



Stoneridge

CONTRACT OF HIRE TERMS AND CONDITIONS

Venue Hire

The Stoneridge reception venue hire fee allows for the use of all reception facilities and grounds, excluding those areas marked 'private'. The venue fee **includes** tables, chairs (not chair covers or candles), table cloths, napkins, the setting up (but excluding table decorations), and clean up of venue. The venue fee also includes up to 1 hour familiarisation/liaison and meetings in respect of a venue booking. Any additional time is charged at the wedding co-ordinating rate below.

Facilities

Stoneridge provides a facility for up to 80 guests for evening functions and up to 120 guests for daytime functions. The venue is available from 4.30pm – 11.30pm for evening functions.

Payment

Full payment of venue hire and catering is required no later than seven (7) days prior to the wedding date, by either NZD bank cheque, telegraphic transfer of cleared funds, credit card (Visa or Mastercard) or cash. **Please 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.

Deposits

A 50% **non-refundable** deposit of the venue fee is required within 14 days of placing a booking to secure your chosen wedding date, or earlier, in the event of another enquiry for that date. The remaining 50% of the venue fee is due and payable at least 7 days prior to the wedding date regardless of cancellation. The later of these 2 venue fee payments will not be incurred, if cancellation is made more than 12 months prior to the wedding date. Bookings are confirmed upon receipt of a 50% 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 accommodation and or services booked by Stoneridge in conjunction with any wedding. The following cancellation fee applies to any accommodation booked at Stoneridge in conjunction with a wedding reception:

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.

Note: Minimum reception venue charge for Fridays and Saturdays (\$3,000.00 plus GST) applies 1 November – 30 April.

Ancillary services

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. Whilst Stoneridge endeavors to engage only highly reputable service providers, Stoneridge cannot accept responsibility for the unsatisfactory performance of these services. If it is felt that any issue arises from the inadequate performance or provisioning of any service this must be reported to the Duty manager and Manager immediately. All prices quoted are subject to change without notice and Stoneridge reserves the right to vary pricing only up to the time the services are booked and confirmed, if service providers increase their price.

Service deliveries: ALL SERVICE DELIVERIES (e.g. hire items, florist etc) **MUST BE PRE-ARRANGED WITH STONERIDGE SO THERE IS NO OVERLAP WITH ANY OTHER FUNCTION.** Stoneridge will not accept any service deliveries which have not been **pre-arranged**.

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.

Change of numbers

For food ordering and billing purposes, numbers will be taken as that confirmed 21 days prior to the wedding date.

Beverage

- Minimum beverages spend, \$25.00 per person or \$400.00 (whichever is the greater).

- Glassware breakages additional, \$7.50 per glass (unless caused by Stoneridge staff).
- Service, glassware, chilling and ice is included (BYO is not permitted).
- A beverages deposit is required (\$25.00pp) and will be invoiced with the final balance of the venue hire fee.
- Any beverage consumed over and above the minimum beverage spend (\$25.00pp) will be invoiced after the wedding and payment is due the night of the wedding or the next morning. The hirer acknowledges that security for settlement of the beverage account may be obtained through a pre-authorisation against the card number supplied on the venue contracts, for a set beverage limit or estimate of the beverage spend.
- The Estate's River Schist Pinot Noir and Mountain Schist Pinot Gris must be equally available along with other beverage selections at all functions.
- All beverage and canapés will be provisioned at Stoneridge as there are no beverage and kitchen facilities at the Chapel/gardens. Whereby refreshments are required at the Chapel/gardens additional services charges may apply.

Smoking

Smoking is not permitted outside unless ashtrays are used.

Guest rooms

Any guest rooms booked in conjunction with a wedding reception at Stoneridge are strictly for lodge guests only. Other wedding guests, particularly children, are not permitted throughout the lodge. Lodge guests with children are by special arrangement only and would normally only be permitted whereby the lodge is booked exclusively. Lodge guest rooms are not available for child minding during a reception.

Noise

1. There shall be no noise amplification or noise device operating outside.
2. Any sound system used indoors (including that of a band or DJ) shall be monitored through a sound limiting device and must be played through Stoneridge's noise limiter, which is set at levels of noise below that permitted by Queenstown Lakes District Council. Where management considers noise to be excessive, further controls may be imposed at management's sole discretion. It is the hirer's responsibility to ensure their chosen entertainer understands Stoneridge's noise requirements and they are aware they have to operate using a noise limiter (designed to cut power if noise levels are exceeded for more than 20 seconds). A display monitor will operate with lights in green, amber and red.
3. Congregation of guests, provisioning of food or drinks outside is not permitted after 8.00pm. External doors shall be fixed in the closed position and must remain closed after 8.00pm.
4. Upon the conclusion of a function guests are required to leave the property in an orderly and quiet manner.
5. For evening functions in excess of 40 guests a \$500.00 noise bond will be invoiced with the balance of the venue fee. The noise bond may be forfeited if guests, in the opinion of management, behave in such a manner that excessive noise is generated. Management's decision is final as to the grounds that may constitute forfeiture of the bond.
6. It is agreed that any music played during a function is that belonging to the hirer and is for their own personal use.

Closure

Stoneridge closes at 11.30pm. All guests excepting those accommodated at Stoneridge lodge are expected to have vacated the property by 12 midnight.

Insurance

Any personal items brought to the venue by guests are at the sole risk of the guests. Stoneridge will not be held responsible for any damage/removal of guest's personal items during the function. The hirer accepts responsibility for any damage sustained to Stoneridge property (buildings or otherwise) by the hirer's guests.

Behaviour

Stoneridge endeavours to provide an exclusive, up market functions 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. The hirer also acknowledges that management may regard any breach of the stipulated noise requirements as justification for terminating a function.

Safety

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.
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.
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.
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.

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.

General

1. Stoneridge will not be held responsible for any occurrence, event or act of God, which is outside of its control.
2. All cars excepting the bridal car(s) are to be parked in the Chapel car park. The hirer agrees to provision transport for elderly, disabled or other guests who may need to be transported to and from Stoneridge from the Chapel car park. Buses are only permitted by prior arrangement. Transport for guests leaving Stoneridge must be booked for no later than 11.40pm.
3. Credit card details must be provided for security of payment for corkage, beverage and all other costs incurred incidentally or resulting from, this contract. A 15% surcharge applies to food and beverage costs on NZ Statutory Holidays.
4. All visitors to Stoneridge are by appointment only. Stoneridge may charge for liaison/meetings with family and friends outside of the usual liaison/meeting time that is needed to finalise arrangements with the bridal couple.
5. The hirer undertakes to provide, **at least** 21 days prior:
 - a) A table seating plan and confirmed numbers (adults and children);
 - b) Beverage choices to be served both before and during the wedding reception (maximum two red wines and three white wines);
 - c) Menu and a time schedule (runsheet) for the afternoon/evening.
6. It is agreed by the hirer that photography shot at Stoneridge Estate may be used by Stoneridge for advertising purposes unless this sentence is deleted.
7. Any variations to these terms of hire must be clearly stated in writing.

All prices are inclusive of Government Services Tax (GST) 12.5% 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).

Hirer: _____ Signature: _____ Date: _____

Name of bride: _____

Name of groom: _____

Contact telephone number: () _____ Cell phone: () _____

Postal address: _____

Wedding date: _____ Reception commencing (time): _____

Expected number of guests attending: _____

Will wedding planning assistance be required: Yes/No (please circle)

Visa/Mastercard

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.