



tides



# CONFERENCE PACK



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## CONFERENCE FACILITIES

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<b>BROOK ROOM</b>		<b>5.5 x 6.2m</b>
Half Day (to/from noon) or Evening: \$250	Full Day: \$315	
<b>Seating</b>		<b>Capacity</b>
Theatre style		20 pax
U shape with tables		14 pax
Boardroom style		14 pax
Banquet style		15 pax
Classroom style rows with tables		14 pax
<b>MAITAI ROOM</b>		<b>5.6 x 8.0m</b>
Half Day (to/from noon) or Evening: \$270	Full Day: \$335	
<b>Seating</b>		<b>Capacity</b>
Theatre style		30 pax
U shape with tables		18 pax
Boardroom style		16 pax
Banquet style		24 pax
Classroom style rows with tables		18 pax
<b>MOANA ROOM (BROOK AND MAITAI ROOMS COMBINED)</b>		<b>14.2 x 5.6m</b>
Half Day (to/from noon) or Evening: \$415	Full Day: \$585	
<b>Seating</b>		<b>Capacity</b>
Theatre style		100 pax
U shape with tables		30 pax
Boardroom style		38 pax
Banquet style		60 pax
Classroom style rows with tables		50 pax
<b>LORENZO ROOM (LOCATED ACROSS THE ROAD AT DELORENZO'S STUDIO APARTMENTS)</b>		<b>6.0 x 6.0m</b>
Half Day (to/from noon) or Evening: \$250	Full Day: \$315	
<b>Seating</b>		<b>Capacity</b>
Theatre style		20 pax
U shape with tables		14 pax
Boardroom style		14 pax
Banquet style		15 pax

**Please note:** Conference room seating / configuration change mid-conference will incur a \$100.00 charge.

**Cancellations** made within 14 days of conference will incur a 25% charge, within 7 days a 50% charge and within 72 hours a 100% charge of total booking including food component. If paying your conference account by credit card a 2% transaction fee applies. We will only charge through invoice if this has been arranged and you have filled out a credit application form. Final pax numbers for catering need to be confirmed two working days before your function or you will get charged for anyone that doesn't turn up that has been confirmed. Conferences in the Lorenzo Room will have their catering provided by Tides Bar and Eatery.

**NO CATERING IS TO BE BROUGHT ONSITE;** all food consumed in our conference rooms is to be provided by Tides Hotel unless written permission has been given by the Events Manager.

**Tides Hotel, Tides Bar & Eatery, and DeLorenzo's Studio Apartments complex are all cigarette and vape free areas – we only allow this out in the main carpark. A \$200 fine will automatically be charged to your account without referral if any conference / function attendees are caught doing so.**

**BROOK ROOM –  
EXAMPLE OF A  
BOARDROOM STYLE SET UP**



**MAITAI ROOM –  
EXAMPLE OF A  
U-SHAPE SET UP**



**LORENZO ROOM –  
EXAMPLE OF A  
U-SHAPE SET UP**





**MOANA ROOM – EXAMPLE OF A THEATRE STYLE SET UP**



**MOANA ROOM – EXAMPLE CABARET STYLE SET UP**

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## **CONFERENCE EQUIPMENT**

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Equipment hire prices per day:

Data Projector and Screen	\$185.00
Projector Screen only	\$15.00
Television and HDMI (60")	\$45.00
Video Conferencing Capsule (inbuilt microphone and camera for zoom meetings to connect to a laptop and screen)	\$95.00
Polycom Phone	\$35.00
Laptop	\$35.00
Wireless Mouse	\$10.00
Wi-Fi	Free
Whiteboard and Markers	\$25.00
Flipchart and Paper	\$25.00
Pad and Pen – as a pair	\$3.00
Portable Speakers and Sound System	\$45.00
Handheld (roaming) Microphone x1	\$50.00
Goose Neck Microphone and Lectern x1	\$60.00
Lectern	\$10.00
Stage 2m x 2m	\$100.00
Round tables (must be used with table cloths)	\$15.00

*We do not generally supply table cloths – if you wish to have table cloths, please let us know in advance. There is a hire charge of \$10.00 ea.*

Note: if you are bringing any of your own equipment, please bring any connection with you if your device doesn't take a standard HDMI or VGA connection directly into it.  
i.e. Mac products or tablets – we do not supply these.

