



Howick Pakuranga Cricket Club

Pavilion Hire Agreement

The Pavilion facilities of the Howick Pakuranga Cricket Club are available for hire for private functions.

The hire of the Pavilion includes the following:

- The use of the upstairs Pavilion facilities.
- The use of the kitchen facilities.
- Certified Bar Staff
- Cleaning of the facilities
- You will receive an invoice in the month before you function date.
- Prior access to the Pavilion in order to setup and decorate.

In hiring the Pavilion I agree to adhere to the following Club Policies:

- It is the clubs policy that all functions are required to use our bar ie: There will not be any BYO.**
 - We serve tap & bottled beers, wines (red, white & sparkling), Spirit RTD`s, soft drinks, bar snacks & juice
 - Our Bar prices are in keeping with accepted Club prices.
 - A bar tab can be arranged
 - The Bar will be open from 7:00pm until 12 midnight.
- The music will switch off at 12:15am.**
- Tidy and vacate the Pavilion by 1:00am**
 - Although we have cleaners coming in the following morning, we request that the facility be left in a reasonable condition
- The Pavilion can cater for a maximum of 100 people.**
- The facilities within the Pavilion are strictly non-smoking.**
- No cello tape or drawing pins are to be used on the walls.**
- Payment is to be made in full at least 2 weeks prior to the event.**

Security

We recommend that you have a Security Guard in place to ensure only invited guests attend your event and to check safety of vehicles parked in the car park.

I have read and agree to the conditions outlined above.

Signed.....Dated.....



Howick Pakuranga Cricket Club

Pavilion Booking Form

Date Today		
Function Date Requested		
Name		
Address		
Phone (h)		
Phone (w)		
Phone mobile		
Email		
Function person's name		
Member or Non Member		
Type of Function		
Male /Female		
Number of guests		
Caterer required (Y/N)		
Set up Details		
Security Guard		
Bar Service Required		
Bar Tab Required		
Office Use		
Bar Staff Advised		
Pavilion Hire Fee received		
Booking Confirmed		
Bond Received		
Bar Stocked		
Cleaners Advised		
Post function check		
Bond refunded		