



# Papatoetoe Cosmopolitan Club

# Function Pack

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WEDDINGS | BIRTHDAYS | CELEBRATIONS | FUNERALS  
| CORPORATE EVENTS | SOCIAL GET TOGETHERS |

# TERMS & CONDITIONS

To assist us in the success of your function we would appreciate your attention to the following items,

## Hireage costs

\*Cost includes: Room Hire, linen hire (table clothes)

**Bond of \$300 is required to secure the date of your function**

ROOM	MEMBERS	NON - MEMBERS
BOND	\$300	\$300
Cleaning	\$100	\$100
Lounge Bar (220 max capacity)	\$500	\$600
Restaurant (100 max capacity)	\$300	\$400
Lounge Bar & Restaurant (320 max capacity)	\$700	\$800
Board Room	\$100	\$200

## Special License

- All functions require a special license. The council fees must be paid at least three weeks prior to ensure we can obtain a special license for your function.
- It is a condition of the Special license issued by the council that Security is present for 21st Birthdays. (Please refer to Security section)

Number of people	Amount \$
100 or less	\$65
100 or more	\$210

## Confirmation of Event

- To confirm your booking, you must pay the license fee and bond – provided there is no damage or extra cleaning, your bond will be refunded.
- You must return a signed copy of these terms and conditions within ten (10) working days of placing a reservation. Prior to receiving confirmation, the reservation will be viewed as a pencil booking.
- Pencil bookings – if you make a pencil booking, we will contact you for confirmation before making any other booking for that date.

## Catering

- For health and safety reasons, all catering must be provided by the Club. Our Head Chef, Vinesh, has a full range of menu options available for you to select from. If you have any further enquiries about catering, please contact Vinesh (Head Chef) 021-022-82128 or Jenny (Functions Manager) 021-169-4622.
- The menus in this pack are only suggestions. We specialize in creating a menu to suit your budget and/or dietary requirements.
- The food will be available for a maximum of 2 hours before the kitchen team start clearing the buffet – you will need to confirm this time with the chef 3 days prior to the function date.
- Children between the ages of 5-12 are half price.

## Bar

- Bar opening and closing times are 11am-12:30am
- You and your guests need to vacate the premises half an hour after the bar closes.
- Bar tabs - You can select drinks from our drinks' menu, and the amount you would like to spend. For example, "I want a \$40 tab just for Beer." Once the tab limit has been reached your guests must purchase their own drinks.
- Any amount overpaid (e.g., bar tab in advance) will be processed and refunded.

## Decorating

- The room can be decorated. Please do not use staples or pins on the walls. The club will provide tablecloths, but you may set the rest of the room as you wish. Decorations can be arranged for you at an extra cost. Depending on the requirements for decorations, we can decorate for you. Prices start from \$200.

## Function Room Hire

- It is agreed that the event will commence at the scheduled time and the function room allocated for the event will be vacated at the nominated time.
- Room hire charges, if applicable, are subject to the date and time required, number of guests in attendance and overall catering requirements.
- Papatoetoe Cosmopolitan Club reserves the right to review room hire charges should the nature or substance of the function be amended by the client after confirmation of the booking.

## Final Payment

- Full payment must be made in advance to Papatoetoe Cosmopolitan Club three (3) working days prior to the function date, based on the minimum guaranteed numbers at this time.
- Additional charges may subsequently be incurred (e.g., extra guests in attendance) and will be payable to Papatoetoe Cosmopolitan Club on demand.

# Cancellation of the Event

- Deposits will not be refunded if a cancellation is received less than one (1) week prior to the date of the booking.

## Function Details

- You are required to provide particulars of your event, any cancellations, changes or additions in writing.
- To ensure your requirements are met, all final details of the event, including the expected number of attendees, duration of the event, menu, beverages, entertainment, audio visual equipment, room set up etc., must be confirmed in writing by the client representative three (3) working days prior to the event.

## Security

- The standard ratio of security guards to guests is based on one guard per 100 guests. Papatoetoe Cosmopolitan Club will arrange this on your behalf.
- Papatoetoe Cosmopolitan Club reserves the right to determine the security required to be present for any function to increase and decrease the standard ratio accordingly. All charges for security shall be the client account.

