



Social Functions - Application Form

834 Wright Road, RD4, Katikati
 E-mail info@aongateteoec.co.nz
www.aongateteoec.co.nz

Please note that this is not a booking form.
 All Social Functions are now only accepted through an application process

Contact Name				
Overall Purpose of Visit				
Estimated Numbers	Accommodation (not more than 92 total)		Day Visitors	
Adults				
Children				
Requested arrival date	Date		Time (am/pm)	
Requested departure date	Date		Time (am/pm)	
Will alcohol be consumed at his function?				
Contact Person phone number				
Postal address * (Required)				
Email address of Contact Person				

Terms and Conditions to Qualify for a Social Booking at Aongatete Outdoor Education Centre (A.O.E.C.)

1. Application Process, Rates, Payment & Cancellations:

- To be able to book the Aongatete Outdoor Education Centre for a Social Booking, an application process is necessary. A **completed application form** must be sent to info@aongateteoec.co.nz at least 12 weeks prior to the planned occupation. Once received, your application will go to the Board for consideration. We reserve the right to decline any application that does not comply with our Policies and Terms & Conditions. A site visit and meeting with the AOEC manager is required.
- Once your application has been accepted - we will issue you with an invoice for a **\$500 Deposit**. Once your deposit has been paid, your booking is confirmed. Your deposit will be refunded after your departure.
- **Rates:** There is a minimum charge of **\$2000** to hire the centre for a weekend from 3pm Friday - 2pm Sunday unless otherwise agreed. Rates are inclusive of 15% GST. Final charges are dependent on the numbers of people attending during your stay and are based on \$30/adult/night and \$15/child/night and will be discussed and finalised at the site visit.
- **Public Holiday Surcharge:** If your booking dates includes a Public Holiday, a \$150 Public Holiday Surcharge is applicable, if you arrive or depart on the Public Holiday or if you require any instructors for this day.
- **Payment** by direct credit for occupation must be made **14 days before** your finalised booking.
- **We do not accept 21st Birthday Celebrations.**
- **Cancellation:** Your Deposit is not refundable if a booking is cancelled less than 3 months of intended occupation. For Public holiday weekends and official NZ school holiday weekends the cancellation period is 6 months. If cancellation is made less than 2 months of booked dates, our minimum night fee of \$2000 per night booked is payable unless we are able to rebook those dates.
- **Covid19 Cancellations:** If your booking can't proceed due to COVID19 **government restrictions and mandates**, we are happy to transfer your booking to another possible date or refund your deposit.
- If COVID19 Community transmission is present, there will be an additional \$150 COVID Sanitation Fee per booking.

2. Alcohol Consumption

- If alcohol will be consumed during your stay, please note that we have a **Responsible Alcohol Consumption Policy**. (see our Alcohol Management Guidelines below)
- **A Pre-event orientation is compulsory for any bookings where alcohol is likely to be consumed.**
- Depending on the size of your function, **you will need to at least one designated adult on site who assumes responsibility for managing and controlling the consumption of alcohol during your visit.** You may require to have a Licenced Duty Manager for your function. This will be discussed with you at your pre-event orientation.

3. Arrival

- Arrival of the key person is no later than 3pm on the Friday unless otherwise agreed.

4. During your Stay

- Pets are **not permitted**.
- Open fires, brasseries or fire works are **not permitted** on DOC land or on lodge grounds.
- Firearms are **not permitted** on the property.
- Smoking is not permitted inside any buildings.
- **The Responsible Alcohol Consumption Policy must be adhered to during occupation.**

5. Departure

- It's is the responsibility of the occupant to remove all their rubbish on departure.
- We recommend that you book a Departure Clean as the refund of your deposit is depended upon the facilities being left as you found them. Please discuss this option with our manager when you come for a site visit.

6. Damages and breakages

- We reserve the right to pass on any costs of damages and breakages during your stay. The Occupier will indemnify the A.O.E.C against all loss or damage resulting from damage to property or injury to persons occurring on A.O.E.C property during occupancy. The occupier shall recompense the A.O.E.C. for all expenses incurred, in making good, any damage resulting from their occupancy.

Alcohol Management Guidelines

Please note that Aongatete Outdoor Education Centre has a **“Responsible Alcohol Consumption Policy”** and that it is your responsibility to ensure that your group members adhere to this. Failing to comply with this policy, will result in an immediate shut down of the event and termination of your occupation/booking.

You, as the person who booked AOEC facilities and is hosting the event, holds ultimate responsibility for:

- the health & safety of your guests and any visitors
- the health & safety of others that may be impacted by the behaviour of your guests
- any damages that occur due to the event and by the people attending your event
- Any adverse environmental impacts that occur as a result of the event

It is your obligation to be a Responsible Host

There's a lot to think about when hosting a private event at AOEC. If you're hosting an event or a celebration at Aongatete Outdoor Education Centre and you're serving alcohol, or have asked people to bring alcohol with them, here are some easy tips and ideas to make sure that you fulfil your responsibilities, and everyone has fun without drinking too much.

Organise, plan and prepare

Nail down the details beforehand and involve other trusted members or friends of your group. Consider going alcohol-free, especially if young people are invited.

Set your expectations in advance

Be clear what you're inviting people over for. Think about who you're inviting. If you know there are some people that are likely to drink too much, talk to them in advance and put things in place to keep them sober and safe. Let guests know that AOEC has a “Responsible Alcohol Consumption Policy”, what to expect and limit the amount of alcohol they can bring per person.

