



# CHAPEL BY THE LAKE

Contract of Hire | Terms & Conditions

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## 1.0 Venue Hire

**1.1** 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/deposit paid 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 \$675.00 + GST, for up to 70 guests the venue fee is \$875.00 + GST and for up to 120 guests the venue fee is \$975.00 + GST. Note, the Chapel will seat between 60 and 70 guests, but can accommodate weddings of up to 110 guests if half the pews are removed and half of the guests remain standing.

This includes access for a wedding rehearsal, the timing of which is to be 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/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 + 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 cellar door, and there is also signage alerting to "A private Function", Stoneridge accepts no responsibility for visitors to the gallery/cellar door that may transgress past the signage during a wedding function.

## 2.0 Deposit

A 100% 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.

Stoneridge may invoice for up to a 50% deposit for all services/packages booked by Stoneridge in connection with any wedding.

The following cancellation fee applies to any **accommodation** booked at Stoneridge in connection with a wedding ceremony:

- Deposit is refundable, less \$100.00 administration fee **IF** cancellation is made more than 6 months 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.

Notwithstanding the above paragraph, 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 cancellation, as from the time we receive a deposit, we are effectively turning away any other potential clients.

## 3.0 Payment

Full payment 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 cash, telegraphic transfer, credit card (Visa or MasterCard). Credit card payments will attract a 4% commission charge on all services and any bank charges from direct credits are for the account of the hirer.

**Account details:** ANZ Bank Queenstown, 13 Camp Street, Queenstown 9300, New Zealand

**Account name:** Stoneridge Estate

**SWIFT code:** ANZBNZ22

**Account number:** 06 0101 0368 736 00

(The first two digits denote the bank, next four denote the branch, and the last 9 denote the account. Please include your name and/or invoice number as a reference so we can identify your payment).

## 4.0 Ancillary Services and Wedding Packages

**4.1** 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/gardens venue hire (above) for any services booked separately or as part of a wedding package. If these services are cancelled more than 12 months prior to the wedding date, 50% of the deposit amount shall be refunded. If cancelled less than 12 months prior to the wedding date the deposit shall be forfeited.

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## 4.2 Heli-flights

In the event inclement weather prevents a heli-flight proceeding the price of the heli-flight will be refunded in full. For the purpose of aircraft weight and balance and in accordance with Civil Aviation Authority rules and regulations we require all passengers to inform us of their weight at the time of booking. At the point of receiving all passengers' weights, we can confirm the weight and balance of the preferred machine you wish to book, or advise you if any additional costs will be incurred for having to use another (or a larger) machine.

**4.3** Hair and make-up bookings on New Zealand Statutory Holidays incur a 15% surcharge. Hair and make-up bookings on Sundays will incur a \$100.00 incl GST additional charge per stylist and for bookings outside of normal salon hours a \$30.00 incl GST surcharge. Other ancillary services may also attract surcharges if booked on New Zealand Statutory holidays.

**4.4** The hirer agrees that whereby a photography package is booked, there is an additional non-refundable \$500.00 cancellation fee to that specified in clause (4.1).

**4.5** Wedding co-ordinating or planning assistance is charged at \$75.00 + GST per hour. Whereby a wedding package is booked, co-ordinating time is included complimentary in the package, **excepting** where additional services (not included in the package) are required.

**4.6** Whilst Stoneridge endeavours 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.

**4.7** 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.

## 5.0 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.

## 6.0 Smoking

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

## 7.0 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.

## 8.0 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.

## 9.0 General

**9.1** There shall be no removal or alteration to Chapel crosses, pews, pew decorations or flowers without the prior consent of management. If any of the above items are removed, damaged or lost, these will be charged to the bridal couple. The hirer understands that not all items photographed on the website are necessarily items that are owned by the venue or available to the hirer without charge.

**9.2** 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 in the order of between NZD\$300 to NZD\$500 if this should occur. (The throwing of flower petals outside only is permitted).

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**9.3** 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.

**9.4** Under NO circumstances are food or beverages to be consumed in the Chapel.

**9.5** 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).

**9.6** 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 and beverages will not be permitted if not confirmed prior to the wedding day. Licensed purchases from Stoneridge's beverage list; Beverage staff and glassware charges apply as above. No corkage.

**9.7** Vehicles are NOT permitted to drive on lawns.

**9.8** Buses are not permitted unless arranged prior with Stoneridge.

**9.9** Amplified music/noise is not permitted outside.

**9.10** 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.

**9.11** All visitors to Stoneridge are by appointment only.

**9.12** 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.

**9.13** Please note Drones are not permitted at the property without the express permission of the hirer, and if granted, will be strictly allowed only on the condition they do not fly beyond the legal boundaries of the property.

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

*We understand and accept the Terms and Conditions as set out above.*

All prices are exclusive of Goods and Services Tax (GST) 15% unless otherwise stated. Please complete and return contract by email or post, with deposit to Suzanne Gore c/- address below.

PLEASE PRINT IN BLOCK CAPITALS.

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

Name of Bride/Groom (please circle): \_\_\_\_\_

Name of Bride/Groom (please circle): \_\_\_\_\_

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 | Garden ceremony | Expected number of guests: \_\_\_\_\_

Visa/MasterCard (Required) Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry: \_\_\_\_ / \_\_\_\_ Cardholder name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Deposit payment method (please circle):**

Credit Card / IMT (overseas) / Direct Credit (within NZ)

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

**Or email providing formal confirmation & acceptance of this contract.**

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

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