



Thank you for thinking about hosting your important day, work function or family get together at Papa Mo's.

This function pack is here to help make the booking process as straight forward and easy as possible. It will outline the basics of what we can offer to you, our guest, as well as the T&C's of hosting an event with us. This is just an outline though and we recommend that a time is made for us to sit down together and go through all the details of what you would like to achieve and what we can offer to help make it a reality!

Here at Papa Mo's bringing people together for some serious fun is our number one goal. With that in mind we hope to provide you with packages that suit your budget and style of event! Our passionate chefs create wonderful platters & meals to suit any occasion. We specialise in catering for all types of diets; gluten-free and vegan options and believe that only the best will do! If there is something special on our menu that you don't see below, let us know, and we will do our best to make it happen for you! We also offer a wide variety of drinks options. We have both craft and popular beers and ciders on tap, a wide range of wines to suit any budget, champagne for that special occasion and some delicious cocktails created by our expert bar crew.



Function Spaces

Horizon Bar – Our main function space. This upstairs area has it's own fully serviced bar, toilets and fantastic deck area with magnificent views of both the ocean and the Pap Hills. Perfect for large private drinks and nibbles functions. Max capacity of 100 people. 100 people is our legal capacity so when needed a head count will be taken.

For fully private hire of this space we have the following minimum spend requirements.

Friday/Saturday/Sunday Half Day (10am-4pm or 5pm – 1am)

February 1st – October 31st Minimum spend \$2,000

November 1st – January 31st Minimum spend \$3,000

Monday – Thursday Half Day (11am-4pm or 5pm – 1am)

No minimum spend all year.

This area can also be roped off for smaller events where the whole space is not required. There is a room hire charge for this dependant on the amount of space required and the date of the function.

Restaurant – Our main dining area. This space is perfect for a long lunch function or a dinner from one of delicious set menus. This space has a maximum seated capacity of 80 people.

Neptune's Bar - Our downstairs bar area is perfect for small gatherings looking for a few tables to relax at and enjoy a few drinks and nibbles with family or friends. It also provides the perfect spot to watch live sport in.

Gun Deck - Our downstairs outdoor dining area. This is perfect spot especially during the summer for families with young children as they can play in our games corner while you enjoy a meal or a few drinks and nibbles in the sun.

Menus

We have plenty of different menu options to meet the needs of your function. Our menus will be attached for you look over and choose what will best suit you and your guests. We will always do our best to be able to cater to any specific dietary requirements but we do need at least two weeks notice on any menu alterations.



Beverages

When hosting a function there are two 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.

BAR TAB – this can be a full open bar, limited to certain products or a subsidised tab. A subsidised tab is only available for events under 80 pax.

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/ciders & house wines or can be opened up to include house spirits, bottled beers, premium spirits, premium wines, sparkling wines etc.

You basically decide what beverage selections are included under the 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 a cash bar for your guests.



Entertainment & Media

This is a big part of what makes a successful function or event so we will always do our best to provide on this front to the best of our abilities.

Playlists – We are happy for you to create Spotify Playlists for your event to make the music more personal. We do ask though that the music be respectful still as other guests in the building will be able to hear it. We also ask that the playlist be loaded onto a device that can be left at the bar and that once on it is left to play. No one likes a ½ song DJ who skips through songs all night!

Live Music – You are more than welcome to a live musician at your event. There are some limits to this though due to our noise restriction in place from Tauranga Council. Musician must be solo acoustic or two piece (no percussion). The latest they can play is 10pm. We will control their volume to make sure they stay within our Council restrictions. If you would like we can book a musician for you at your cost. We do require 4 weeks notice to be able to do this.

Media – If you have a sideshow or presentation you would like to use during your event our large screen TV is perfect for this. Computers can be connected using a HDMI cord and projected onto the TV screen for all your guests to see.

The basic requirements, for hosting an event at Papa Mo's, are designed to be simple and easy for you. Here are our 6 basic stipulations.

1. A minimum spend of \$250 on our finger food menu when alcohol is also provided.
2. A minimum total spend across food and drink.
3. A bond of \$250 is required to lock in your event date.
4. Function room contract signed with deposit.
5. Adherence to our liquor licencing conditions. This includes noise and when minors can be on the premise.
6. A credit card needs to be provided on the night, which is kept behind the bar and given back at the end of your function.

Basically Papa Mo's 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 and providing candles, umbrellas, heating, television and media facilities, bar staff and a team to present your platters and/or meals.

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



Our goal for every function is to provide an amazing and easy experience for you and your guests. All requests will be taken into consideration to help you and your guests have some serious fun with us here at Papa Mo's!

GENERAL TERMS & CONDITIONS – No one likes the short & curlies....

DEPOSITS

To confirm your booking a \$250 deposit is required 21 days prior to your event date or at time of booking. Management of Papa Mo's reserve the right to cancel any booking which has not been confirmed within 21 days of the booking date. Management of Papa Mo's also reserve the right to decline any booking which may affect the smooth operation of the site, its security or reputation. The \$250 deposit will be refunded after the event.

PAYMENT

Payment will be on departure by cash, credit card, eftpos or bank cheque unless Papa Mo's 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 within 5 working days of the event. Should the client fail to pay any money to Papa Mo's on the date upon which it is due or default such payment, and if requested by Papa Mo's, 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.

If paying on departure we require a credit card upon arrival at the event, which will be returned at the end once the payment has been taken.

FINAL GUARANTEED NUMBERS

A guaranteed minimum number of guests attending for set lunch or dinner services must be confirmed 3 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 prior to the function date the deposit will not be refunded (not including Sat, Sun & public Holidays).

If notification of cancellation is received less than 5 days prior to the function date there will be a cancellation charge of \$500 incurred.



If notification of cancellation is received less than 72 hours (not including Sat, Sun & public Holidays) prior to the function date there will be a 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. Papa Mo's will take every care but no responsibility for the loss or damage of property prior to, during or after the event. Papa Mo's 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 Papa Mo's also reserves 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 Papa Mo's reserve the right to exclude or remove any objectionable persons from the event or premises without liability at any time during the event. Papa Mo's 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.

DECORATIONS

The space is yours to decorate how you wish. However, we ask that nothing is put up or used that will damage the interior or exterior of the venue. In the event that there is confetti/glitter used and it stains the table or there is a large clean up time, this will be deducted from the \$250 deposit that you have paid to secure the venue.

CIRCUMSTANCES BEYOND THE CONTROL OF PAPA MO'S BAR & RESTAURANT

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



SPECIAL HIRING CONDITIONS

A minimum of \$250 is to be spent, where alcohol is to be supplied, on food for all events at Papa Mo's due to the business being fully licensed.

BYO beverages - Papa Mo's does not allow due to the business being fully licensed.

The Bar will close no later than 1am 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 Papa Mo's Management.

All guests must be off of the Horizon Deck by 10pm due to noise restrictions by Tauranga Council. After 10 pm out interior stairs are the only stairs to be used.

All children under 16 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.

Papa Mo's 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.

I agree to all the above terms and conditions of hosting a function at Papa Mo's

Name: _____ **Signed:** _____.

Date: ____ / ____ / ____.

