

## Contract of Hire | Terms & Conditions

V.11.19

### 1.0 Venue Hire

**1.1** Chapel and garden bookings are for up to 2.5 hours per the allocated times on the final page of this contract (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** 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, for between 26 and 70 guests the venue fee is \$875.00, and for upwards of 71 guests the venue fee is \$975.00. *Note: the Chapel will seat between 60 and 70 guests but can accommodate weddings of up to 110 guests if half of the pews are removed and half of the guests remain standing.*

**1.4** The venue fee includes access for a wedding rehearsal, the timing of which is to be mutually convenient and is subject to change if Stoneridge receives another booking for the same time that the rehearsal was originally scheduled.

**1.5** The venue fee includes four silk floral arrangements and pew ribbons, but does not include any ancillary services such as Wedding Celebrant, organist, fresh flowers etc.

**1.6** The venue fee includes up to 45 minutes familiarisation/liaison and meetings in respect of a venue booking by way of email, telephone calls and venue inspection etc from the point of contacting the venue. The hirer agrees that any additional time is charged at the wedding planning rate of \$75.00 per hour.

**1.7** The hirer acknowledges that there is an art gallery/cellar door at the North East end of the property. Whilst there is signage directing visitors to the art gallery/cellar door, and there is also signage advising "Private Function", Stoneridge accepts no responsibility for visitors to the art gallery/cellar door that may transgress past the signage during a wedding function.

### 2.0 Deposit/Cancellation

**2.1** 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. In the event that a deposit and contract are not received within 14 days of placing a booking, the booking is deemed to have been abandoned.

**2.2** Chapel/gardens bookings are confirmed upon receipt of a 100% deposit. Wedding package bookings that include the Chapel/gardens are confirmed upon receipt of a 50% deposit of the package price.

**2.3** Stoneridge may invoice for up to a 50% deposit for any Stoneridge accommodation and/or 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.
- The hirer agrees that whereby a photography package is booked, there is an additional non-refundable \$750.00 cancellation fee to that specified in clause (4.2).

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

- Accommodation deposit is refundable, less \$100.00 administration fee **IF** cancellation is made more than 6 months prior to arrival.
- 50% of the accommodation tariff if cancelled less than 60 days prior to arrival.
- 100% of the accommodation tariff if cancelled less than 30 days prior to arrival.

Note however and notwithstanding the above paragraph, the full accommodation tariff will be incurred during peak season, 1 November – 30 April, unless any room nights are resold, as from the time a deposit is received we are effectively turning away any other potential clients. We recommend travel insurance to cover unforeseen circumstances resulting in cancellation.

### 3.0 Payment

**3.1** Full payment is required (by cleared funds) no later than seven (7) days prior to the wedding date or by arrangement can be made at the wedding rehearsal. **No exceptions.**

**3.2** Payment may be remitted by cash, bank transfer or credit card (Visa or MasterCard only). Credit card payments will attract a 4% commission charge on all services and any bank charges from bank transfers are for the account of the hirer.

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

**Account name:** Stoneridge Trust

**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 invoice number and name as a reference so we can identify your payment.**

### 4.0 Wedding Planning, Packages & Ancillary Services

**4.1** Wedding co-ordinating and planning assistance is charged at \$75.00 per hour. Whereby a wedding package is booked, **co-ordinating time is included complimentary in the package** up to the specified limit within the package, **excepting** where additional services (not included in the package) are required. The hirer agrees any time additional to this time is charged at the wedding planning rate above.

**4.2** 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.

**4.3** Whereby a wedding package is booked, Stoneridge will provide the hirer with a draft runsheet no later than four months prior to the wedding date (providing that the booking is made at least six months prior). **The hirer undertakes to complete and return this runsheet no later than six weeks prior to the wedding date.**

**4.5** Whereby a wedding package is booked, Stoneridge will send a final runsheet to the hirer no later than 21 days prior to the wedding date. For any amendments to any ancillary service bookings and/or the runsheet made less than 21 days prior to the wedding date,

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Stoneridge reserves the right to charge their time at the wedding planning rate above (with the exception of florist bookings – see clause 4.6).

**4.6** Florist reconfirmations are required no later than 28 days prior to the wedding date. Orders will be reconfirmed at this time and invoiced accordingly. Bookings are not able to be reduced/cancelled after this time without penalty. 100% payment will be required.

**4.7 Heli-Flights** - In the event that inclement weather prevents a heli-flight from proceeding as planned, 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 aircraft you wish to book, or advise you if any additional costs will be incurred for having to use another (or a larger) aircraft.

**4.8** Ancillary service providers may charge a Statutory Holiday Surcharge if booked on New Zealand Statutory Holidays.

**4.9** 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.

**4.10** All prices quoted for external services are subject to change without notice – Stoneridge reserves the right to vary pricing up until the time the services are booked and confirmed should service providers increase their price.

**4.11** All service deliveries (e.g. hire items, florist, etc.) must be pre-arranged with Stoneridge so that there is no overlap with any other function. Stoneridge will not accept any service deliveries which have not been pre-arranged.