We will set up equipment you have hired through us and are on hand to help with the running of these. Please advise us well in advance of your requirements. As support may not be available on the day if it has not been requested in advance. We will do our best with any last-minute technology requirements but the earlier we know the easier it will be for us to assist with your requirements.

Please note any equipment you bring yourself or hire through a third party – we are not responsible for the set up or running of. If you require equipment above and beyond what we supply please let us know and we can point you in the direction of a supplier however you will need to make contact yourself and you will be responsible for delivery/ pick up and payment of the item(s).

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## ACCOMMODATION

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We have 45 onsite studio rooms or 2 river front suites all with the following:

### **IN-ROOM FACILITIES:**

Air Conditioning / Heat Pump Units  
Refrigerator  
Direct Dial Phone  
Smart Television with 50+ Sky Channels  
Unlimited Wi-Fi  
Tea and Coffee making facilities  
En-suite bathroom with toiletries and a hairdryer  
Iron and ironing board  
Bath robe  
Outdoor table and chairs  
Underfloor heating in the bathroom

### **EXTRA ONSITE FACILITIES:**

24-hour reception  
24-hour room service  
Onsite Tides Bar and Eatery is open for breakfast, lunch and dinner  
Outdoor heated swimming pool available between October and April  
Free off-street parking – works on a first in first served basis, however we can reserve carparks for a small daily fee of \$15 per park  
A free computer for guest use  
Printing and photocopying facilities

### **ADDITIONAL ACCOMMODATION:**

We also have a sister property, Delorenzos Studio Apartments - our 5-star apartment blocks located across the road from us offering 30 fully self-contained studio apartments, all with kitchenettes including a dish drawer and coffee pod machine, washing machine and dryer facilities and all other in-room facilities that Tides Hotel offer.

### **OFFSITE EXTRAS:**

Bike Hire – we have four bikes for hire, Nelson has lots of amazing places to ride in and around town  
Free gym access – offsite – Snap Fitness gym in Gloucester Street  
Nelson City Taxi priority call button

*Located on Nelson's main street we are a 3-minute walk into the main shopping precinct, with movie theatres, museums, art galleries, cafes, restaurants, bars, retail shops and supermarkets all within walking distance.*

*We are situated on the banks of the Maitai River which runs through town – allowing us to have one of the most amazing views from our river front studio rooms and restaurant.*

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## CONFERENCE CATERING

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### MORNING AND AFTERNOON TEA OPTIONS

Percolated Coffee and Herbal / Fruit Tea Selection	\$4.00
Espresso Coffee (maximum 10 people)	\$5.50
Fruit Juice available by the carafe	\$10.00

### SAVOURY ITEMS

Classic Southland Cheese Rolls (Vegetarian)	\$4.00
Freshly baked Savoury Muffins – chefs' choice of the day (Vegetarian on request)	\$4.00
Classic Cheese Scones served with Butter (Vegetarian)	\$4.00
Mini Croissants with Ham and Cheese	\$4.00
Gourmet Savoury Selection (Vegan on request)	\$4.00
Vegetable Frittata (GF) (Vegetarian) (DF on request)	\$4.50
Gourmet Sausage Rolls served with Tomato Sauce	\$4.50
Club Sandwiches (GF on request) (DF on request) (Vegetarian on request)	\$5.00

### SWEET ITEMS

Bliss Balls (GF) (DF) (Vegetarian) (Vegan)	\$2.50
Ginger Crunch	\$3.50
Freshly baked Sweet Muffins – chefs' choice of the day	\$4.00
Old Fashioned Lemonade Scones served with Cream and Jam	\$4.00
Fresh Fruit Skewers (GF) (DF) (Vegetarian) (Vegan)	\$4.00
Selection of Danish Pastries	\$4.00
Berry Friands (GF)	\$5.00

