



# Chapel by the Lake

## CONTRACT OF HIRE TERMS AND CONDITIONS

### 1. Venue Hire

- 1.0** Chapel and garden bookings are for up to 2.5 hours per the allocated times below (please circle). There may be variations following daylight saving.
- 1.2** The Chapel and gardens are only available between 4.00pm and 6.30pm on Fridays, Saturdays and Sundays whereby they are booked in conjunction with a reception at Stoneridge.
- 1.3** If a tentative booking is made, this is deemed to be abandoned if not confirmed within 14 days of the booking.
- 1.4** The venue fee is for use of the Chapel and /or adjacent grounds only subject to clause (1.6) below. For up to 25 guests the venue fee is \$585.00 (plus GST), for up to 70 guests the venue fee is \$725.00 (plus GST), for up to 120 guests the venue fee is \$875.00 plus GST ). Note, the Chapel will seat between 60 and 70 guests and additional guests may be accommodated standing. This includes access for a wedding rehearsal, the timing of which is to be at a mutually convenient time for both Stoneridge and the bridal couple. The venue fee includes four silk floral arrangements and pew ribbons but does not include Marriage Celebrant, organist, fresh flowers etc.
- 1.5** The venue fee includes up to 30 minutes familiarisation/liasion and meetings in respect of a venue booking by way of email, telephone calls and venue inspection. Any additional time is charged at the wedding planning rate, \$75.00 plus GST per hour.
- 1.6** The hirer acknowledges that there is an art gallery and cellar door at the north east end of the property. Whilst there is signage directing visitors to the property of such there is also signage at three location points advising when a wedding is in progress. Stoneridge accepts no responsibility for visitors to the gallery/cellar door that may transgress past the signage during a wedding function.

### 2. Payment

Full payment of the balance is required no later than seven (7) days prior to the wedding date or by prior arrangement at the wedding rehearsal. No exceptions. Payment may be remitted by either NZD cheque, telegraphic transfer, credit card (Visa or MasterCard) or cash. **Note credit card payments will attract a 3% commission charge on all services.** Cheques should be made payable to Stoneridge Estate. Any bank charges are for the account of the hirer.

*Account details:* National Bank of New Zealand, Queenstown Branch, 7-9 Ballarat Street, Queenstown, New Zealand.

*Account name:* Stoneridge Trust. *SWIFT code/Routing number:* ANZBNZ22

*Account number:* 06 0101 0368 736 00 (the first two digits denote the bank; next four denote the branch and the last 9, the account).

*NB: Please include your name and/or invoice number as a reference so as we may identify your payment.*

### 3. Deposit

A 50% non-refundable deposit is required within 14 days of placing a booking to secure your chosen wedding date. Bookings are confirmed upon receipt of the deposit. In the event a deposit and contract is not received within 14 days of placing a booking, the booking is deemed to have been abandoned. Stoneridge may invoice for up to a 50% deposit for services/packages booked by Stoneridge in conjunction with any wedding.

The following cancellation fee applies to any accommodation booked at Stoneridge in conjunction with a wedding ceremony:  
*Deposit is refundable, less \$100.00 administration fee if cancellation made more than 60 days prior to arrival. 50% of full tariff if cancelled less than 60 days prior to arrival. 100% of full tariff if cancelled less than 30 days prior to arrival. During peak season, 1 November – 30 April, the full tariff will be incurred unless any room nights are resold. We recommend travel insurance to cover unforeseen circumstances resulting in cancellations.*

### 4. Wedding planning

The venue fee includes up to 30 minutes familiarisation/liasion and meetings in respect of a venue booking by way of email, telephone calls and venue inspection. Whereby this time is exceeded, wedding planning assistance is charged at \$75.00 plus GST per hour in ten minute intervals. Whereby a wedding package is booked, co-ordinating time and planning assistance for *additional services*, (not included in the package) will be charged at the rate above.

### 5. Ancillary Services

- 5.1** All payments for ancillary services booked by Stoneridge will be paid for by Stoneridge and will be invoiced as part of the total wedding package. A 50% deposit is required together with the Chapel deposit (above) for any services booked separately or

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as part of a wedding package. If these services are cancelled more than 12 months prior to the wedding date, 50% of the deposit shall be refunded. If cancelled less than 12 months prior to the wedding date the deposit shall be forfeited.

- 5.2** *Heli-flights* - In the event inclement weather prevents a heli-flight proceeding the price of the heli-flight will be refunded.
- 5.3** All prices quoted are subject to change without notice and Stoneridge reserves the right to vary pricing up to the time the services are booked and confirmed, if service providers increase their price.
- 5.4** Hair and make-up bookings on New Zealand Statutory Holidays incur a 15% surcharge. Other ancillary services **may** also attract surcharges if booked on New Zealand Statutory holidays.
- 5.5** Wedding co-ordinating or planning assistance is charged at \$75.00 plus GST per hour. Whereby a wedding package is booked, co-ordinating time and planning assistance for *additional services* (not included in the package) will be charged at \$75.00 plus GST per hour.
- 5.6** If it is felt that any issue arises from the inadequate performance or provisioning of any service(s) this must be reported to the Wedding co-ordinator and Manager of Stoneridge Estate immediately.

