
imbibe

RESTAURANT · BAR · FUNCTIONS

2019

FUNCTION GUIDE

Specialists in private functions, group bookings
& corporate events

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IMBIBE.CO.NZ

INTRO

Thank you for thinking about hosting your important day, work function or family get together at one of Imbibe's fantastic function spaces.

We understand that this may not be something you deal with everyday and we want you to know that we are here to help to take the stress out of arranging your event.

One of the great things about Imbibe's function spaces, is that you have a variety of options to choose from depending on the size and/or purpose of your event. The basic requirements for hosting an event at Imbibe are designed to be simple and easy for you as a guest to deal with, here are our 5 basic stipulations.

- **Food must be ordered through your function manager. Please ask for our function food options.**

This is part of our safe hospitality program that ensures your guests have some food available to eat during the time of your function.

- **A minimum total spend across the bar.**

We will discuss this in more depth but all function rooms require a minimum spend on drinks and food.

- **A bond of \$250 is required to lock in your event date.**

This can be used on the evening or returned to you after the event, providing no damages have occurred.

- **ALL CHILDREN UNDER 18 MUST BE OFF SITE BY 9:30PM.**

Basically Imbibe is a free facility for you and the community to utilise with the added bonus of having a professional team in the background taking care of the basic set up prior to your function, complimentary table clothes, candles, umbrellas, heating, television and media facilities, bar staff and a team to present your canapes and/or meals to you.

PLUS we clean up after your party and happily look after any gifts or props until the next trading day.

Three.

Imbibe has 3 fantastic function spaces available for you and your guests to utilise.

Each space is designed to suit different sizes and/or budgets.

Imbibe can cater for a wide array of events which can cover; Boardroom Facilities, Training Environments, Seminars, Themed Events, Group Dining Experiences, Poker Nights, Quiz Nights, Social Club Gatherings, Fundraiser Styled Events, Accessibility & Discretion Options, Cocktail Parties, Birthdays, Weddings & Anniversaries.

Imbibe's flexibility allows you to host an event which is purpose built to meet your requirements.

Monarch Rooftop Bar

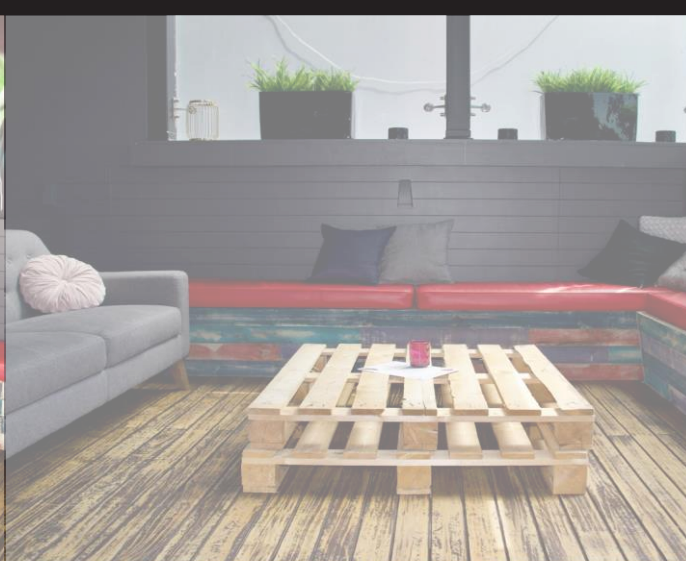
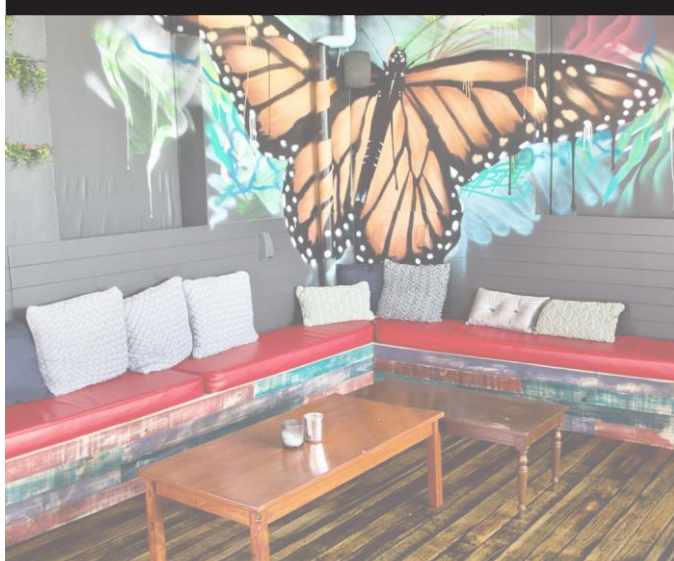
Our premium upstairs facility captures the best of both worlds - half the space is uncovered to enjoy the rooftop skyline, the other half enclosed to protect you from the elements.

