

PAUANUI COUNTRY ESTATE  
Referred to as abbreviated PCE

CONTRACT OF HIRE

TERMS AND CONDITIONS

**Venue Hire**

The Pauanui Country Estate venue hire fee allows for the use of all reception facilities and grounds excluding areas marked 'private' or roped off areas for safety.

"See page 5 for inclusions."

**Facilities**

Pauanui Country Estate provides a facility for:

**Weddings:** up to 135 seated guests + bridal party of 8 pax

**Functions - Daytime and Evenings:** Larger groups can be accommodated depending on type of event / weather.

**Payment**

Full payment of venue hire and catering is required no later than 14 days prior to the function or wedding date, by either NZD bank cheque, telegraphic transfer of cleared funds, cash or Visa or MasterCard. **Please note: Where Credit Card is used an additional 3% fee will be charged.** Cheques should be made payable to Remote NZ Journeys Ltd - which is our bank account.

Account Details: ASB Business Banking Auckland, New Zealand

Account Name: Remote NZ Journeys Ltd

Account Number: 123209 0374023 - 00

International Payments: Swift No. ASBBNZ 2A

**Deposits**

A 50% non-refundable deposit is required for the venue hire within 14 days of placing a booking to secure your chosen wedding / function date, or earlier, in the event of another enquiry for that date. Bookings are confirmed upon receipt of a signed copy of this contract and the 50% deposit. In the event a deposit and contract is not received within 14 days of placing a booking, the booking is deemed to be abandoned. P.C.E may invoice for up to 50% for accommodation and or services booked by P.C.E in conjunction with any wedding / function. Prices are available on request.

Minimum venue charge applies for bookings on Fridays and Saturdays from November 1st to April 30th.

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### **Ancillary Services**

All payments for ancillary services booked by P.C.E will be paid for by P.C.E and will be invoiced as part of the total wedding / function package. Whilst P.C.E endeavours to engage only highly reputable service providers, P.C.E 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 P.C.E reserves the right to vary pricing up to the time the services are booked and confirmed, if service providers increase their price.

Service deliveries:

**ALL SERVICE DELIVERIES** (e.g.hire items, florists etc.) **MUST BE PRE-ARRANGED WITH PAUANUI COUNTRY ESTATE SO THERE IS NO OVERLAP WITH ANY OTHER FUNCTION.** P.C.E will not accept any deliveries which have not been **pre-arranged**.

Wedding co-ordinating or planning assistance is charged at \$40.00 plus GST per hour. Whereby a wedding package is booked, co-ordinating time and planning assistance for *additional services* (not included in the package) will be charged out at \$40.00 + GST per hour.

### **Catering**

P.C.E can arrange caterers for weddings, events, functions by prior arrangement.

### **Change of numbers**

For billing purposes, numbers will be taken as that confirmed 21 days prior to the wedding / function date.

### **Smoking**

Smoking is not permitted inside marquee.

Smoking outside is permitted BUT ashtrays/ sand buckets **MUST** be used - no butts to be thrown on the ground. We require a clean venue for guests at all times.

### **Noise**

Where management considers noise to be excessive, controls may be imposed at management's sole discretion. It is the hirer's responsibility to ensure their chosen entertainer understands P.C.E noise requirements.

Upon the conclusion of a wedding /function guests are required to leave the property in an orderly and quiet manner.

### **Closure**

Pauanui Country Estate will close at 1:00 AM sharp. Music to finish at 12 midnight and guests vacate the property by 1:00 AM.

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## **Insurance**

Any personal items brought to the venue by guests are at the sole risk of the guests. P.C.E. 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 Pauanui Country Estate property (buildings or otherwise) by the hirer's guests.

## **Behaviour**

Pauanui Country Estate endeavours to provide an exclusive, up market, rustic functions venue. Behaviour is expected to commensurate with this. P.C.E. reserves the right to exclude or eject any person(s) attending any function, or present on the property, if their conduct is deemed to be unacceptable. The hirer acknowledges P.C.E. 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 stipulated noise requirements as justification for terminating a function.

