

1.0 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, jarrah and wrought iron 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/liason and meetings in respect of a venue booking by way of email, telephone calls and venue inspection. **Any additional time is to be charged at the wedding planning rate, \$75.00 + GST per hour.**

2.0 Deposits

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.

Bookings are confirmed upon receipt of a 100% 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 admin 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.

Notwithstanding the above paragraph, during peak season, 1 November – 30 April, the full tariff will be incurred regardless, unless any room nights are resold.

We recommend travel insurance to cover unforeseen circumstances which could result in cancellation.

NB Minimum reception venue charge for Fridays and Saturdays (\$3,250.00 + GST) applies 1 Nov – 30 Apr.

3.0 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 cash, telegraphic transfer, credit card (Visa or MasterCard). Credit card payments will attract a 4% commission charge on all services and any bank charges 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, 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 Wedding Planning

The venue fee includes up to 1 hour familiarisation/liason and planning in respect of each booking. This time includes all emails, telephone calls and venue inspections, etc. 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.

5.0 Facilities

The venue is available from 4.30pm – 11.30pm for evening functions.

6.0 Children

Stoneridge does not provide a crèche service in conjunction with functions. It is the hirer's responsibility to ensure adult supervision of any children at the function at all times and that children are not playing in the rock gardens.

Stoneridge can contract supervision for children upon written request. The area in which children may be supervised does not extend to include the lodge rooms.

7.0 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.

8.0 Ancillary Services and Wedding packages

8.1 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 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.

8.2 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.

8.3 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 booking outside of normal salon hours, a \$30.00 surcharge. Other ancillary services may also attract surcharges if booked on New Zealand Statutory holidays.

8.4 The hirer agrees that whereby a photography package is included in any wedding package, there is an additional non-refundable \$500.00 cancellation fee to that specified in clause (8.1).

8.5 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 complementary in the package**, excepting where additional services (not included in the package) are required.

8.6 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/or Manager immediately. Stoneridge reserves the right to vary pricing up to the time the services are booked and confirmed, if service providers increase their price. 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.

8.7 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.

9.0 Beverages

9.1 Glassware breakages additional - \$7.50 per glass (unless caused by Stoneridge staff).

9.2 Service, glassware, chilling and ice is included.

9.3 BYO of food or alcohol is not permitted and a BYO charge shall be levied for any alcohol bought onto the premises from an outside source.

9.4 A minimum beverage deposit required is (\$25.00pp) / (or \$400, whichever is the greater) and will be invoiced with the final balance of the venue hire fee. The hirer may wish to increase the beverage deposit amount per person to avoid any credit card surcharge on the remaining balance at the end of the function.

9.5 Any beverage consumed over and above the deposit amount in the above paragraph, will be charged on the night of the wedding against the credit card provided in this contract, unless an alternative card is provided. The hirer acknowledges that security for settlement of the beverage account will be obtained through a pre-authorisation against the card number supplied below, for a set beverage limit or estimate of the beverage spend.

9.6 The Estate's three wines -River Schist Pinot Noir, Mountain Schist Pinot Gris and Chapel Estate Rose must be equally available at all functions along with other beverage selections.

9.7 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.

10.0 Change of Numbers

For food ordering, resourcing of staff and for billing purposes, numbers will be taken as those confirmed 21 days prior to a wedding date.

11.0 Closure

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

12.0 Guest Rooms

Any guest rooms booked in conjunction with a wedding reception at Stoneridge are strictly for lodge guests only. Lodge guests with children are by special arrangement only and would normally only be permitted whereby the lodge is booked exclusively. The Lodge is only expected to accommodate lodge guests and a reasonable visitor numbers, more than eight occupants per room is considered excessive.

13.0 Noise

13.1 There shall be no noise amplification device operating outside. 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.

13.2 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.

13.3 Upon the conclusion of a function guests are required to leave the property in an orderly and quiet manner. (Guests failure to comply may result in the forfeiture of the noise bond).

13.4 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.

14.0 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.

15.0 Smoking

Smoking is not permitted outside unless ashtrays are used.

16.0 Safety

16.1 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.

16.2 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.

16.3 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.

16.4 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.



STONERIDGE ESTATE

Contract of Hire | Terms & Conditions

17.0 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 The venue does not permit the use of fireworks/ Chinese lanterns or other items which may disrupt neighbours or be a fire hazard.

17.5 All visitors to Stoneridge are by appointment only.

17.6 The hirer undertakes to provide, at least 21 days prior:

17.6.1 A table seating plan & confirmed numbers (adults and children): The venue has 80 matching jarrah and wrought iron chairs. For numbers in excess of 80, clients may wish to consider chair covers to cover mis-matching chairs.

17.6.2 Beverage selections to be served both before and during the wedding reception (maximum three red wines and three white wines);

17.6.3 Menu selections on the prescribed Stoneridge runsheet for the afternoon/evening. The hirer undertakes to complete this document and email the information TYPED within the document provided by Stoneridge which forms part of the services provided under this venue contract.

17.7 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.

17.8 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.

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: _____ Reception commencing (time): _____

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: _____

NB: Please return entire contract and initial all pages

Initial _____