All catering prices are quoted per person and include GST

## LUNCH OPTIONS

**Finger Food Grazing Lunch** \_\_\_\_\_ **choose 4 of the following** \_\_\_\_\_ \$25.00 per person/ Minimum 15pax

**choose 6 of the following** \_\_\_\_\_ \$30.00 per person/ Minimum 15pax

Gourmet Sausage Rolls served with Tomato Sauce

Club Sandwich Selection (GF on request) (DF on request) (Vegetarian on request)

Smoked Fish Croquette Balls served with Aioli

Classic Southland Cheese Rolls (Vegetarian)

Beetroot and Feta Bruschetta (Vegetarian) (GF on request) (DF on request) (Vegan on request)

Sundried Tomato and Olive Tapenade with Buffalo Mozzarella Bruschetta (Vegetarian) (GF on request) (DF on request) (Vegan on request)

Pumpkin, Spinach and Feta Frittata (GF) (Vegetarian) (DF on request)

Panko Crumbed Fish Goujons served with House-made Tartare (DF)

Malaysian Style Chicken Skewers (GF) (DF)

Ginger Crunch

Peanut Butter Brownie

Fresh Fruit Skewers (GF) (DF) (Vegetarian)

**Build Your Own Taco Lunch – select your meat option** \_\_\_\_\_ \$25.00 per person/ Minimum 15pax

Soft Shell Tacos (GF on request)

Your choice of one meat: Pulled Pork | Shredded Beef | Mexican Chicken

Chilli Beans, Sliced Tomato, Shredded Lettuce, Grated Carrot, Grated Cheese, Tomato Salsa, Sour Cream, Hot Sauce, Coriander – fillings subject to daily availability

Fresh Fruit Skewers (GF) (DF) (Vegetarian)

*If you would like to add a second meat option add another \$3.00 per person*

**Working Lunch Plated Option – attendees to choose on the day** \_\_\_\_\_ \$30.00 per person

Seafood Risotto, Lemon, Leek and Dill (GF)

Slow Braised BBQ Beef Short Ribs, Parsnip Puree, Potato Pave, Seasonal Greens, Red Wine Jus (GF)

The Tides Beer Battered Fish, Plank Fries, Side Salad and House-made Tartare (DF) (GF on request – grilled)

Mexican Taco Salad, Chicken, Capsicum, Black Beans, Cos Lettuce, Corn Chips, Lime Sour Cream Dressing (GF) (DF on request)

Masoor Dal Lentil Curry, Fried Tortilla, Jasmine Rice, Mango Chutney (DF) (Vegan) (GF on request)



## Tides Eatery all day Menu – 11am – 5.30pm attendees to choose on the day

### Various prices / Maximum 20pax

<b>Bruschetta per piece</b> (GF on request) onion and bacon marmalade / brie beetroot relish / feta / balsamic reduction (vegan on request) sundried tomato / pesto (GF) (DF on request)	6
<b>Garlic Bread</b> (GF on request)	10
<b>Thai Salmon Fish Cakes</b> spiced lemongrass syrup / cucumber ribbon / vermicelli noodles / citrus and caper salsa (GF) (DF)	22
<b>Chicken and Ginger Dumplings</b> soy chilli coriander dipping sauce	
	½ Dozen for 17
	1 Dozen for 29
<b>BBQ Pulled Beef Tacos (2)</b> lettuce / avocado / red chilli / chipotle mayonnaise fresh lime (DF) (GF on request)	20
<b>Salt and Pepper Prawn Tacos (2)</b> shredded lettuce / coriander / chipotle mayonnaise / avocado / fresh lime (GF on request)	22
<b>Seafood Chowder</b> crusty bread	25
<b>Salt and Pepper Calamari</b> sweet chilli sauce (DF)	20
<b>Mushroom, Basil, Parmesan and Pine nut Arancini</b> green salad / garlic aioli (Vegetarian)	20
<b>Breakfast Burger</b> fried egg / bacon / hash brown / baby spinach / sausage / tomato relish / served with plank fries	24
<b>Coconut Chicken Salad</b> toasted peanuts / coriander / cucumber / mung beans / carrot / spring onion / cos lettuce (GF) (DF)	26
<b>Warm Roast Vegetable Salad</b> kumara / red onion / potato / capsicum / roasted beetroot / spinach leaves / pumpkin seeds / quinoa / feta / pinenuts (GF) (vegetarian) (vegan on request) (DF on request)	26
<b>Open Steak Sandwich</b> tomato / beetroot / relish / minute steak / crumbed onion rings / salad greens / aioli / served on sourdough / with plank fries	26
<b>The Tides Beer Battered Fish</b> plank fries / lemon wedge / house made tartare (DF)	29
<b>Plank Fries</b> garlic aioli (GF on request)	12
<b>Kumara Fries</b> sweet chilli / sour cream (DF on request)	12
<b>Local Cheese Selection</b> cheese selection / spiced pear paste / honey comb / crackers / selection of seasonal fresh fruit (GF on request)	26
<b>Grazing Deli Platter for 2 – 4 people</b> smoked salmon and spinach roulade / chicken terrine / chicken liver parfait / hummus / house made chutneys / sundried tomato tapenade / melba toast	56

