



# FUNCTIONS

Bluebiyou provides the perfect setting for all function requirements. For large and small celebrations, anniversaries and corporate functions, Bluebiyou caters for your event.

We can also tailor a set menu for smaller groups of 15-30.

**Our function room seats - 80 people**

**Our Canapé style caters for up to - 110 people**

Email or call to discuss the details of having your function with us [welcome@theblue.co.nz](mailto:welcome@theblue.co.nz) ph. 075722099

We look forward to working with you to create special memories.



# Terms & Conditions

## DURATION OF FUNCTION

Lunch time functions must be over and room vacated by 4.30 unless arranged prior. Dinner events must finish at 12.30 (last drink call 12.45 and premises must be vacated at 1am.

## DEPOSIT, PAYMENT TERMS + SECURITY + AGREEMENT FORM

To confirm your booking, we require an initial security deposit of the venue hire fee (credited towards the final account). This is required within 7 days of making your booking & once paid, reflects your recognition & agreement with the Terms & Conditions outlined in this package. Once you have confirmed your booking, we also require a signed and completed copy of the Security & Agreement Form - this is to be returned within 7 days. Bluebiyou holds the right to cancel any bookings not held with a deposit payment & completed. Full payment for your event is due 14 days prior to the events date. Payment by cash, direct debit or bank cheque incurs no surcharge. Any payments of \$500.00 or more paid by credit card will incur a 1.5% surcharge – MasterCard, Visa or a 2% surcharge for American Express only.

## FINALISED NUMBERS AND MENU

The final number of guests attending is required no later than 14 days prior to your event. Increases are acceptable up to 3 days prior to your event. The final number indicated at 14 days prior will be the minimum number charged for, regardless of last minute cancellation. Final payment is required 14 days prior to your event. Additional costs will be finalised at the end of the event and charged immediately to your provided credit card, signing the agreement will include giving the authority. Menus are changed seasonally and are confirmed 14 days prior to your event.

## ALCOHOL + DECORUM

Bluebiyou is a fully licensed venue. No BYO beverages are permitted. It is your responsibility to ensure the orderly conduct of your guests. All beverages are subject to seasonal change; however, notification will be given for this. We are committed to the responsible service of alcohol and our requirement under our host responsibility requirements of our licence. We are required by law, not to serve intoxicated or underage persons.

## ENTERTAINMENT

Due to noise level constraints, louder music for dancing or entertainment cannot begin until after 8.30pm, and must end at midnight. During the event the duty manager will monitor the music level and act accordingly.

## CANCELLATIONS POLICY

In the event of a situation out of our control, (natural calamity or severe weather warning or any other major unforeseen circumstances) Bluebiyou reserves the right to cancel the event giving as much warning as possible. From the signing of our wedding agreement, if you cancel your function a \$500.00 administration fee will be retained. Cancellation more than 6 months out from your function will result in a 50% retention of your deposit. If you cancel your wedding within 6 months of your proposed wedding date, the full amount of your deposit will be retained. Cancellation more than 3 weeks out from your function will result in a 50% retention of your deposit.

## DUE CARE

Whilst our team will take care, no responsibility will be taken for damage or loss of goods, equipment or merchandise left on the premises prior to, during or after the event. The following items are not permitted at your event: wax candles (not in a glass vase), confetti, rice, streamer poppers, flower petals, or sequin type scatters e.g. stars, hearts. If you wish to bring sparklers to your wedding or event this must be organized in advance with your coordinator. No sparklers are allowed on the dancefloor, these are only permitted to be lit in the front or side paved area. The hirer is financially responsible for any damage sustained to the venues fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function. As per signed agreement, you ( the hirer ) will be responsible for any incident, including damages and unpaid bills.

## DECORATIONS

Nothing is to be nailed or screwed in any way to any wall, door or other part of Bluebiyou. All decorations must be approved by the Event Coordinator prior to the reception.

## TASTINGS

Bluebiyou does not offer food or beverage tastings. However, the restaurant menus reflect the style we bring to suit your Wedding or Event.

## FOOD ALLERGIES

Please advise details of guests with food allergies when confirming final numbers. Whilst the chefs and kitchen teams will do their utmost to ensure the said allergen is not in the meals prepared, we cannot guarantee it as our kitchen does use a wide variety of ingredients on a daily basis.

