

Wedding Terms & Conditions

Trade Terms

Please note no space is held for enquiries.

Tentative bookings will be held for a maximum of one (1) month.

To confirm and secure a reservation, a non-refundable deposit of \$1000. There will be a transfer fee of \$250 should the Client postpone the Wedding for any reason.

An additional non-refundable deposit of 50% of the total food costs (or \$2,000) (whatever is the greater) is required 14 days prior to the function.

The contract signatory is liable to pay all money due under this Agreement.

Full payment of any outstanding balance is due by direct payment to ANZ account number 01- 0797-00668429-000, or by EFTPOS, bank cheque, or cash on departure by the 20th of the month following the event. Non-payment after this date may result in interest being charged at the Ashburton Licensing Trust overdraft interest rate plus 8%.

Personal and company cheques accepted with prior approval.

Please use your wedding date as your reference when paying account.

We reserve the right to pass on to our Client, any increase in costs incurred by us.

Pricing

In the event of package prices and contents being updated less than six months prior to the confirmed date, the Client will have the option to select both a new package and price, or stay with the original price and package as quoted.

As the Hotel regularly updates menus and wine lists according to seasonality and availability, the Hotel at its sole discretion reserves the right to substitute items of food and beverage with a like product where necessary. Full consultation will be made with the Client.

Whilst every measure is taken to maintain prices and menus all effort will be made by the Hotel to stick to the original quote. However if a price change is due to pressures beyond our control then the hotel may change these prices at their discretion. Full notice will be given on any changes made.

A service fee of \$100.00 inclusive of GST may apply for Cash Bar arrangements where the final spend does not reach a minimum of \$500.00.

Clients agree to begin and complete their function at the scheduled time outlined in their confirmation.

Final Numbers

The final numbers attending, menu selection, wine list, and linen required are to be confirmed fourteen (14) working days prior to the event. This will be the guaranteed number.

Increases up to 10% are acceptable if adequate notice is given and room capacity has not been met. It is your responsibility to notify us of final numbers.

Charges will be based on the guaranteed number or the actual number attending, whichever is the greater.

Minimum Numbers

The minimum number for all wedding packages is 20 adults.

Cancellations

In the event of cancellation the following terms will apply:

All cancellations must be made by phone and confirmed in writing.

For functions canceled sixty (60) working days or less before the function date, the cancellation fee will be equal to 50% of the total estimated value of the function.

Less than fourteen (14) days before the function date, the cancellation fee will be equal to 100% of the total estimated value of the function.

The non-refundable deposit will apply for all cancellations.

Responsibility

1. The Client assumes responsibility for all damage caused by them or any of their guests, invitees or other people attending the function before, during or after, whether in the reception facility, accommodation or venue grounds. The Hotel reserves the right to charge extra to cover costs of engaging a specialist cleaner, or tradesman to carry out repairs or replacement to the premises, fixtures, fittings and/or chattels. This also applies to any china or glassware broken or removed by guest's invitees or other people before, during, or after a function.
2. General and normal cleaning is included in the cost of the hire charge, but additional charges may be payable if the function has created cleaning need above and beyond normal cleaning.
3. The Hotel will take all necessary care but not accept responsibility for damage or loss of Client's property before, during or after a function.

4. All due care will be taken by the Hotel for any gifts that are left in the Hotel's charge until pick up by the Client or their representatives.
5. All gifts and personal items should be picked up from the Hotel by 12pm of the following day of the function.
6. The Client is responsible for conducting the function in an orderly manner, with Hotel Management, Council, and New Zealand Laws, in full compliance of all applicable rules and regulations including normal noise control levels. We reserve the right to intervene if a function's activities are considered illegal, noisy, dangerous or offensive.
7. No responsibility will be taken for guests entering the water or children unsupervised around the water.
8. Only Hotel Ashburton and Ashburton Licensing Trust employees are permitted in the back of house areas.
9. No food or beverage of any kind will be permitted to be brought into or removed from the Hotel by the Client or any of the Client's guests or invitees. Any unauthorised alcohol or food items brought into the Hotel will incur a \$25 surcharge per item, plus we may confiscate the item.
**Food samples will be permitted by prior arrangement.*
10. The Hotel is fully licensed and as such the Sale of Liquor Act & Smoke Free Act 1989 is respected.
11. Damage to, or loss of, the rental items and packaging will be charged to the Client at replacement costs, or a fair and reasonable amount agreed (including shipping if applicable). The total replacement cost will be deducted from the bond paid and if the replacement cost exceeds the bond received from the Client, the customer will need to pay the balance directly to Ashburton Licensing Trust.
12. The Client accepts full responsibility for the safekeeping of the equipment, and will ensure that the items on hire are in safe custody and are guarded against damage or loss until they are returned or collected.
13. It is the Client's responsibility to ensure that all hire items are cleaned and returned in original condition or a cleaning fee will be taken from the bond – with the exception of any linen which has washing and laundering fees included in the hire price. However the hirer will be charged for heavy soiling, un-removable stains and candle wax at full replacement cost.

Please sign below to confirm that you have read, understood and agreed to be bound by the terms and conditions listed above.

Signature required of person/s who will be responsible for payment of this account

As per your instructions, only the person/s named are authorised to charge to the function account. It is imperative that signatory names are advised prior to the commencement of the function.

Client Name(s):

Client Signature(s):

Date:

Function Date / Notes:

FOLD

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