



## **Function and Accommodation Terms and Conditions**

Oceans Resort aims to offer high quality service and a professionally run establishment. To ensure satisfaction of our guests the following terms and conditions are applicable to your event. If you have any questions about the content of these terms and conditions please contact the Resort Manager.

### **Booking and Deposit**

Oceans Resort will provide details of your proposed booking in writing. In order to confirm your booking;

A non-refundable deposit equivalent to 10% of the indicated charge must be paid to Oceans Resort within 10 days of request. The Resort may require earlier payment of the deposit if other tentative bookings are received. You must sign and return the function order at the back of this document acknowledging you have read and agreed to these conditions.

Oceans Resort may request another deposit amount for larger functions or functions booked during various periods of high demand.

### **Payment**

The Client must pay 50% of the indicated charge seven (7) business days before the event and pay the balance prior to departure from Oceans Resort.

### **Function Cancellations**

All deposits paid are non-refundable. In addition the following cancellation fees apply if the Client cancels the function;

In the event of the confirmed booking being cancelled within (7) seven days of the function, a 50% charge will be incurred by the Client. In the event of the confirmed booking being cancelled within (24) twenty four hours of the function, a 75% charge will be incurred by the Client.

### **Accommodation Confirmation and Cancellation**

Oceans Resort will state the expected number of guests and number of rooms booked for the function. A guaranteed booking is established on receipt of the deposit.



The number of rooms required must be confirmed (30) thirty days prior to arrival with an initial rooming list. This will be the minimum number of rooms that will be charged.

A charge equal to one night's tariff will be charged for each accommodation "no show".

A final rooming list must be provided to the Resort at least (14) fourteen days prior to arrival.

#### Conduct of the Function

Attaching anything by nails, screws or adhesives in any way to any wall, door or any other part of the building is not permitted.

The use of smoke machines and/or pyrotechnics, due to the effect on our fire detection systems, is not permitted.

All our venue rooms and accommodation rooms are strictly non-smoking.

The Client agrees to commence and complete the function at the times outlined in the schedule of events unless other times are agreed to by Oceans Resort.

The client agrees to conform to a standard of behaviour that is at all times acceptable and courteous to other Resort guests, staff and residents and further that all noise levels are consistent with the type of function being carried on at the venue, provided that after 11pm all noise of any type is to be reduced to such a level that is consistent with local by-laws and/or regulations. The Client acknowledges that the Managers directions in respect of perceived breach of noise levels shall be adhered to immediately by the Client.

Oceans Resort reserves the right to end your event if it reasonably believes that your event is not being conducted in an orderly and lawful manner. Oceans Resort has no responsibility to you for any costs, damages or expenses that you may incur in relation to the Resort's termination of your function.

The Client must ensure that all guests and invitees do not breach any statutes, by-laws or regulations including the premise's liquor licence and fire regulations.

No food or beverages may be taken away from the function venue or onto other areas of the resort.



Oceans Resort may remove or deny entry to anybody being disruptive or acting in a disorderly manner.

As per the Clients instructions only authorized persons named (7) seven days prior to the event are authorized to make charges against the Clients account.

#### Indemnity

Oceans Resort does not accept responsibility for damage to, loss of, or theft of any property left on the premises, prior to, during or after any function.

The Client assumes full responsibility for any and all damage caused by the Client or any of the Client's guests or invitees or other persons attending the function whether in accommodation rooms, the venue room or any other part of the Resort.

The Client agrees to be responsible for and indemnify the Resort for any additional cleaning requirements which the Resort considers to be in excess of general cleaning and claims by any person for loss, injury or death or damage of any kind arising from the Clients use, or any person attending the event and or room accommodation, which is caused or contributed to by the Clients negligence or that of persons attending the function.

#### Agency

Unless otherwise agreed, the party which accepts these terms and conditions by signing and returning the acceptance form will be the party responsible for payment of the function.

If the function is being booked by an agent on behalf of a third party the agent must provide to the Resort authorization from the third party which confirms the agent is authorized to accept the terms and conditions on its behalf and confirms the third party will be liable to the Resort for payment of the Function charge notwithstanding that they have not personally signed these terms and conditions.

**Thank you for choosing Oceans Resort Whitianga for your upcoming function. Please sign the following acceptance form.**



**Acceptance of Terms and Conditions**

Simply read the terms and conditions complete below, and sign off to confirm acceptance of the terms and conditions and your function details.

Attention	Vicky Lancaster
Date/s of Hire	
Company/Name	
Contact Person	
Position	
Postal Address	
Telephone	
Fax	
Email	
Credit Card Type	
Credit Card Number	
Credit Card Expiry Date	

Card Holder Name	
Signature	
Date	

Please fax back to Oceans Resort Whitianga 07) 869 5444