## COCKTAIL FOOD

AVAILABLE BETWEEN 3PM – 8PM / Minimum 15pax

### OPTION 1

**Choose 4 of the following      \$16.00 PER PERSON**

**Choose 5 of the following      \$20.00 PER PERSON**

**Choose 6 of the following      \$24.00 PER PERSON**

Gourmet Savouries Selection (Vegan on request)  
Chilli Prawn Skewers (GF)  
Spiced Paneer with Pickled Cucumber (Vegetarian)  
Mini Lamb Kebab with Yoghurt Dipping Sauce  
Beetroot and Feta Crostini (Vegetarian) (GF on request) (DF on request) (Vegan on request)  
Cocktail Mini Sandwiches (GF on request) (DF on request) (Vegetarian on request)  
Panko Crumbed Fish Bites  
Tomato, Buffalo Mozzarella and Basil Skewer (GF) (Vegetarian)  
Prune and Bacon Skewer (GF) (DF)  
Thai Pork Skewers with Chilli Dipping Sauce (GF)  
Chicken and Ginger Dumpling with Soy Chilli Dipping Sauce  
Smoked Fish Croquette Balls with Aioli

### OPTION 2

**Choose 4 of the following      \$18.00 PER PERSON**

**Choose 6 of the following      \$27.00 PER PERSON**

Coconut Prawns with Lemon Lime Dipping Sauce (GF)  
Beetroot Cured Salmon and Lemon Dill Crème served on Blini  
Rare Roast Beef, Horseradish Cream, and Roast Capsicum Crostini (DF) (GF on request)  
Tomato, Buffalo Mozzarella and Basil Crostini (Vegetarian) (GF on request)  
Wasabi Pikelets with Salmon and a Cucumber, Avocado and Lime Salsa (DF)  
Red Wine Pear, Walnut Crème and Blue Cheese Melt (Vegetarian)  
Mushroom, Basil, Parmesan and Pinenut Arancini served with Aioli (Vegetarian)  
Cold Smoked White Fish, Lemon Dill Caper Crème served on Crostini  
Scallop and Bacon Skewer (GF) (DF)

### BITE SIZED SWEET OPTION IN ADDITION TO ABOVE

**Choose 1 of the following      \$5.00 PER PERSON**

Ginger Crunch  
Fresh Fruit Skewers (GF) (DF) (Vegetarian) (Vegan)  
Peanut Butter Brownie  
Bliss Balls (GF) (DF) (Vegetarian) (Vegan)

## AFTER WORK PLATTERS

AVAILABLE BETWEEN 3PM – 6PM / Minimum 6pax per platter

### **GARLIC BREAD PLATTER**

\$5.50 per person

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### **VEGETARIAN PLATTER**

\$13.00 per person

Selection Cheeses / Olives / Gherkins / Artichoke Hearts / Sundried Tomatoes / Grapes / Cucumber / Celery and Carrot Sticks / Nuts / Selection of House Made Dips / Crostini and Cracker Selection

