

## TERMS & CONDITIONS

### 1. CONTACT INFORMATION

Name of Bride: \_\_\_\_\_ Date of wedding: \_\_\_\_\_

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

#### CLIENT CONTACT DETAILS

Client Name *if different from Bride or Groom*: \_\_\_\_\_

Relationship to Bride/Groom: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Nominated Contact Person *see page 2*: \_\_\_\_\_

#### **Your Current Planning**

These details are required for our long-range planning and can be changed/updated any time up until 45 days before the Wedding.

Tick one:  On-site ceremony  Off-site ceremony

Ceremony time: \_\_\_\_\_ Reception start time: \_\_\_\_\_

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

**I/WE understand and accept the Terms & Conditions as set out in the following eight pages.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please initial all pages and return the signed contract to:  
Hillside Hotel, c/- 50 Driver Road, RD1, Hamilton 3281

Signed for and on behalf of Hillside Hotel Ltd: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. VENUE

### Venue Hire

The Hillside Wedding Venue hire covers the use of the Function Room and the Honeymoon Suite.

The maximum number of guests permitted in the Hillside Function Room is 150.

Complimentary use of the Restaurant, House Bar, and Lookout Lounge areas are available by arrangement with the Hotel.

The outdoor area known as the Wedding Dell may be also be booked for an on-site Ceremony for an extra fee.

Access to other areas of Hillside Station by the bridal party for photography purposes is permitted in consultation with Rosemary Leader. Hillside Station is a working farm and due care must be taken to avoid farm hazards. Use of specific farm areas must be arranged in advance.

**The Venue Fee includes:** planning assistance on the best use of the venue; set up of the Reception area on the day of function; management of the guest experience and continuity of the event. Hillside will provide:

- set up of the Function Room according to the layout and table plan supplied by the client and agreed with Hillside in advance. (The final version must be provided seven days in advance – see Responsibilities section below);

- up to 28 trestle tables and 150 chairs;

- a gift table;

- a cake table;

- a board and easel for the seating plan (if required);

- a table for DJ (if required);

- ushers to greet and guide guests to the reception area, and accept and transfer gifts to the reception gift table;

- liaison with the Nominated Contact Person regarding timing and continuity at each stage of the day.

**On-site Wedding Fee includes:** planning assistance on the best use of the site; set up of the Ceremony area on the day of ceremony; management of the guest experience and continuity of the event. Hillside will provide:

- set up of client-supplied chairs and small decorations;

- a Registry table and chair in the ceremony area, and up to ten chairs for guest use;

- supervision of the overall presentation of the ceremony area;

- ushers to greet and guide guests to the ceremony area, and accept and transfer gifts to the reception gift table;

- in hot weather, a complimentary water station on the Level Four Landing;

### Client-supplied decorations and equipment

Hillside Hotel does not handle large or heavy items such as archways, urns, dance floors, hired tables, or entertainment equipment. Installation of large or heavy items must be arranged by the client, and in consultation with Hillside Hotel, regarding the timing and access.

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Table decoration must be discussed and approved by Hillside Hotel in advance to ensure that appropriate table settings (cutlery and glassware) can be worked around the decorations.

A limited amount of storage space for non-perishable decorations can be provided in the hotel office by prior arrangement in the days leading up to the wedding.

The suspension or attachment of any decorations to Hillside Hotel property is prohibited without prior arrangement. No screws, nails, adhesive tape or other fasteners are to be attached to, or driven into, walls or any other part of buildings. Glitter and confetti are strictly prohibited both indoors and outdoors. Rice and rose petals may be strewn outdoors.

The use of candles and proposed candleholders must be specifically approved by Hillside Hotel in advance of the event. Any damage from candle wax or flame will be charged to the client. (See also General Section – Fires and Fireworks.)

All client-supplied decorations and equipment must be removed from the Function Room by 2:00 a.m. if the room is booked the day following the event, or by midday of the day following the event if Function Room is not re-booked.