## Papatoetoe Cosmopolitan Club Damages/Insurance

- Should the fire brigade respond to an alarm caused by unauthorized use of special effects or a false alarm due to interference with alarm call points, or any other negligent action by any person in attendance or otherwise engaged on behalf or at the invitation of the client, the client will be liable for any charges incurred by Papatoetoe Cosmopolitan Club.
- The client is liable to reimburse Papatoetoe Cosmopolitan Club to the cost to remedy any damage to premises and/or equipment, or for any other loss due to theft or any other reason, caused by any person in attendance or otherwise engaged on behalf or at the invitation of the client. This applies to the room reserved and to any other part of Papatoetoe Cosmopolitan Club accessed prior to, during, or after the event.
- Nothing is to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of the building unless approval has been given by management.
- If Papatoetoe Cosmopolitan Club has reason to believe that the event will affect the smooth running of its operating activities, its security or reputation, of the security of individuals, we reserve the right to cancel and/or shut down the event, either before commencement of the event or at any time during the event, without liability or recourse.
- Papatoetoe Cosmopolitan Club reserves the right to at any time during the event to refuse to serve alcohol to any person deemed to be intoxicated, and to exclude from the event any person, considered in our sole opinion to be acting unsuitably or inappropriately, and if necessary to remove the person from the premises, without liability or recourse.

## Client Responsibility

- The client will conduct their function in an orderly manner, in full compliance with all applicable laws and the instructions of Papatoetoe Cosmopolitan Club personnel, ensuring minimal disruption to other quests and patrons of Papatoetoe Cosmopolitan Club.
- No food or alcohol can be removed from the function area.
- General cleaning is included in the cost of the room hire. Additional charges may apply in instances where an event has created cleaning requirements that are considered to be over and above normal cleaning.
- Gifts containing Alcohol will NOT be allowed into the Venue. You may leave these with the Reception Staff and collect them at the end of the function. It would be best to advise guests not to bring alcohol as gifts.

## Audio Visual/Internet Access

- We do offer the use of – Portable Bluetooth Speaker System, Projector, Laptop and Microphones. The client is responsible for and liable for any damage that may occur before/during or after the function to this equipment.

## Health and Safety

- In accordance with the Health and Safety at Work Act 2015 and the Papatoetoe Cosmopolitan Clubs Health and Safety Policy, visitors and their guests must obey all reasonable instructions and signs whilst on site and ensure that their actions do not create hazards to people or property. The following should be especially noted:
- All fire and emergency exits are to be always kept clear.
- On hearing an alarm, please leave the building by the nearest fire exit, assemble at the area designated on the fire notice at the lounge exit door await further instructions.
- Smoke stop doors are to be kept closed at all times, except when attended to by a doorperson.
- Smoking is allowed outside, only in designated areas.

## Variation

- Any variation, amendment, or modification of these terms and conditions shall only be binding where committed to in writing and executed by both parties.

I have read understood & agree to the terms and conditions as set out in this contract :

Signed .....

Date .....

# Menu 1

\$45 per person

Freshly baked dinner rolls with butter

## SALADS

Chicken and pasta salad

Garden salad with honey mustard dressing

## FROM THE CARVERY

Roast pork served with applesauce and demi glaze

## HOT SELECTION

Roast potato with garlic and herb

Seasonal vegetables

Butter chicken

Steamed rice

## DESSERT

Fruit salad

Carrot cake

Ice cream

Tea selection and freshly brewed coffee

*All food must be consumed on site at the time of the function.*

Vegetarian dish available upon request

# Menu 2

\$55 per person

Freshly baked dinner rolls with butter

## SALADS

Potato and egg salad

Garden salad with honey mustard dressing

Thai chicken noodle salad

## FROM THE CARVERY

Roast beef served with mustard rosemary crust as well as horseradish and demi glaze

## HOT SELECTION

Parmesan cheese roast potato

Seasonal medley vegetables

Sweet and sour chicken

Mini fish bites

Jasmine rice

## DESSERT

Fruit salad

Cheesecake

Ice Cream

Tea selection and freshly brewed coffee

*All food must be consumed on site at the time of the function.*

Vegetarian dish available upon request



# Menu 3

\$60 per person

Freshly baked dinner rolls with butter

## SALADS

Thai pumpkin green salad

Garden Salad

Seafood salad in cocktail sauce

## FROM THE CARVERY

Roast pork or ham served with  
applesauce, mustard and gravy

## Hot Selection

Trio of roast potato, pumpkin and kumara

Seasonal medley vegetables

Moroccan roast chicken breast

Mongolian lamb

Jasmine rice

## DESSERT

Fruit salad

cheesecake

Pavlova with fresh berries and kiwi fruit

Tea selection and freshly brewed coffee

*All food must be consumed on site at the time of  
the function.*

Vegetarian dish available upon request

# BEER

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	PINT	JUG
<b>TAP BEER</b>		
Speights Mid Ale	8.00	15.00
Speights Gold	8.00	15.00
Speights Old Dark	8.00	15.00
Speights Summit Ultra	8.50	16.00
DB Draught	8.00	15.00
DB Export Gold	8.00	15.00
DB Export 33	8.50	16.00
DB Export Ultra	8.50	16.00
Lion Red	8.00	15.00
Fortune Favours Hazy	9.50	-
Fortune Favours Pilsner	9.50	-