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### **ANTIPASTO PLATTER**

\$15.00 per person

Cured Meats / Selection Cheeses / Pepperdew Peppers / Olives / Sundried Tomatoes / Artichoke Hearts / Gherkins / House Made Chutney / Crostini and Cracker Selection

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### **HEATED PLATTER**

\$15.00 per person

Prawn Twisters / Mini Sausages / Panko Crumbed Fish Goujons / Samosas / Spring Rolls / Hot Chips / Dipping Sauces

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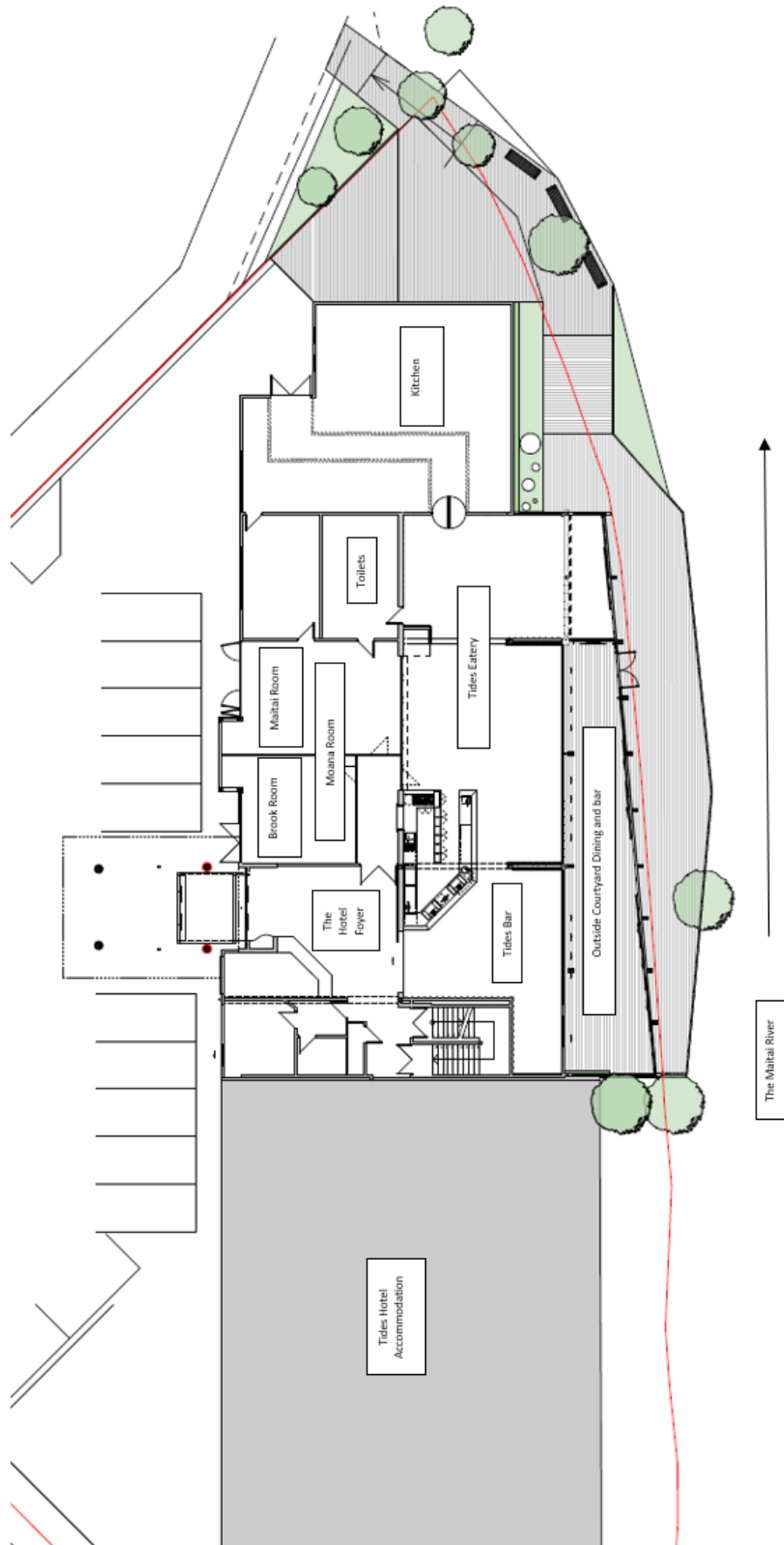
### **GRAZING DELI PLATTER**

