



**Phone:** 06 758 0927

**Email:** np.club@xtra.co.nz

Function Type		
Company Name		
Date		
Organiser Name		
Phone:		
Email:		
Number of people	Start time	Finish time
Auditorium <input type="radio"/>	<input type="radio"/> Under 4 Hours \$200.00	<input type="radio"/> Over 4 hours \$300.00
Centennial <input type="radio"/>	<input type="radio"/> Under 4 Hours \$100.00	<input type="radio"/> Over 4 hours \$200.00
Blue Room <input type="radio"/>	<input type="radio"/> Under 4 Hours \$ 50.00	<input type="radio"/> Over 4 hours \$ 75.00

**Invoicing Details**

Name	
Phone	
Email	
Address	

**Staff required (office to complete)**

Bar Staff		Special Licence	<input type="radio"/> Yes / <input type="radio"/> No
Waiting Staff		Special Licence Fee	\$
Chef's			
Kitchen Hand			

Bar Tab Amount \$  Beer Wine Soft Drink only  All Alcohol

Special Requirements

Tables Set up by Organiser: <input type="radio"/> Time	Buffet area: Time
Tables Set up by NP Club: <input type="radio"/> Time	Music: Time

Guest Arrive:	Food served:
Crockery/Cutlery Extra requirements	

Tablecloths	<input type="radio"/> Yes / <input type="radio"/> No	<input type="radio"/> White <input type="radio"/> Black - Black Tablecloths \$	How many:
Serviettes	<input type="radio"/> Yes / <input type="radio"/> No	Colour	Price \$
Tea / Coffee	<input type="radio"/> Yes / <input type="radio"/> No	How Many	Total Price \$

Buffet Number:

Special Requirements / Changes

*NOTE: Cancellation of a function will require 7 full working days' notice. Any accrued cost, e.g. special license will be payable by you. Cancellation of any function less than 7 full working days will be charged any accrued cost and the room hire fee.*