### Table setting

The Hillside Hotel menu price incorporates a place-setting fee of \$10pp (per person) which includes:

- white linen table cloths and napkins;
- white porcelain crockery and stainless steel cutlery;
- glassware – a water glass, wine glass and champagne flute per setting;
- two tea-light candles and candleholders per trestle table;
- set up of the table setting;
- placement of client-supplied decorations if plan provided and agreed in advance. (Does not include assembly of decorations or flower arrangements);
- fitting of client-supplied chair covers and sashes **if advised more than 14 days in advance** that this service will be required, and that the covers and sashes are **available no later than eight hours before** the reception;
- placement of wedding favours and place names as per seating plan;
- skirting for top table, gift, and buffet tables.
- **Note:** Guests who take a place-setting/seat at a table and who were not included in the agreed catering numbers, for whatever reason, will incur a \$10pp place-setting fee.

### Electrical work

Electrical work must be approved by Hillside Hotel. Electrical work includes the placement of extension cables, audio cabling, etc.

### Access

Persons or parties engaged by the client shall have the right to enter the property for the purpose of preparatory work on the day of hire from 8:30 a.m. if advised in advance.

The Honeymoon Suite is available from 2:00 p.m. on the day of booking and a late mid-day checkout is included.

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Residential guests have access to their rooms from 2:00 p.m. on the day of booking until 10:00 a.m. the next day unless arranged otherwise directly with Hillside Hotel.

Residential wedding reception guests are welcome to linger in the Restaurant, House Bar, and Lookout Lounge with the Bridal Party until mid-day.

Non-residential wedding reception guests do not have access to Restaurant, House Bar, Lookout Lounge, or accommodation areas except as arranged in advance between the client and Hillside Hotel.

### Wedding Cake

Hillside Hotel will take delivery of the wedding cake only on the day of the wedding.

The cake will be placed directly onto the cake table. There is no kitchen storage space available.

The client is responsible for ensuring that the wedding cake assembly and decoration is as intended.

The Hillside Hotel Chef can assist if requested with any running repairs, but Hillside Hotel takes no responsibility for ensuring full restoration.

The Chef's cutting and plating of the wedding cake is complimentary providing this is done between the serving of the Main Course and the Dessert. Otherwise, this service attracts a charge of \$50 per hour's delay after Dessert is served.

### Flowers

Hillside Hotel will take delivery of flowers only on the day of the wedding.

Flowers will be placed directly into the Ceremony area or Function Room as required – no chilled storage is available.

The client is responsible for ensuring that flower arrangements are fully assembled.

Hillside Hotel will ensure that the flowers are placed as intended if provided with a layout and decorating plan (see Responsibilities section below).

Hillside Hotel will undertake watering of arrangements according to provided instructions.

Hillside Hotel will take all due care but no responsibility for the appearance or condition of flower arrangements.

### Food & Beverages

No food or beverages may be brought into the ceremony, function, or outdoor areas without the express permission of Hillside Hotel.

Use of client-supplied wines is permitted if arranged in advance and under the following conditions:

- A service charge/corkage fee of \$15 per bottle will be payable;
- The bottles to be served must be supplied to Hillside Hotel in advance of the function;
- The quantity supplied must be signed for by both parties;
- Service of the wine will be controlled by Hillside Hotel (self-service is not permitted);
- Unopened bottles will be returned to the client at check-out only.

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Because food is catered on a payment-per-head basis, and also because of Food Safety regulations, left-over food is the property of Hillside Hotel and is not available to the client. The exception is the wedding cake: all untouched portions of the wedding cake, together with any decorations, will be returned to the client the next day.

### Function closure and curfew

The bar and music will close by no later than 1:45 a.m.

All non-residential guests must have departed the premises by 2:00 a.m.

Residential guests must have vacated the Function Room by no later than 2:00 a.m. unless otherwise arranged.

### 3. RESPONSIBILITIES

The client undertakes to provide the following:

A copy of the wedding invitation list. This is required so that:

- people booking accommodation in conjunction with the wedding can be verified as bona fide wedding guests, and
- to assist in keeping out gatecrashers on the day.