\$17.00 per person

Smoked Salmon and Spinach Roulade / Chicken Terrine / Chicken Liver Parfait / Hummus / House Made Chutneys / Sundried Tomato Tapenade

Please note platters are priced per person and include GST

# FLOOR PLAN



## Credit Card Authorisation Form

This is to be completed and signed off by the card holder

Guest Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Guest Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reservation Number: \_\_\_\_\_

Please select from the following options what authorised charges can be taken from the selected credit card:

Conference charges

Accommodation – room only

Accommodation and Meals

All Charges

Dinner and Beverage only

Extras – please note

Please note all credit card transactions incur a 2% credit card transaction fee.

Card Type: \_\_\_\_\_

Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CCV: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signed: \_\_\_\_\_

***If you do not have a charge back with us then please complete this credit card form and return to secure your booking.***

***If you wish to set up a debtors account then please enquire.***

***No bookings are secure unless either one has been organised.***

Tides Hotel: 66 Trafalgar Street, Nelson, 7010

Tel: 03 548 7049

Free Phone: 0800 872 459

Email: [events@tideshotel.co.nz](mailto:events@tideshotel.co.nz)

**PLEASE COMPLETE AND RETURN FORM TO →**

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# CONFERENCE / FUNCTIONS

## TERMS AND CONDITIONS

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### 1.0 CONFIRMATION

1.1 Confirmation of a booking, will be in writing. We follow an email trail and everything that has been confirmed through email will be your confirmed details for your booking. Phone conversations will be followed through by an email.

1.2 **Please Note:** Conference room seating /configuration change mid-conference - \$100.00 service fee applies. Cancellations made within 14 days of conference will incur a 25% charge, within 7 days a 50% charge and within 72 hours a 100% charge of total booking. If paying your conference account by credit card a 2% transaction fee applies. Final pax numbers for catering need to be confirmed two days before your function – you will get charged for anyone that doesn't turn up that has been confirmed.

### 2.1 FUNCTION ROOM HIRE

2.1 It is agreed that the event will commence at the scheduled time and that the function room allocated will be vacated at the nominated time. Tides Hotel reserves the right to apply a charge for each additional hour exceeding the agreed specified time.

2.2 In the event that a designated room cannot be made available, Tides Hotel reserves the right to substitute comparable facilities and where possible will give the Client prior notification of the substitution.

2.3 Room hire charges, if applicable, are subject to the period required, number of guests in attendance and overall catering requirements.

### 3.0 DEPOSIT

3.1 To secure a Wedding reservation with Tides Hotel, a minimum deposit of \$1,000.00 is payable at the time of reservation. This is non-re-fundable within six months of the date booked.

3.2 Tides Hotel reserves the right to vary the deposit amount.

### 4.0 FINAL PAYMENT

4.1 For Conferences, final payment will be due on departure by credit card or sent on invoice when prior credit facilities have been approved.

4.2 For Weddings, final payment of all known expenditure will be due at the conclusion of the event, prior to departure.

4.3 It is understood that in instances where prior credit facilities have not been arranged and where the Client's guests or invitees have incurred additional charges such as meals, laundry, toll charges and liquor, these accounts must be settled on departure. If these charges are not paid by the individual concerned, they must be settled by the Client as part of the final account

### 5.0 CANCELLATION

5.1 Food and Beverage functions may be cancelled in writing up to 30 days prior to the function commencement without penalty to the client.