<b>BOTTLED BEER</b>	Per BOTTLE
Heineken	9.00
Heineken Light	7.00
Heineken Zero	6.50
Steinlager	8.00
Export Citrus	6.50
Export 33	8.00
Corona	9.00
Speights Summit Ultra	8.50
Pure Blonde	8.00
Kilkenny	8.00
Guinness	10.00

# WINE

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Glass    Bottle

## SPARKLING

Lindauer Brut (200ml)		11.50
Jacobs Creek Moscato (750ml)		22.50

## SAUVIGNON BLANC

Kopiko Bay	8.00	27.00
Baby Doll (Marlborough)	8.50	32.50
Wither Hills Early Light (Low Alcohol)	9.00	35.00

## CHARDONNAY

Kopiko Bay	8.00	27.00
Baby Doll	8.50	32.50

## PINOT GRIS

Kopiko Bay	8.00	27.00
Baby Doll (Marlborough)	8.50	32.50

## ROSE

Baby Doll (Marlborough)	8.50	32.50
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## PINOT NOIR

Mud House	9.50	41.50
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## CABERNET SAUVIGION

McGuigan Black Label (Australia)	8.00	27.00
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## MERLOT

McGuigan Black Label (Australia)	8.00	27.00
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## SHIRAZ

McGuigan Black Label (Australia)	8.00	27.00
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## CIDER

Isaacs Cider	7.50
Rekorderlig	12.00

## RTD'S

Jim Beam	10.00
Woodstock	9.00
Jack Daniels	11.00
Jim Beam	10.00
Coruba & Cola	9.50
Canadian Club & Dry	11.00
Gordons Gin & Tonic	8.50
Gordons Pink Gin & Soda	9.00
Long White	8.50
Smirnoff Ice	8.50

## NON ALCOHOLIC

	GLASS	JUG
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Juice (Orange, Apple, Cranberry & Pineapple)	5.00	7.50
Soft Drink (Coke, Coke Zero, Fanta, Sprite, L&P & Gingerbeer)	3.50	7.50
Cans (Coke, Coke Zero, Sprite & Sprite Zero)		3.50
Redbull		6.00
Bundaberg Gingerbeer (Diet)		4.50



# Client References

"Thank you for organizing everything for my daughter's 21st Birthday celebration on 17/04/2021. Everything was done so professionally. This indeed was a memorable moment for us" - **Sashi Prasad**

"Everything exceeded my expectations and everyone enjoyed Saturday evening. I have to say that your staff was awesome and I was impressed with the constant communication from all. The chef was amazing with food, communication, and reassurance throughout the night. We were all very happy with the quality and volume of food" - **Tuaiti Taiaiti**

"Thank you and the Club for allowing us to have our function in one of the best function rooms we have ever hired. Everything was perfect on the day of our daughter's celebration. Vinesh is a STAR, he catered and hosted my guests with great food and warm welcoming hospitality. All my guests couldn't stop talking about how delicious the food was. We will definitely keep the Papatoetoe Cosmopolitan Club on our top list for hiring in the future." - **Jenny Palalagi - Taulagaono**

"Just wanted to say thank you for all your help in assisting with what turned out to be an awesome day for William & Daphne. We have had many compliments on the venue and the food was outstanding. Please pass our thanks and appreciation to the staff member at reception, Jenny and her staff, and Vinesh and his lovely team for the scrumptious food. Thank you Jenny for helping ensure the day ran smoothly and for supplying us with what we needed and for coming in on the day to make sure everything went well" - **Vanessa Wolfram**

"We had a great night and everybody was impressed with the venue and many comments were made on how lovely the meals were. We would like to thank you and your staff for making it so enjoyable and especially Vinesh for the lovely food" - **Heather and Family**

"Our group has enjoyed a Christmas Luncheon at your Club. I had many members tell me how superb the meal and setting was for our end-of-year celebration. The members enjoyed being separate from the rest of the venue and the outlook through the windows gave us a pleasing airiness to the venue. Vinesh planned the ideal meal that covered aspects of Christmas fare. Please give our thanks to Vinesh and his team of helpers"  
- **Dave Selby, President, Papatoetoe**



# Support our Club

- Feel free to tag us in your photos on our Instagram and Facebook page: @papatoetoeclub
- We would appreciate your review on Google and Facebook.
- Check out our website ([www.papcossie.co.nz](http://www.papcossie.co.nz)) for more updates!