Monarch Rooftop Bar gives you a private area to host your event or you can part book it and have one half open to the public. It includes your own private bar, a big screen television to place photo slide shows or work related media capabilities through, tables and chairs, heaters and candles. All supplied complimentary for you to utilise for the duration of your event. Additional table setting cost may occur.

Where: Upstairs

Hosts: 120 people for drinks & nibbles or up to 40 people seated for a personal dining experience.

Minimum spend \$1000 from 1st January - 15th November
Minimum spend \$2000 from 16th November - 31st December



The Bach

Giving you that laid back but classy feel, The Bach is perfect for gatherings that have exceeded your natural home entertainment capabilities, with your own private access route, bathroom and bar.

The Bach is perfect for 21st's to 60th's and beyond, work networking meetings, Stag and Hens nights are great as discretion is easy with your own entry exit point adjacent to imbibe. It feels good with 20 and has a vibe with 50 people. The Bach is your budget and character styled function space all in one.

Where: Next door to imbibe - private entrance separate to the main bar.

Hosts: 50 people for drinks & nibbles. Please note we do not accommodate seated dinners in this function space.

Minimum spend \$500 from 1st January - 15th November
Minimum spend \$800 from 16th November - 31st December



Main Bar/Downstairs

Downstairs at Imbibe.

- Do you have a large group to cater for?
- A milestone event that needs the WOW factor?
- A large work function that needs to be catered for with full food and beverage facilities?
- A fundraiser for a local community event?
- Do you want to make a statement to your friends & colleagues?

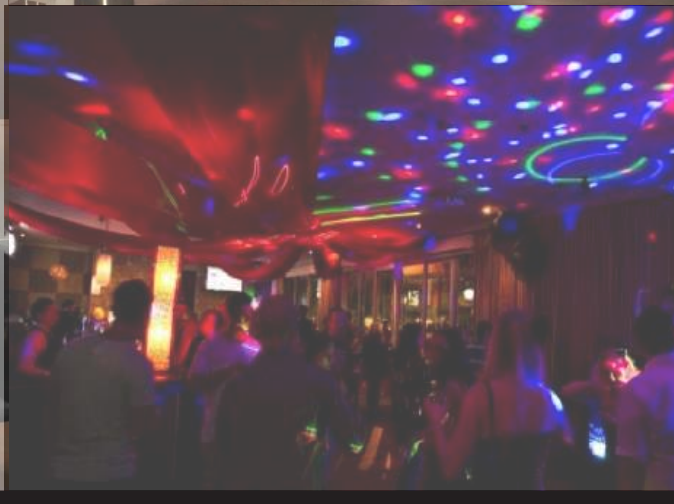
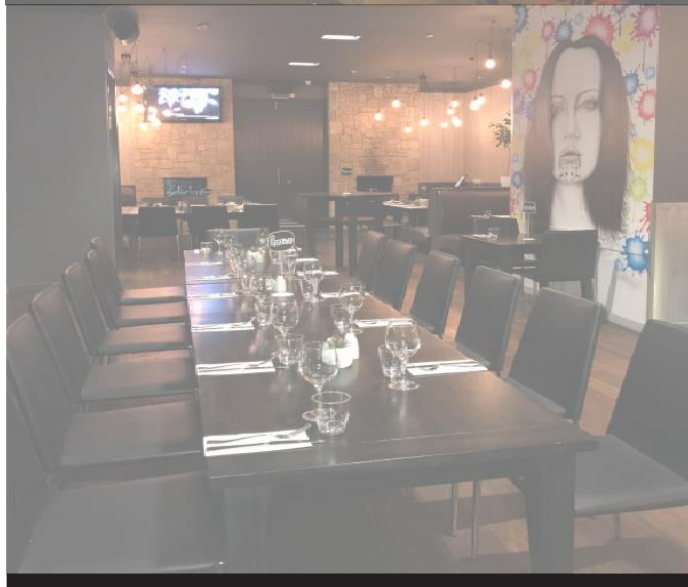
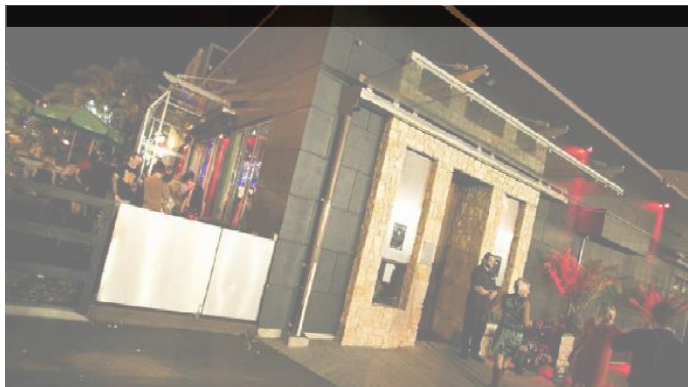
Then imbibe is the perfect function venue to hire with a whopping 300 people capacity for standing drinks & nibbles styled event (cocktail party) and up to 60 people for a set menu dining experience like no other!

