



*Stoneridge*

**CONTRACT OF HIRE  
TERMS AND CONDITIONS**

**1. 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** table cloths, napkins, tables, chairs (not chair covers, printing, or candles), 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 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.

**2. Facilities**

Stoneridge's facilities can cater for up to 120 guests. The venue is available from 4.30pm – 11.30pm for evening functions.

**3. 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.**

**4. 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 two 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.**

**5. Wedding planning**

The venue fee includes up to 1 hour familiarisation/liaison 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.

**6. 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.

**6.1 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.

## **7. Change of numbers**

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

## **8. Beverage**

- 8.1** Minimum beverages spend, \$25.00 per person or \$400.00 (whichever is the greater).
- 8.2** Glassware breakages additional, \$7.50 per glass (unless caused by Stoneridge staff).
- 8.2** Service, glassware, chilling and ice is included.
- 8.3** **BYO is not permitted and** a BYO charge shall be levied for any alcohol bought onto the premises from an outside source.
- 8.4** A beverages deposit is required (\$25.00pp) and will be invoiced with the final balance of the venue hire fee.
- 8.5** 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 below, for a set beverage limit or estimate of the beverage spend.
- 8.6** The Estate's three wines -River Schist Pinot Noir, Mountain Schist Pinot Gris and Chapel Estate Rose **must be** equally available along with other beverage selections at all functions.
- 8.7** 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 charge may apply.

## **9. 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.

## **10. Smoking**

Smoking is not permitted outside unless ashtrays are used.

## **11. Noise**

- 11.1** There shall be no noise amplification device operating outside.
- 11.2** 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. Whereby 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.
- 11.3** Congregation of guests, provisioning of food or drinks outside is controlled, subject to noise levels after 8.00pm and the main front doors shall be fixed in the closed position after this time while dance music is playing.
- 11.4** Upon the conclusion of a function guests are required to leave the property in an orderly and quiet manner.
- 11.5** 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.

## **12. Closure**

Stoneridge closes at 11.30pm (dance music and bar). All guests at Stoneridge are expected to have vacated the property by 12 midnight.

## **13. 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.

## **14. 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.

## **15. Safety**

- 15.1** 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.
- 15.2** 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.

- 15.3** 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.
- 15.4** 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.

**16. 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 contract supervision for children upon written request.

**17. General**

- 17.1** Stoneridge will not be held responsible for any occurrence, event or act of God, which is outside of its control.
- 17.2** **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.
- 17.3** Credit card details must be provided for security of payment of venue fee, beverage and all other costs incurred incidental or resulting from the signing of this contract. A 15% surcharge applies to food and beverage costs on NZ Statutory Holidays.
- 17.4** All visitors to Stoneridge are by appointment only.
- 17.5** The hirer undertakes to provide, **at least 21** days prior:
  - 17.5.1** A table seating plan and confirmed numbers (adults and children);  
*The venue has 80 matching chairs, where numbers are in excess of 80, clients may wish to consider chair covers to conceal un-matching chairs.*
  - 17.5.2** Beverage selections to be served both before and during the wedding reception (maximum two red wines and three white wines);
  - 17.5.3** Menu selections and a runsheet for the afternoon/evening. The hirer undertakes to complete this document and email the information TYPED within the document that will be emailed by Stoneridge.
- 17.6** 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.
- 17.7** Any variations to these terms of hire must be clearly stated in writing.

Stoneridge Estate is a Limited Liability Company however the Principal Director agrees to personal liability for any monies advanced to the company by way of deposits under this contract.

**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 (three pages).

*(Please complete in block capitals)*

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: *(Required)*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ 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.**