



FUNCTIONS AND EVENTS

Contact

021 858 180

functions@dominionbar.co.nz

Visit

**Corner of Dominion and Valley Road
Mt Eden, Auckland**

WWW.DOMINIONBAR.CO.NZ



Events at The Dominion

Located on the city fringe in Mt Eden and only a stone's throw away from Eden park, The Dominion redefines classic pubdom with a stylish décor, creative menu, friendly staff, and of course, an extensive beverage list reflecting some of New Zealand's best beers and wines.

Upstairs the private Bridgman room, offering a unique area with polished wooden floors, exposed brick walls and ornate ceiling. This corner site offers you a stunning upstairs

Function space, daytime meeting room, product launching and so on! The Bridgman room features it's own bar and amenities, making a perfect setting for anything from social functions through to business meetings.

The Valley Rooftop Terrace can be used as an add-on to the Bridgman room which is perfect space for breaks / an outside area for guests to use during a function.

Capacities

<u>Private space</u>	<u>Dining</u>	<u>Cocktail</u>	<u>U-Shape</u>	<u>Theatre</u>	<u>Classroom</u>
Restaurant	30	45			
The Bridgman room	60	120	25	60	27
Valley Rooftop	20	30	<i>*only available to hire in conjunction with the Bridgman room</i>		

Extras

Music and entertainment:

There are a number of options available for your entertainment. From live musicians, DJ's or using our music system, we can help you to arrange the best option to suit your event. We also have a projector, screen and microphone which are available for your use.

Beverages and bar accounts

We supply an excellent range of New Zealand Wines, tap and bottled beers, spirits and non-alcoholic beverages. Please contact us for our current beverage list.

Cash Bar

Your guests can choose their own beverages and pay individually at the bar.

Bar tab

The account holder can specify the range of beverages available on the tab and a limit can be established. Your guests can charge drinks to the tab. Once this amount has been reached, you can either add further funds to the tab or guests can pay individually at the bar.

Confirmation

A deposit of \$300 is required to confirm your booking in addition to a signed copy of the terms and conditions and your forms returned. The deposit will be refunded the following Monday subject to no damage to the venue or it's equipment.

Function Spaces

Restaurant (Downstairs)

Hidden away from the main bar is the cosy and comfortable restaurant ideal for a sit down dinner with full table service, or intimate cocktail functions for small to medium size groups. Groups of 20 people and over are required to pre order their meals or choose from our set menu options. For bookings over 20 people or more a deposit of \$150 is required to secure the reservation

Max capacity 30 (dining)

The Bridgman Room

- Suitable for small or large groups
- Fully private room
- Lots of natural light
- Wide selection of menus
- Data projector and screen
- Fully equipped bar
- Bathrooms on same level
- Air conditioning and heating

Max capacity (120 cocktail + 30 rooftop)

Valley Rooftop Terrace

- Available when booking the Bridgman room.
- Overhead cover
- BBQ (summer months only)
- Smoking permitted
- Picnic tables

Max capacity 30 (cocktail)

Pricing

Bridgman room

Daytime until 5pm- Room hire fee (Minimum numbers apply)

Full day room hire.....\$300

Half day room hire (8am-12pm or 1pm-5pm).....\$150

From 5pm- 12am Room hire of \$500 + Minimum spend

Sun – Tue: \$500 minimum spend + room hire

Wed – Thurs: \$1000 minimum spend + room hire

Fri – Sat: \$2000 minimum spend + room hire

Restaurant

For exclusive hire of the restaurant please contact us.

Room hire includes the following:

Tablecloths, projector + screen, audio equipment, set up, cutlery, plates, napkins, microphone, fairy lights, heating/AC etc...

-Evening functions must include food and beverages

-Room hire and minimum spend must be paid for by host

-All payments to be made prior to the event or at the end of the event.





234 Dominion Road, Mt Eden, Auckland, 1024

Phone: 09 623 2121 / Mobile: 021 858 180

Email: functions@dominionbar.co.nz

Website: www.dominionbar.co.nz

EVENT BOOKING FORM

This form must be completed, returned and deposit paid to confirm the booking.

ENQUIRY DATE

FUNCTION DATE..... GUEST NUMBERS

TYPE OF FUNCTION MUSIC ARRANGEMENT.....

START TIME.....

FINISH TIME.....

GROUP / COMPANY..... BOOKING CONTACT

EMAIL ADDRESS CONTACT NUMBER

FUNCTION SPACE: Restaurant The Bridgman Room The Bridgman Room plus Valley Rooftop Terrace

FUNCTION SET UP: Dining Cocktail U-Shape Theatre Classroom Board Meeting

FOOD.....

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BEVERAGE.....

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DIETARY.....

ADDITIONAL INFO

Payment Details

CREDIT / CARD NUMBER.....

EXPIRY DATE..... VISA / MASTERCARD (please circle)

NAME ON CARD.....

CSC..... TODAY'S DATE

AUTHORISED BY.....