5.2 **Cancellation made within 14 days of function will incur a 25% charge, within 7 days a 50% charge and within 72 hours a 100% charge of total booking including food component.**

5.3 **All cancellations must be received by Tides Hotel in writing.**

## **6.0 FINAL NUMBERS**

- 6.1 The number expected to attend the event must be advised seven (7) working days prior to the commencement of the event, with final confirmation no later than 10am two working days prior to the event. This number will constitute the minimum charge.
- 6.2 You will be charged per person for the higher total of either the confirmed number of people advised or the number of people who dine on the day.

## **7.0 FOOD & BEVERAGE**

- 7.1 **Tides Hotel will not allow food and/or beverage of any kind onto the premises for consumption or any other purpose for the Client or the Client's guests or invitees, unless prior arrangements have been made with Tides Hotel management.**
- 7.2 If specified, liquor in excess of the amount specified will not be supplied until an authorisation is signed by the Client or a duly authorised representative present at the event.
- 7.3 Tides Hotel reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act and Maori Community Development Act 1962.

## **8.0 ACCOMMODATION**

- 8.1 In the event that rooms are reserved in conjunction with a function booking, a completed rooms list will be required 30 working days prior to the commencement of the function, any rooms without a name attached will be released.
- 8.2 Tides Hotel reserves the right to charge a cancellation fee of one night's accommodation for any rooms cancelled less than 30 days prior to arrival or any rooms subsequently unoccupied.
- 8.3 Tides Hotel requires a status update 60 days prior to arrival and reserves the right to release rooms as required.
- 8.4 All unsold rooms will be released 30 days prior to arrival.

## **9.0 HOTEL DAMAGES/INSURANCE**

- 9.1 The Client is financially responsible for any damage, breakage or pilferage sustained to Tides Hotel premises or Equipment by the Client, the Client's guests, invitees, outside contractors or other persons attending the function, whether in the room reserved or any area or part of Tides Hotel, prior to, during or after the event.
- 9.2 Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building unless prior approval has been given by Tides Hotel management. Suitable floor protection is to be used as required. Signage in Hotel public areas is to be kept to a minimum and must be approved by Tides Hotel management.
- 9.4 Tides Hotel will take all necessary care of the client's property but will take no responsibility for damage to or loss of property or merchandise left in Tides Hotel prior to during or after the function.
- 9.5 The Client will be responsible for the removal of the property after the conclusion of the event and any goods left in Tides Hotel after the function without prior arrangements will be deemed abandoned.
- 9.6 The Client must arrange their own personal liability insurance and security, as required.
- 9.7 The Client should conduct their function in an orderly manner, in full compliance with all applicable laws at a minimum disruption to other guests of Tides Hotel.
- 9.8 If Tides Hotel has reason to believe that a function will affect the smooth running of Tides Hotel's business, it's 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.

9.9 Tides Hotel reserves the right to exclude or remove any objectionable persons from the function or Hotel premises without liability at any time during the function.

## **10.0 PRICING POLICY**

10.1 Goods and Services Tax is included in the quoted rates, unless stated otherwise. GST is subject to alteration without notice.

10.2 Every endeavour will be made to maintain prices as quoted however prices are based on current costs and may be subject to change without notice to meet increases as they arise.

## **11.0 DISPUTE AND APPLICABLE LAW**

11.1 This Agreement is made in New Zealand and its construction, validity and performance is determined under New Zealand law.

## **13.0 ENTIRE AGREEMENT**

13.1 The terms and conditions set out in this Agreement as concluded between the parties.

## **14.0 FORCE MAJOR**

14.1 Where matters beyond the reasonable control of Tides Hotel impairs or prevents Tides Hotel being able to perform its obligations under the event contract, the client releases Tides Hotel from any liability or loss incidental or consequential to such matters.

## **15.0 COMPLIANCE WITH STATUTES AND REGULATIONS**

15.1 The Client shall observe all relevant statement, regulations, ordinances and by-laws relating to their activity

## **16.0 VARIATION**

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

