

Private Event Booking Terms and Conditions

Please review these terms carefully before confirming your private event booking.

1. Minimum Attendance

Private events require a minimum attendance of **50 guests**.

2. Booking Fee/Deposit and Cancellations

A booking fee/deposit equal to **30% of the total agreed price of the event** is required to secure the booking.

The booking fee must be paid within seven days of the booking being provisionally accepted. If payment is not received within this period, the requested date and times will be released and made available for other customers to book.

The booking is not confirmed until the booking fee has been received by The Common Room. Once paid, the booking fee will be deducted from the total amount owing for the event.

If the event organiser cancels the booking, the following cancellation terms will apply:

- **Within two weeks of the event:** The booking fee/deposit will be forfeited and is non-refundable.

3. Venue Hire Fee

If the minimum attendance requirement is not met, an additional venue hire fee will apply. The amount will be confirmed before the booking is accepted.

4. Venue Security

Professional security is required for all private events and will be arranged and provided by The Common Room.

The event organiser is responsible for covering the cost of security at a rate of **\$60 plus GST per security guard, per hour**.

A minimum of two security guards is required for every private event. Additional security guards may be required depending on the number of guests, the nature of the event and any other relevant safety or licensing considerations.

The Common Room will determine the final number of security guards required.

5. Exclusive Venue Use

During a private event, The Common Room will be closed to the general public and will operate exclusively for the booked function.

6. Strictly No BYO Beverages or Food

To comply with the conditions and responsibilities of The Common Room's liquor licence, the venue operates a strict no-BYO beverage policy. Guests must not bring alcohol or other beverages onto the premises.

All drinks consumed at the venue must be purchased from The Common Room bar. Anyone found bringing in or consuming a drink that was not purchased from the bar will be required to leave the venue.

Outside food is also not permitted, with the exception of celebration cakes.

Catering can be provided by The Common Room and tailored to suit your agreed budget. Please discuss your catering requirements with us before the event.

The event organiser is responsible for informing all invited guests of these conditions before the event.

7. Guest Behaviour

All guests must behave respectfully towards The Common Room's bar staff, venue staff, management, security team and other guests.

Abusive, threatening, intimidating, aggressive, discriminatory or otherwise disrespectful behaviour will not be tolerated.

Anyone engaging in unacceptable behaviour will be asked to leave the venue and must comply with all reasonable directions given by venue management or security.

The event organiser is responsible for ensuring that all invited guests are made aware of these behavioural expectations before attending.

8. Damage to Property and the Venue

The event organiser is responsible for any damage caused to the venue, its property, fixtures, fittings or equipment by the organiser, their guests, contractors or any other person attending the event.

This includes, but is not limited to, damage to the sound system, lighting equipment, furniture, toilets, glassware, decorations and any other venue equipment or property.

The event organiser will be required to cover all reasonable costs associated with cleaning, repairing or replacing damaged property. This does not include reasonable wear and tear.

9. Gang Insignia and Affiliation Policy

Consistent with the principles and requirements of New Zealand's **Gangs Act 2024**, The Common Room has a strict policy prohibiting gang colours, patches, insignia, signs, slogans and any other visible displays of gang affiliation.

Regardless of whether a particular area or private function falls within the Act's definition of a public place, this venue policy applies at all times throughout the premises.

Any person displaying prohibited items or engaging in gang-related gestures, signs, language, intimidation or other gang-affiliated behaviour will be refused entry or removed from the venue by security.

The event organiser is responsible for ensuring that all invited guests are made aware of this policy before attending.

By paying the booking fee/deposit, the event organiser confirms that they have read, understood and agreed to these terms and conditions.

Kind regards,

The Common Room

227 Heretaunga Street East

Hastings