Updates to contact details. Failure to advise changes in contact details can lead to cancellation of the booking and re-hire of the venue. (see Cancellation Policy below.)

Confirmation of catering requirements **45 days before the event**. (Required: menu selections, catering numbers, beverages.)

An indication of the timeline for the day, function lay-out, table plan and decorations **45 days before the event**, and final versions and any other instructions **seven days before the event**.

Final confirmation of guest numbers and authorisation of the bar tab management instructions **seven days before the event**.

### Fixed Charges

Venue charges are fixed at the rate stipulated in the contract.

**Surcharges apply on public holidays** for all charges for catering and accommodation.

The total venue fee is composed of a basic venue fee of **\$1250, plus** a holding fee for accommodation rooms of **\$2550**.

A rebate on the Final Invoice will be made for rooms booked and fully paid for at the rate of \$100 per standard or superior room, \$150 for the Mackintosh Suite, and \$200 for the Leader Suite.

Guest room rates will be at discount of **20% off** current B&B rates as advertised at the time of guest booking:

- The discounts cannot be added to any other special prices which may be offered from time to time by the hotel.

Catering charges **at time of booking are indicative only** and are subject to adjustment for inflation and seasonal variation.

Catering and beverage costs will be **fixed at time of invoicing** 45 days before the event with the exception of nominated high-cost ingredients such as seafood, out of season fruit and vegetables, and changes to alcohol excise tax.

### Optional Charges – On-Site Ceremony

The fee for an On-Site Ceremony in the Wedding Dell is **\$250**. (For details of what this fee includes see page 3, “On-Site Ceremony Fee”.)

If the On-Site Ceremony is chosen, drinks may be served in the Wedding Dell for an **additional charge of \$250**.

- The drinks service set up fee includes the serving of one round of drinks.
- There is a further charge of **\$50/hour** for any rounds served **after the first round**.
- Complimentary service of water in the Wedding Dell is included in the set up fee. (This is in addition to the complimentary hot-weather water station on the Level Four Landing.)

The Restaurant may be hired as an alternative wet weather venue for a charge of \$150.

### Payments

**A non-refundable Booking Fee of \$500** is required to confirm the booking.

#### Progress Payments:

- The holding fee for accommodation rooms, and a 50% venue fee progress payment of **\$625**, will be invoiced six months prior to the event and must be paid within seven days.
- The food portion of the catering requirement, and a \$10 per head beverage deposit, will be invoiced 30 days prior to the event and must be paid within seven days. The beverage deposit may be waived at the discretion of Hillside Hotel.
- Adjustments in guest numbers of up to plus or minus 10% will be accepted up until seven days before the event, and the final account will be adjusted accordingly.

#### Final Invoice:

- The balance of venue charges, the balance of beverage charges, the On-Site Ceremony Fee (if chosen) and any other charges incurred during the event, will be invoiced after the event and must be paid within seven days.
- The Final Invoice will include any rebates for booked and fully paid accommodation rooms.

#### Late payment penalties:

- Progress payments unpaid after the due date may lead to forfeiture of the booking.
- Final accounts unpaid after the due date will incur compounding interest penalties and may also be handed to a debt collection agency.

### Cancellation policy

Cancellations must be received in writing.

Cancellations received **more than six months** before the event will lead to the forfeiture of the Booking Fee but no other charges are payable.

If the wedding booking is cancelled **less than six months but more than 14 days** prior to the event, the venue fee progress payment and the accommodation holding fee is forfeited, but the catering portion will be credited.

If the wedding booking is cancelled **less than 14 days** before the event, the venue fee progress payment, the accommodation holding fee, and the food

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portion of the catering charge is forfeited. The beverage deposit, if any, will be credited **except where non-stock beverages were purchased by Hillside Hotel for the wedding.**

### 4. GENERAL

#### **Fires and fireworks**

Hillside Hotel maintains strict Fire Safety controls to avoid risk to the bush setting. Therefore, the following high risk activities are strictly prohibited:

- The lighting of fires;
- The use of any pyrotechnic device (e.g., “sky rockets”, “sparklers”, and the like);
- The use of outdoor candles/lanterns.