Imbibe has the capabilities to host full cocktail styled events with band or Dj capabilities which can include themed environments for dress up parties. Not only does the main bar have the ultimate range of beverage selections but also an outdoor flow, inside party environment and private areas to really maximise your special occasion!

Where: Imbibe main bar, beer garden & restaurant area
Closed to the public pending negotiable minimum spend and size of your event.

Hosts: 300 people for drinks & nibbles or up to 60 people seated for a personal dining experience .
Private options (closed to the public) or selected areas partitioned off for smaller gatherings.

Minimum spend negotiable.



BEVERAGES

When hosting a function there are three options to consider for how you would like us to operate the bar during your event.

CASH BAR: All guests pay for their own drinks.

OPEN BAR: You as the organiser/host decide how much money you would like to be placed on the bar tab to cover the full cost of the guests drinks. It could be a \$500 bar tab or \$5000 bar tab, it's your choice.

The tab can be limited to just soft drinks, tap beers & house wines or can be opened up to include house spirits, bottled beers, RTD's, premium spirits, premium wines, sparkling wines, cocktails etc.

Basically you decide what beverage selections are included under the open bar tab.

For example some clients may decide to cover soft drinks, tap beers, house wines & house spirits in the tab. However all other items must be paid for by the guest should they want something outside of this selection. The bar tender will advise you when you have reached the set limit you have given us for your bar tab. It is then your choice to either increase the bar tab limit or to operate the bar.

SUBSIDISED BAR: A subsidised bar is when the guest is charged part of the beverage cost with the bar tab covering the remaining amount outstanding for the purchase of the beverage.

You as the organiser/host decide how much money you would like to be placed on the bar tab to cover the part cost of the guest's drinks and what selections will be covered in the subsidised bar. E.g. tap beers, house wines, house spirits, RTD's etc. The amount the guests are to be charged must remain the same for all beverage selections chosen.

For example some clients decide to have a \$4 subsidised bar on tap beer, house wine & house spirits. A guest at the event orders a glass of house wine which costs \$8. The guest pays \$4 towards the drink, the outstanding \$4 of the drink is then charged to the bar tab.

Your bar tender will advise you when you have reached the set limit you have given us for your bar tab. It is then your choice to either increase the bar tab limit or to operate the bar as a cash bar... It's that easy.



TERMS & CONDITIONS

GENERAL

All prices listed are correct as of 1st January 2019. All prices listed are inclusive of GST.

DEPOSITS

To confirm your booking a \$250 deposit is required 21 days prior to your event date. Management of Imbibe Bar & Restaurant reserve the right to cancel any booking which has not been confirmed within 21 days of the booking date. Management of Imbibe Bar & Restaurant also reserve the right to decline any booking which may affect the smooth operation of the site, its security or reputation.

