

Please complete the details below and send this form to Pine Harbour via mail (PO Box 57, Beachlands, Auckland), fax (09 536 5610) or email (office@pineharbour.co.nz). For more information call 09 536 4720.

Applicant's Details

Full Name

Address Street address or PO Box number
Town / City

Contact Number/s Day
Mobile

Event Organiser Contact Name
Email Address

Event Details Date of Event
Start Time
Type of Event

Preferred Site/s The Green [1] [2] [3] The Promenade The Boulevard

Number of Guests Attending

Liability Insurance Policy Number
(not applicable if function is held in the Gateway Café)

Deposit Enclosed \$

Total Cost \$

Terms and Conditions

- The event organiser agrees to respect the property of Pine Harbour Marina and be responsible for any damage caused as a result of their event.
- The event organiser agrees to ensure that any rubbish or mess that is caused by their event is cleaned up within a reasonable timeframe of the event.
- You may not consume alcoholic beverages within the Marina, except on licensed premises.
- All event advertising must be signed off by Pine Harbour. Call us on 09 536 4720 or email office@pineharbour.co.nz.
- Cancellations – your deposit will be refunded if you cancel your event 30 days or more before the scheduled event date. If your event is cancelled within 30 days, you will forfeit your deposit.
- Wet weather arrangements – should your event be postponed due to bad weather, you can book another available date. Please note there will be no refund of your deposit if you cancel your event.
- Catering – we have two catering choices at Pine Harbour. Unfortunately you cannot use your own caterer for a Pine Harbour event (unless by prior arrangement with Pine Harbour management).
- You must make a 25% deposit to secure your booking.
- You must take out liability insurance to cover you in the event of damage to boats or other marina equipment as a result of your event. The insurance policy number will be required to confirm your booking.
- Our event areas are all in public spaces – so while you can block your area off, you cannot stop the public from using the surrounding areas.
- Pine Harbour does not supply security for your events (see the 'suggested suppliers' section for security contacts in the area).
- Pine Harbour has limited toilet facilities available if you are using The Green or The Boulevard. For events in other spaces or for those with more than 40 people, additional toilet facilities will need to be provided.

I/we agree to the terms and conditions set out above by Pine Harbour regarding the above event booking.

Signed Date