AUTHORISED SIGNATURE

Please ensure you have signed and returned the Terms and Conditions along with this booking form to secure the function space within 3 days of your enquiry. The deposit amount will be invoiced to the email provided. The invoice must be paid in 5 days from the date of issue or The Dominion reserves the right to cancel the booking.. All accounts must be settled in full at the conclusion of your function. Any accounts/items not paid for, loss, damages or cancellations will be charged to the credit card details provided on this form. Please note The Dominion loyalty card does not extend to The Bridgman Room.

BOOKING TERMS AND CONDITIONS

DEPOSITS: BOOKINGS OVER 20 PEOPLE: Subject to the provisions set out below, a deposit must be paid and a signed booking form returned within 3 days of tentative booking in order to secure booking. You must place a pre-order, with confirmation of this no less than 7 working days prior to the event. In some instances a minimum spend may be required to secure the venue or any of its areas on premium dates. If the minimum spend is not achieved, the balance is to be paid at the conclusion of the event. The deposit will be deducted from the final bill subject to minimum spends being achieved (if applicable) and no damage to The Dominion or its equipment. If the minimum spend is not achieved the deposit will be retained and any differences will be paid by you. Management reserves the right to release the booking if these terms are not met. Credit card details provided to The Dominion on the booking form will be held as security and will be charged for any loss, damages and unpaid/ overdue accounts. If credit card details are not given or available the booking will NOT be confirmed.

GUARANTEED NUMBERS: Minimum numbers for catering (inc dietary requirements), seating and beverage required no less than 7 working days prior to your event. You will be required to pay for the minimum advised numbers or the actual numbers on the day of the event, whichever is the greater. Should fewer numbers arrive, the booked area may be relocated to accommodate for other patrons.

FOOD AND BEVERAGE: No food or beverages may be brought onto the premises by you or your guests unless the prior consent of management has been obtained. Any beverages in excess of amount pre-arranged with The Dominion must be secured and paid for with a valid credit card at the time or at the conclusion of your event. No persons under the age of 18 will be served alcohol.

INSURANCE AND DAMAGE: The Dominion is not responsible for any loss or damage to any guests or clients property before, during or after the event. You agree to indemnify The Dominion for any breakages, thefts, damages or extraordinary cleaning requirements caused by you, the attendees or subcontractors and shall pay those costs within 7 days of the event. The repair of any damage to walls, doors, ceilings etc. will incur an additional cost. We recommend the event host arrange their own personal liability insurance.

VENUE: No glitter or confetti is to be used in the venue. Room is not wheelchair accessible. For ALL evening functions, the space will be available to you until 12am and no later. Music to comply with noise levels. If the music exceeds the appropriate noise levels The Dominion will turn it down.

PAYMENT DETAILS: All final accounts settled at the conclusion of function. There will be no accounts run or invoices sent, unless by prior arrangement with The Dominion. Any unpaid accounts from the function will be charged to the credit card details provided. All prices shown include GST and are subject to change without notice. The person who signs these forms must also be the one to settle the bill.

CANCELLATIONS: In the event a function is cancelled deposits will be refunded according to the following:

SUNDAY – THURSDAY 4 weeks prior 100% of the deposit is returned.

Less than 4 weeks prior the deposit is non-refundable.

FRIDAY – SATURDAY 8 weeks prior 100% of the deposit is returned.

Less than 8 weeks prior the deposit is non-refundable.

HEALTH AND SAFETY: You are responsible for the conduct of all guests present. You agree to indemnify The Dominion against any claims which may arise from injury or damages from the use of any subcontractor you employ. In accordance with the Health and Safety at Work Act 1992 and The Dominion Health and Safety Policy, clients, visitors and contractors must obey all reasonable instructions and signs whilst on site, to ensure that their actions do not create hazards to people or property. All Fire and Emergency exits are to be kept clear at all times. On hearing an alarm please leave the building by the nearest Fire Exit, assemble at the area designated on the Fire Notice at the Exit Door and await further instructions. Smoking is not permitted in any indoor area.

LICENCE RESTRICTIONS: The Dominion operates under a SUPERVISED LICENCE, therefore no person under the age of 18 is permitted on premise unless accompanied by their parent or a court appointed legal guardian.

SECURITY: Is required for all 21st Birthdays and any large events. This is \$160 and is not part of the minimum spend.

HOST RESPONSIBILIY: It is illegal in New Zealand to promote intoxication and/or allow intoxicated persons on the premises. The Dominion are responsible for creating a safe environment which complies with the Sale and Supply of Alcohol Act 2012 or any subsequent applicable legislation, and stand to receive a large fine and suffer temporary licence suspension if found in breach of our legal responsibilities. Therefore all staff have been informed to follow the below policy:

1. To detect early signs of intoxication and encourage persons to consume water and food.
2. To inform the host of the function of such intoxicated persons.
3. To cease providing alcohol to such intoxicated persons.
4. To remove intoxicated persons from the premises.

We expect all our guests to conduct themselves in an orderly and proper manner at all times. If guests spoken to do not adhere to our requests, then we will ask and insist that they leave the premise immediately.

If, for any reason, The Dominion is unable to meet its obligations in respect of any bookings, we reserve the right to cancel any such booking without liability and will refund any deposits made.

I have carefully read and agree to the Terms and Conditions above.

NAME DATE PHONE

EMAIL

SIGNATURE GROUP/COMPANY NAME