PAYMENT

Final payment will be on departure by cash, credit card, eftpos or bank cheque unless Imbibe Bar & Restaurant has approved prior credit facilities. A method of payment must be established prior to the event being held. Where credit is approved, the balance of payment is due by the 20th of the following month. Should the client fail to pay any money to Imbibe Bar & Restaurant on the date upon which it is due or default such payment, and if requested by Imbibe Bar & Restaurant, the client undertakes to pay a late payment fee of 10% per month on any amount outstanding. The client will be responsible for any cost or expense which may incur recovering any overdue amount.

GUARANTEED NUMBERS

A guaranteed minimum number of guests attending for set lunch or dinner services must be confirmed 5 days prior to the event date excluding weekends and public holidays.

This number will constitute the minimum charge for services & must be paid for. Increases in numbers may be accepted after this time where reasonable notification to management is given.

ROOM HIRE CANCELLATION

If notification of cancellation is received less than 15 working days (not including Sat, Sun & Public Holidays) prior to the function date: Cancellation charge of \$500 will apply.

FOOD CANCELLATION

If notification of cancellation is received less than 72 hours (not including Sat, Sun & Public Holidays) prior to the function date: Cancellation charge of the full amount for services requested will be incurred.

AGENCY

Where the organiser is not the client, the organiser warrants that it has the authority to enter this agreement on behalf of the client.

PRICING POLICY

Every endeavour will be made to maintain prices as quoted however prices are based on current costs & may be subject to change without notice to meet increases as they rise.

DAMAGE & INSURANCE

The client is financially responsible for any damage sustained to the premises or equipment by the client, the client's guests, invitees, outside contractors or any other persons attending the event, in any area of the site prior to, during or after the event. Unless management has given prior written consent no item is to be nailed, screwed, stapled or adhered to any wall, door, other surface or part of the building. Imbibe Bar & Restaurant will take every care but no responsibility for the loss or damage of property prior to, during or after the event. Imbibe Bar & Restaurant advises clients to take out their own insurance to cover personal liability. The client will be responsible for the removal of their property after the conclusion of the event, any goods left on site after the event date without prior arrangements will be deemed abandoned. Management of Imbibe Bar & Restaurant also reserve the right to cancel the event if it is believed the event will affect the smooth operation of the complex its security or reputation, it reserves the right to cancel the function without liability at any time either before commencement of the function or during it. Management of Imbibe Bar & Restaurant reserve the right to exclude or remove any objectionable persons from the event or premises without liability at any time during the event. Imbibe Bar & Restaurant reserve the right to refuse entry to any guest who is unable to provide acceptable age identification, who is deemed to be intoxicated or whose general behaviour is otherwise not acceptable.

TERMS & CONDITIONS

SPECIAL CONDITIONS FOR HIRING

A minimum of \$300 is to be spent on food for all events where alcohol is to be supplied.

Imbibe Bar & Restaurant does not allow B.Y.O beverages due to the business being fully licensed.

Imbibe Bar & Restaurant does not permit the use of Yard Glasses or any other vessel or drinking challenges that may contravene our liquor license.

The Bar will close no later than 1am Sunday to Wednesday and no later than 1am Thursday to Saturday or as per the conditions of our liquor license.

All music must be kept to a level within Tauranga Council guide lines and is of a genre that is acceptable to Imbibe Bar & Restaurant Management.

All children under 18 must be off site by 9.30pm.

A booking fee will be charged if the client fails to meet the agreed minimum spend requirement for a function. The booking fee will be an amount required to make the total bill meet the minimum spend requirement.

Imbibe will serve food at the agreed time made. Host will be responsible for guest delays and if changes are required on the evening You MUST INFORM THE DUTY MANAGER. We will happily amend changes however delays may occur to accommodate with restaurant bookings.

CIRCUMSTANCES BEYOND THE CONTROL OF IMBIBE BAR & RESTAURANT

Where matters beyond the reasonable control of Imbibe Bar & Restaurant impairs or prevents the business being able to perform its obligations under the terms & conditions of the event, the client releases Imbibe Bar & Restaurant from any liability or loss incidental or consequential matters.