## **6. Smoking**

Strictly no smoking is allowed in the Chapel. Smoking is not permitted outside unless ashtrays are used.

## **7. Behaviour**

Stoneridge endeavours to provide an exclusive, up market wedding venue. Attire and behaviour is expected to be commensurate with this. Stoneridge reserves the right to exclude or eject any person(s) attending the function, or present on the property, if their conduct is deemed to be unacceptable. The hirer acknowledges Stoneridge reserves the right to terminate any function if the co-operation of guests to the property is not obtained.

## **8. Safety**

- 8.1** Stoneridge provides its venue and facilities on the express basis that the hirer acknowledges, and accepts responsibility for the physical safety of the hirer and the hirer's guests.
- 8.2** The Stoneridge venue incorporates water features, ponds, rock walls and rock steps as integral aspects of its surroundings. Such features may under exceptional circumstances constitute a safety risk to the hirer and the hirer's guests.
- 8.3** The hirer, and the hirer's guests, must at all times conduct themselves so that they or others are not deliberately or carelessly exposed to risk of potential harm.
- 8.4** While every practical able measure has been taken by Stoneridge to identify, mitigate or eliminate potential hazards, any residual safety risks are assumed by the hirer, and the hirer's guests. Accordingly, Stoneridge will not be accountable for any resulting injury caused to the hirer or the hirer's guests.

## **9. Children**

Stoneridge does not provide a crèche service in conjunction with functions. If there are young children attending the function, then it is the hirer's responsibility to ensure that an adult is supervising the children at all times and that children are not playing in the rock gardens. Stoneridge can provide supervision for children upon written request.

## **10. General**

- 10.1** There shall be **no removal or alteration** to Chapel crosses, pews, pew decorations or flowers without the prior consent of management. In the event any of the above items are removed, damaged or lost, these will be charged to the bridal couple.
- 10.2** Under no circumstances is confetti to be thrown in or around the Chapel. It is the responsibility of the bride and groom to make guests aware of this. A clean up charge will be levied if this should occur. (The throwing of flower petals outside only is permitted).
- 10.3** Whereby catering is not provided by Stoneridge, arrangements must be made for the removal of rubbish. A disposal fee of \$50.00 will be charged for the cleaning up and removal of any rubbish.
- 10.4** Under **NO** circumstances are food or beverages to be consumed in the Chapel.
- 10.5** Whereby Stoneridge provides glassware, the bridal couple agree to indemnify Stoneridge for any breakages or shortages of glassware at \$7.50 per glass (unless breakages are caused by Stoneridge staff).
- 10.6** **BYO (applies to Chapel only weddings)**. Corkage applies on champagne at \$4.50 per person or \$7.50 per person to include beer/wine. Corkage does not include glassware and beverage staff. (Beverage staff \$25.00 per hour, minimum 2.5 hours, glassware \$1.00 per glass). If beverage is to be consumed the hirer agrees to confirm guest numbers and the nature of beverage to be brought to the venue. Corkage will be invoiced as part of the final invoice. BYO is not permitted at the Chapel whereby the reception is held at Stoneridge Estate.  
**OR**  
**Licensed purchases from Stoneridge's beverage list.** Beverage staff and glassware charges apply as above. No corkage.
- 10.7** Vehicles are **NOT** permitted to drive on lawns.
- 10.8** Buses are not permitted unless arranged prior with Stoneridge.
- 10.9** Amplified music/noise is not permitted outside.
- 10.10** Credit card details must be provided for security of payment of corkage, venue fee, beverage and all other costs incurred incidental or resulting from the signing of this contract.
- 10.11** All visitors to Stoneridge are by appointment only.

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**10.12** It is agreed by the bride and groom that photography shot at Stoneridge Estate may be used by Stoneridge for advertising purposes unless this sentence is deleted.

**All prices are exclusive of Goods and Services Tax (GST) 15% unless otherwise stated.**

*Contracts may be signed and faxed back to + 64 3 442 1358 or posted with deposit to:  
Suzanne Gore, Stoneridge Estate, 756 State Highway 6, Lake Hayes, RD1, Queenstown, New Zealand.*

We understand and accept the Terms and Conditions as set out above (two pages). PLEASE PRINT IN BLOCK CAPITALS.

Hirer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of bride: \_\_\_\_\_ Name of groom: \_\_\_\_\_

Contact telephone number: ( ) \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_

Postal address: \_\_\_\_\_

Wedding date: \_\_\_\_\_ **Ceremony commencing (time):** \_\_\_\_\_

Time slot booked (please circle):                      9.00am-11.30am                      12.30pm -3.00pm                      4.00pm -6.30pm

**Chapel ceremony**                      OR                       **Garden ceremony**

Expected number of guests attending: \_\_\_\_\_

Visa/MasterCard *(Required)*

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

Expiry: \_\_\_\_ / \_\_\_\_

Cardholder name: \_\_\_\_\_ Signature: \_\_\_\_\_

Signed for and on behalf of  
Stoneridge Estate: \_\_\_\_\_

Date: \_\_\_\_\_

**NB: Please return entire contract and initial page 1, 2 and 3.**

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