## **Safety**

1. P.C.E. 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.
2. The P.C.E. venue incorporates water areas, elevated areas, gravel driveways, outdoor pursuits areas as it is a multi-function venue, all being an integral aspects of its surroundings. Such features may under exceptional circumstances constitute a safety risk to the hirer and the hirer's guests.
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.
4. While every practical able measure has been taken by P.C.E. to identify, mitigate or eliminate potential hazards, any residual safety risks are assumed by the hirer and the hirer's guests. Accordingly, P.C.E. will not be held accountable for any resulting injury caused to the hirer or the hirer's guests.

## **Children**

Pauanui Country Estate does not provide a crèche service in conjunction with functions. If there are any 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 any areas that are "out of bounds" or roped of areas. Children are the responsibility of the hirer and the hirer's guests AT ALL TIMES.

## **General**

1. Pauanui Country Estate will not be held responsible for any occurrence, event or act of God, which is outside of its control.
2. All cars excepting the bridal car (s) are to use the driveway to P.C.E. venue. The hirer agrees to provision transport for elderly, disabled or other guests who may need to be transported to and from P.C.E. This only permitted by prior arrangement. Transport for guests leaving P.C.E. must be booked to depart no later than 15 minutes before 1:00AM

**General (continued)**

3. Credit Card details must be provided for security of payment of \$150.00 corkage fee, a fee of \$50.00 for bottle removal and all other costs incurred incidentally or resulting from, this contract.
4. All visitors to P.C.E. are by appointment only. P.C.E. may charge for liaison/ meetings with family and friends outside the usual liaison/ meeting time that is needed to finalise arrangements with the bridal couple.
5. The hirer undertakes to provide at least 21 days prior:
  - (a) Confirmed numbers (adults and children) and table seating plan if applicable.
  - (b) A time schedule of the afternoon / evening.
  - (c) Whom, times and what deliveries / caterers etc. are coming to P.C.E.?
6. It is agreed by the hirer that all photo shots at P.C.E and at the adjacent property of the Ann & Gary Fowlers Garden venue and any photo shots at the Pauanui/ Tairua Beaches may be used by P.C.E. for advertising, website purposes unless this sentence is deleted and initialled.
7. If additional set up required another set up fee may apply.

All prices are exclusive of GST (Government Services Tax) @ 12.5% unless otherwise stated.

Contracts may be signed and faxed back to +64 7 864 8731 or posted to:

The Weddings/ Functions Manager

Pauanui Country Estate

P. O. Box 76

PAUANUI BEACH 3546

New Zealand.

**We understand and accept the Terms and Conditions as set out above pages 1, 2, 3 and 4 of this contract.**

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

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

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Contact telephone number ( ) \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Postal Address: \_\_\_\_\_

Wedding Ceremony Time: \_\_\_\_\_ Reception commencing time: \_\_\_\_\_

Expected number of guests attending: \_\_\_\_\_

Visa/ MasterCard:

Number: \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_

Expiry Date: \_ \_ / \_ \_

Cardholder name: \_\_\_\_\_ Signature: \_\_\_\_\_

Signed for and on behalf of

Pauanui Country Estate: \_\_\_\_\_

Date:        /        /

NB: Please return entire contract and initial all pages.

This is what we include for your wedding:

The 12M X 9M marquee.

Gas for copper interior lighting.

Toilet Block - which includes one disabled toilet

9 coffee style tables

2 double sized coffee style tables ( used for Bridal Party.)

1 Exterior Electric bug catcher / deterrent

Use of 6 exterior burners/ lights

Use of 6 exterior bug burners & citronella fuel.

Use of plastic covered Hay Bales with black sheets - including laundering of sheets.

Use of 8 cushions for bridal party seats & black covers including laundering of covers.

Includes fairy lights on Trees around the "Marquee" and several other lighting features around the "marquee."

Use of music / amplifier speaker system (you use your own IPod)

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