booking and they must adhere to our rules. Any bands or DJ’s playing in the courtyard area need to be finished by 10:30pm due to being in a residential area and inside, by 11.30pm.

If your band or DJ consumes food or beverage, this will not be at cost to Ombrellos – please ensure you let us know if you would like the DJ/band food and beverage to go onto your tab.

Band’s and DJ’s must pack down ALL equipment on the night by 1am at the latest.

Visual Equipment available for hire includes projector and soft screen for $50. Our projector screen can only be used in our villa area.

# Decorating the Premises

Ombrellos is a very pretty venue that requires little decoration! If you wish to bring flowers, balloons etc please do so, but please, no glitter, no confetti, no **balloons with confetti,** sprays or cellotape on our walls. If confetti is used – this goes against our T&C’s and will result in loss of deposit.

# Security

Most of the time for functions - it is compulsory to hire a security guard at a cost of $45 per hour. Security is there to protect your function and Ombrellos property and always remains under the direction of Ombrellos staff. One security is required for the entire duration of your function. If your function is for 75 people or more than 2 security staff will be required from 9.30pm. If your function is for over 100 people, 2 security will be required for the entire duration.

# Exclusion from the Premises

Any patron, **including the birthday person or members of their family**, arriving intoxicated, attempting to bring alcohol onto the premises or discovered with alcohol purchased elsewhere on the premises will be denied entry for the entire evening without exception.

Any patron, including the birthday person or members of their family, who becomes intoxicated or otherwise antisocial on Ombrellos property will be required to leave the premises.

Any patron found to be deliberately damaging Ombrellos property will be required to leave the premises.

If you notice a person on the premises who is not a member of staff or part of your function, please alert the staff or security immediately – we will take care of removing them for you. If you require your guests to produce identification upon entry, please let us know.

If anyone is asked to leave the premises for one of these reasons and attempts to regain entry forcefully this may result in the entire function being closed. Any agreed costs will still be charged for the function.

# Payment and Deposit

A deposit of $500 is required to the bank account below to confirm your reservation after which we will refuse other reservations for the evening. This deposit will be refunded after your function unless there has been any type of damage to the property or substantial breakages.

Where the manager on duty considers damage/breakages to be substantial, the deposit will be withheld until a full inspection of the premises can take place.

Full payment is required on the night of your function unless prior arrangements have been made.

# Confirmation and Cancellation

Confirming your reservation requires Ombrellos to turn away other business for that date. Your reservation is therefore not considered confirmed until your deposit is paid and you have signed and returned this form. We ask that this be completed within 14 days of inquiry.

Ombrellos will refund 100% of your deposit if a cancellation is made more than six weeks in advance and 50% for cancellations between three and six weeks in advance. No refund will be provided for cancellations made within three weeks of the function.

Deposits can be made to:

Loboski Hospitality Services Ltd

CHQ

02-0912-0339728-001

Please use the Name and Date of the function booking as reference fields

I have read and understand the terms and conditions of holding this function at

Ombrellos Kitchen and Bar

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account number to refund deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please scan and email to bookings@ombrellos.co.nz