**4.12** Stoneridge hire items for garden ceremonies will be refunded in full if cancelled up to 24 hours prior to the ceremony start time. After this time, hire items will not be refunded if cancelled.

**4.13** Any items hired from external vendors by Stoneridge on behalf of the hirer are subject to the cancellation/loss/damage policy of the external vendor.

**4.14** In the event of inclement weather, sun umbrellas may be set up and left to be wound up by the client or wedding coordinator as applicable.

### 5.0 Children

Stoneridge does not provide a crèche service in conjunction with functions. If there are young children attending the function, 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 suggest carers to provide supervision for children upon written request. The area in which children may be supervised does not extend to include the Lodge rooms.

### 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, upmarket wedding venue. Attire and behaviour are expected to be commensurate with this. Stoneridge reserves the right to exclude or eject any person(s) attending the wedding, or present on the property, if their conduct is deemed to be unacceptable. The hirer acknowledges that 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 and others are not deliberately or carelessly exposed to risk of potential harm.

**8.4** While every practicable 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 Food and Beverage

**9.1** There are no established bar/catering facilities at the Chapel/gardens. Whereby food and/or beverage service are required at the Chapel/gardens, typically the following charges will apply: table & tablecloth \$25.00; glassware \$1.00 per glass; staffing \$25.00 per staff member per hour (minimum 2.5 hours). Given the facilities, set-up and space (including toilet facilities), it is normally preferable to offer beverages at Stoneridge.

**9.2** BYO is permitted for Chapel/garden ceremonies only if the hirer is not holding their reception at Stoneridge. Corkage applies on champagne only at \$4.50 per person, or \$7.50 per person to also include beer and/or wine. Beverage staff, glassware and table/tablecloth charges apply as above if required. If beverage is to be consumed, the hirer undertakes to confirm guest numbers and the nature of beverage to be brought to the venue no later than 21 days prior to the wedding date. Corkage will be invoiced as part of the final invoice, and beverages will not be permitted if not confirmed prior to the wedding day.

**9.3** Licensed purchases from Stoneridge's food and beverage menu: Staffing, glassware and table/tablecloth charges apply as above. No corkage.

**9.4** The hirer acknowledges that security for settlement of the beverage account will be obtained through a pre-authorization against the credit card number supplied below or provided at the wedding, either for a set beverage limit or estimate of the beverage spend.

**9.5** Under no circumstances are food or beverages to be consumed in the Chapel.

**9.6** Whereby Stoneridge provides glassware, the wedding couple agree to indemnify Stoneridge

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# Chapel by the Lake

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for any breakages or shortages of glassware at \$7.50 per glass (unless breakages are caused by Stoneridge staff).

**9.7** Menus and pricing are valid to 31<sup>st</sup> August annually and are subject to change after this date.

**9.8** On NZ Statutory Holidays, there is a 15% Statutory Holiday Surcharge on any food and beverage provided by Stoneridge, and also on any accommodation bookings.

### 10.0 General

**10.1** 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 wedding 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.

**10.2** Under no circumstances is confetti to be thrown in or around the Chapel. It is the responsibility of the wedding couple to make guests aware of this. A cleaning charge will be levied in the order of between NZD\$300 - \$500 if this should occur. (The throwing of fresh flower petals is permitted outside the Chapel only.)

**10.3** A disposal fee of \$50.00 will be charged for the cleaning up and removal of any rubbish.

**10.4** For billing purposes, numbers will be taken as those confirmed 21 days prior to the wedding date.

**10.5** Vehicles are not permitted to drive on lawns.

**10.6** Buses are only permitted by prior arrangement.

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

**10.8** The hirer agrees that the credit card provided may be charged for payment of corkage, venue fee, beverage, damage and any other costs incurred – either incidental or resulting from the signing of this contract.

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

**10.10** Stoneridge has an exclusive booking agent for all Mainland China clients. Clients who attempt to book directly will be required to book through The Journey Wedding Company. Stoneridge reserves the right to cancel without refund any bookings made by residents of Mainland China that are not made through The Journey Wedding Company.

**10.11** It is agreed by the wedding couple that photography shot at Stoneridge Estate may be used by Stoneridge for advertising purposes unless this sentence is deleted.

**10.12** Drones are not permitted at the property without the express permission of Stoneridge, and if granted, will only be allowed in the vicinity of the wedding ceremony, i.e. not near accommodation.

**10.13** 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 be personally liable for any monies advanced to the company by way of deposits under this contract.**

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

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

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

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

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

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

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

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

Wedding date: \_\_\_\_\_ Ceremony start time: \_\_\_\_\_  
*Date/Month/Year*

Time slot booked (please circle):

9.00am - 11.30am | 12.30pm - 3.00pm | 4.00pm - 6.30pm

Ceremony location (please circle):

Chapel ceremony | Garden ceremony

Expected number of guests: \_\_\_\_\_ (please complete)

### CREDIT CARD DETAILS REQUIRED

Visa/MasterCard Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

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

Deposit payment method (please circle):

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

*Stoneridge formal confirmation date & acceptance of this contract via email:* \_\_\_\_\_

NB: Please return entire contract and initial all pages

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