Set an end time

Make a specific time for the celebration to end and to cease alcohol consumption. **This must be on or before 12am and must be clearly displayed.** The AOEC Manager must be informed of this. You are responsible that you stick to it. Tell your guests so everyone knows.

Don't host your celebration/event alone

Ask family members or friends to help keep everything fun and in control.

Appoint one Responsible Person (bartender) plus 5 further (sober) people to ensure everything goes to plan

Consider having one person serve the drinks and keep an eye on things rather than a free-for-all. BYO Alcohol must be kept in one place and is available from the “Responsible Person” you assigned. This will make it more manageable to control how much alcohol individuals consume. **Make sure the bartender and other people appointed are responsible and are willing and able to intervene when someone has had enough.**

Names, Drivers License & Mobile Number of these people must be provided and clearly displayed at the Safety Station at the Lodge.

Plan to do things other than eat and drink

Plan entertainment or activities to get people up out of their chairs and talking and laughing. But don't mix alcohol with any potentially dangerous activities.

Provide substantial food

Whenever you're providing or allowing alcohol, provide food that stays in the stomach longer and takes time to digest, like bread, pasta, potatoes, meat and cheese. These foods will slow down how fast alcohol is absorbed into the blood. Make sure there is plenty available and keep passing it around. And remember to have some vegetarian options too. Ask people to bring a plate so you don't have to provide it all yourself. Try to avoid overly salty food that make people thirstier.

Know what a standard drink is - This is AOEC's Responsible Alcohol Consumption Guide

On a single occasion of drinking, no one person should drink more than:

- **four** standard drinks **for women** on any **single occasion**
- **five** standard drinks for men on any single occasion.
- The above advice is based on 'standard drinks'. A standard drink contains 10g of alcohol. A common serve or pour of an alcoholic beverage is often more than standard drink. [Find out more about standard drinks.](#)

Serve more interesting non-alcoholic drinks

Some people may only want to drink non-alcoholic drinks or to alternate their alcoholic drinks with non-alcoholic drinks. Be creative. People will often really enjoy something like a grapefruit juice and tonic with a chunk of mint in it.

Provide water

Place carafes or jugs of water and glasses in visible spots and keep them topped up. You might be surprised how much water your guests drink, when it's available. Circulate with refills of water and non-alcoholic drinks - not just alcoholic drinks.

No Spirits including RTD's are allowed

Beer, Wine and Cider only!

Serve cocktails in a punch bowl

Keep cocktails light in alcohol or leave the alcohol out. No-one really knows how much, or how little, alcohol you've put in.

Offer lower strength alcoholic drinks

Low-strength beer and lower strength wines are increasing in popularity. Non-alcohol beer is now available too.

Only refill empty glasses

Wait until your guest's glass is empty before you refill it and ask them if they would like another drink first. If someone says no to a refill, don't insist. An empty glass also gives them a chance to have water between drinks.

Don't keep serving your guests until they are drunk

If you see someone getting too tiddly, get them to ease off the alcohol and offer them some food or a non-alcoholic cocktail instead. If you need to talk to guests about slowing down, always treat them with respect to avoid confrontation.

Watch your own drinking

If you're hosting, watch your own alcohol intake so that you can continue to have a great time and keep an eye on everything. If you are hosting and drinking, you **MUST** have at least 5 other Responsible People appointed.

Look after young people

Keep an eye on young people around drinks. Remember young people under 18 years can't be supplied with or bring alcohol unless it is by their parent or legal guardian, or the person supplying has the express consent of their parent or legal guardian. Make sure if you have booked the lodge, that you are aware of this. AOEC Management hold the right to terminate any booking and shut down your event!

Supervise the kids

If young children are going to be there, make sure there's a responsible adult or older person looking out for them, who provide supervision in risk areas ie on the challenge course, keeps them out of the bush/forest and provides them with entertainment. Always remember children watch adults behaviour. They are more likely to do as you do, not as you say.

Push Play

Get out all the lawn games and sports gear for a game of backyard cricket, touch, softball or frisbee. AOEC has many games and activities that can keep everyone entertained.

Look after your guests, don't let your guests drink and drive

Don't let them drive home if they have had too much to drink. Consider taking keys of them. You booked a facility that has accommodation, use it! And keep in mind that offering accommodation is not a license or invitation to drink to excess!

Please note Police has AOEC's Booking Calendar and they do station Patrol cars on or near Wright Road on the evening of the event and in the Morning following the event. Anyone is caught drunk driving and comes from AOEC, will impact if alcohol is allowed at AOEC in the future. It is a privilege not a given!

Think about AOEC neighbours too

Every event and booking at AOEC impacts the neighbours (eg noise, cars traveling to and from event etc). Our neighbours together with council do have the power to cease AOEC from being used for private functions. One person could spoil it for everyone. Please advise your guests of the following:

- to use common sense, courtesy and consideration at all times
- to drive slowly and respectfully
- to minimise cars coming and going after 11pm
- to turn down the base of music after 11pm (noise echoes from the mountains and travels down the valley)

AOEC Management holds the right to patrol facilities at any time and to shut down an event and terminate a booking without notice!

AOEC does not allow any 21st Birthday Parties!