#### **Smoking**

Smoking at Hillside Hotel is restricted both by Law and for Fire Safety reasons. You are responsible for advising your guests of these restrictions before their arrival at Hillside.

Smoking **is not** permitted inside any building at Hillside Hotel.

Smoking **is not** permitted in the ceremony area or bush areas of the grounds **except** in sign-posted smoking areas.

Smoking **is** permitted on deck and balcony areas. For fire safety reasons **extra care must be taken** to ensure ash, used matches, and butts are disposed of in the ashtrays or sand buckets provided.

#### **Hillside Property**

No property belonging to Hillside Hotel is to be removed from the premises.

The moving of, or interference with, any tree, plant, or ornament within the grounds and buildings is prohibited.

#### **Site Restrictions**

Because of the steep nature of the site, Hillside Hotel is legally exempt from providing standard ramped wheelchair access. This means that:

Disabled/Limited Mobility access to accommodation and function areas is accomplished by use of Stair-lifts (see following section).

Wheelchair and Limited Mobility access to ceremony areas is difficult and must be negotiated in advance with Hillside Hotel.

#### **Use of Stair-lifts**

The stair-lifts are only for use by persons requiring Disabled/Limited Mobility access.

The stair-lift weight limit is 130kg – persons over that weight cannot be carried. The stair-lifts will be made available on request, and may be turned off by staff when not immediately needed to ensure that the batteries are not flattened by unauthorised use.

Children are specifically prohibited from using the stair-lifts unless Disabled/Limited Mobility access is required, and then usage must be under the supervision of an adult.

## Parking & Vehicle Use

Guest parking is restricted to the designated parking areas, namely, the Main Carpark and the Lower Carpark.

There is no access up, nor parking at the top of, the Service Lane for general guest vehicles except as required for Wheelchair or Limited Mobility access and then only if arranged in advance with Hillside Hotel. Please Note: The Service Lane for access to the Ceremony area is single-lane only, so the following conditions **must** be observed:

- Only one vehicle at a time may use the Service Lane. In other words, vehicles must wait at the bottom of the lane until the previous vehicle has returned down the Service Lane.
- There are a maximum of two car-parks at the top of the Service Lane. As these may be needed for service vehicles, use of these car-parks **must** be arranged in advance with Hillside Hotel.

For everyone's safety, guests are required to observe the posted speed limits - especially the mountain road's 20 km/hour limit - both when going up and when going down the access road.

## Valuables

Hillside Hotel takes no responsibility for items or valuables of wedding reception guests.

Residential guests have access to safe deposit facilities at hotel Reception.

Hillside Hotel will take all due care but will not be held responsible for breakage or misplacement of wedding gifts.

## Conduct

The client shall conduct the wedding in an orderly manner in compliance with any directives from hotel management, including obeying all applicable laws, ordinances, and regulations.

Hillside Hotel 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, or
- if their name does not appear on the guest list provided by the client and they are not vouched for by the Nominated Contact Person.

In order to comply with its Liquor Licence, Hillside Hotel will decline to serve alcohol to any guest who, in the judgement of the responsible staff member, is intoxicated or under-age.

## Damages

The Client:

shall take reasonable care not to damage any hotel property.

shall be liable for full restitution for damage to Hillside property or glass breakages by guests during the function.

shall arrange any required insurance for any personal property brought on-site.

The Hotel:

accepts no responsibility should any guest vehicle be damaged on the access road or within the carpark/s.

## 5. THE CONTRACT

### **Confirmation of booking**

The booking is only confirmed on the receipt of the Booking Fee and the signed Wedding Venue Hire contract.

A receipt/ tax invoice for the paid Booking Fee and a copy of the signed contract will be sent to the postal address nominated on the contract.

Any variations to the contract must be in writing and signed by both parties.