



820 Tremaine Ave
Palmerston North
Ph: 06 358 5036
wptavern@xtra.co.nz

Willow Park Functions

Terms and Conditions:

- There is no VENUE HIRE CHARGE but a minimum prepaid bar tab and catering is required.
- Finger food catering can be provided through us, at \$8.50 or \$10 per person. If you wish to do your own, we are happy to discuss this. A larger bar tab will then be required.
- To confirm your booking, a deposit must be paid. The deposit will be credited onto the bar tab on the night.
- Deposits are non-refundable if bookings are cancelled or minimum bar tab is not reached.
- Your booking is **NOT** confirmed until the deposit is paid.
- Deposits can be paid in cash/eftpos/visa at the bar during open hours or by direct credit.
- **Bank details 02 0727 0624 957 00 Please put name of function booking and date of your function for the reference.**
- Full payment required on the night by: cash, eftpos or credit card only.
- 2% surcharge on: Visa, Mastercard and Contactless payment.
- All beverages must be purchased over the bar (at bar prices).
- We have competitive liquor prices for functions. Tap beer, house wine, and selected RTD's from \$9.00.
- The rooms are available from 11 am. There is not an option to set up the night before.
- Licensed till 2:00am.
- This is a licensed premise so 18+ applies, although minors are welcome if accompanied by their parent.
- Under 25's will need to show photo ID: Driver's license, Passport or 18+ Card.
- Large off-street car parking facilities.
- Courtesy Van available for drop off only (gold coin donation).
- Additional charges may be incurred for damage to furniture/building/equipment and excessive breakage of glassware.

Function Room:

- A minimum bar tab of \$300 is required. Your \$300 deposit covers this.
- There are house speakers and aux cord supplied.
- No Bands or DJs allowed.
- Entry to the room is located at the rear of the building with ample parking.

Lounge Bar:

- A minimum bar tab of \$1000 is required. Your \$500 deposit goes towards this.
- House speakers are available free of charge, along with a wired microphone.
- This room also sports a projector with VGA connection. We have an adapter for HDMI that suits most computers.
- DJ/Band - You are welcome to book. There are noise regulations, please check before booking.

NO YARD GLASSES/21 SHOTS/ COCKTAIL MIXTURES OR LARGE QUANTITIES OF PREMIXED ALCOHOLIC BEVERAGES.

Finger Food Menu



Menu option 1: \$8.50 per person

- ❖ Assorted savories
- ❖ Sausage rolls
- ❖ Chicken nuggets
- ❖ Spring rolls
- ❖ Samosas
- ❖ Wedges

Menu option 2: \$10.00 per person

- ❖ Assorted savories
- ❖ Sausage rolls
- ❖ Chicken bites or Popcorn chicken
- ❖ Fish bites
- ❖ Spring rolls
- ❖ Samosas

We cater finger food for your function. If you have something specific in mind, please don't hesitate to contact us on 06 358 5036 to discuss your food and function requirements.

We are flexible with you bringing your own catering, however there are rules regarding this. Please discuss when you book.
You will also need to have a larger bar tab.



WILLOW PARK TAVERN HOST RESPONSIBILITY

It is important to the Willow Park management and staff that your function is a great success. To ensure that you and your guests understand our requirements for Host responsibilities and The Sale and Supply of Alcohol Act 2012, some policies have been put in place. Please read through the following and sign to acknowledge your understanding of our requirements.

- Any person under the age of 18 must be accompanied by their parent.
- Anyone can and will be asked for I.D if they appear under 25.
- We reserve the right to refuse service, e.g; intoxicated person/s.
- **No alcohol to be consumed outside** (e.g; carpark) except in designated garden bars.
- **No alcohol is to be consumed, that was not purchases on the bar premises** (this includes alcoholic jellies)
- Decorations must be put up using **BLU-TACK & PAPER TAPE ONLY!** (Tape can be provided)
- Any damage or misuse of the facilities provided may incur additional charges.
- The Willow Park Tavern will not be held responsible for any lost property.
- **No confetti or glitter! Any use will result in an immediate deduction from your bar tab of at least \$100.**

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Failure to comply with any of the above requirements may result in the closure of the function

Duty Manager.....

Customer Name.....

Signature.....