

46 Cheltenham Road
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Wedding Booking Form

Brides Name: _____

Grooms Name: _____

Postal Address: _____

Physical Address: _____

Phone: _____ Mobile: _____

Email: _____

Wedding organiser: _____

Wedding date and time: _____

Catering numbers for wedding (estimated) Adults: _____ Children: _____

Music Arrangements: _____

Credit card details as a guarantee for deposit, wedding account and any unpaid charges:

Credit card type: _____ Holders name: _____

Credit card number: _____

Expiry date: _____ CSC: _____

Signature: _____

We have carefully read and have fully understood the wedding terms and conditions as outlined by McHugh's of Cheltenham. We agree to adhere to these terms and conditions; as such, we wish to confirm our wedding to be held at McHugh's of Cheltenham, 46 Cheltenham road, Devonport, Auckland, as per details given on this booking sheet.

Brides signature: _____

Grooms signature: _____

Date: _____



Terms and Conditions

Partnership

- Contained in this contract are the detailed commitments and arrangements to be provided for your wedding. To enable us to provide maximum service, you should indicate any requirements beyond the level of these commitments upon return of the signed copy of this agreement to McHugh's.
- Client obligations pertinent to deposits and cancellation terms are embodied in this agreement. Any changes can be requested in writing to McHugh's, but not necessarily granted.
- If a copy of your signed contract is not received by the date requested McHugh's reserves the right to release all venue space held. McHugh's must agree to any alterations to arrangement details in this document in writing.
- **All prices quoted include Goods and Services Tax, 15%.**

Confirmation

- No provisional bookings will be held under any circumstances.
- All bookings must be received in writing accompanied by a signed copy of the booking sheet and terms and conditions at the time of booking.

Deposit

- A deposit of \$1000 incl. gst is required no later than 5 working days after the receipt of the signed booking sheet and terms and conditions.
- Failure to pay the deposit within this time will result in the booking being released.
- The Management reserves the right to cancel any function if the deposit is not received.

Cancellations

- All cancellations must be in writing.
- The deposit is refundable only as stated:
 - 9 months prior to the wedding date: FULL REFUND LESS 15% ADMINISTRATION CHARGES
 - Between 9 months and 6 Months: 50% OF THE DEPOSIT HELD LESS 15% ADMINISTRATION CHARGES
 - Less than 6 Months: NO REFUND
- The reduction (significant drop in numbers) in any services as listed above are also subjected to cancellation fees as outlined above.
- If cancelled less than 21 days prior to the wedding, you may be liable for the total estimate of the wedding.

Guaranteed Food & Beverage Numbers

- Final catering numbers are to be advised 14 days prior to the wedding, this is regarded as the minimum number for catering purposes; this number will be charged on your final account regardless of any drop in numbers. Any increase in numbers will be charged accordingly. (MINIMUM GUARANTEED OR ACTUAL, WHICH EVER IS HIGHER)
- Please note that the final catering numbers cannot deviate more than 20% from the original catering numbers booked.

Payment

- Full payment is required 7 days prior to the wedding date you will be provided with a total wedding estimate / invoice. Please note any additional on consumption charges such as beverage will be required to be paid in full upon departure from the venue
- The Bride and Groom accept responsibility for all accounts (e.g. dinner, liquor, decorations, set up, incidentals, if any (and any other miscellaneous charges) for the guests or invitees that are not paid directly on departure.
- Credit cards are not accepted for payment of accounts over \$5,000. Credit card payments will incur a surcharge of 2.5%.

Menu Selection

- Please confirm your menu selection no later than one (1) month prior to the event, or as otherwise advised.
- Wine List is subject to change, please contact McHugh's to obtain an updated wine list when making your menu selection.

Food and Beverage

- No Food or Beverage of any kind will be permitted to bring into or removed from McHugh's by the Bride and Groom, guests or invitees under any circumstances. Wedding cakes are exempted
- Food and beverage selections must be made one (1) month prior to the function, after this time McHugh's will automatically make the selections and the client will be charged accordingly.

Insurance & Damages

- McHugh's will take all necessary care, but does not accept any responsibility for damage to or loss of any property or merchandise left in the premises prior to, during or after any event.
- It is recommended that the Bride and Groom arrange their own personal liability insurance and security as required.
- On signing the terms and conditions the client accepts responsibility for all damages to the venue i.e. walls, carpet, doors, tables, chairs, or any equipment etc. The client accepts to pay the full amount of repair and/or replacement.

Decorations

- Wedding table items/decorations are the responsibility of the Bride & Groom to arrange and organise the placement of on the tables.
- It is the Bride and Grooms responsibility to arrange collection of all material within 24 hours (or as agreed) after the event. Any items left at McHugh's will be disposed of after that time period –this includes table decorations, flowers and cakes.
- It is expressly forbidden to use screws, nails, tacks, adhesive paper or any similar fixing devices on any part of the interior or exterior of the venue; except with prior consent of the Manager.
- No Confetti, glitter or artificial petals are to be used.

Music Options

- Music inside the building is permitted as long as it complies with the noise levels. Management discretion is binding.
- Two piece bands can be booked. Sorry, bigger bands are not permitted.

Alcohol & Drinks

- Our closing times are dictated by our licensing hours.
- We do allow pre-determined BYO Wine ONLY. Please note that the alcohol/ drinks have to be in our control.
- No Alcohol can be brought into the premises and consumed by the guests, invitees or Bride and Groom
- No drinks can be carried outside the building / onto the beach at any time.
- The Duty manager reserves the right to make a decision on the level of intoxication of patrons and request them to leave the premises if deemed so.
- If the venue finds patrons acting in a manner which is a breach of Liquor license conditions, Management reserves the right to deny service.
- If the management deems fit that there is requirement of security arrangements, these charges will be passed on to you

Notes/ Exclusions



Final notes discussed

DATE:

Final number of guests including bridal party: Adults:

Children:

Suppliers:

Arrival of guests and groomsmen:

Ceremony (if applicable)

Florist set up time:

Reception: time and set up required:

Table cloths and chair covers:

Centre pieces/ favours/ name tags:

Other set up (eg photo booth, gift table) :

Music arrangement:

Bar tab:

Guest tables set up:

Top table/ main table set up:

Dinner menu:

Special meal requirements:

Speeches, toasts and cake cutting:

Dessert time:

First dance/ music:

Closed at:

Wind up and collect belongings/ taxi advised:

Signed for McHugh's

Signed for the Bride and Groom
