

Hillside Hotel Wedding Venue Hire Contract

Name of Bride: Date of wedding:

Name of Groom:

Client Name : (if different from Bride & Groom)

Contact details:

Contact telephone number: Mobile phone number:

Postal Address:

Tick one **Exclusive deal** **Function Plus deal**

WE understand and accept the Terms & Conditions as set out in the following 5 pages

Sign: **Date:**

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

Signed for and on behalf of Hillside Hotel Ltd: **Date:**

Current plans - *these details are requested for our long -range planning and can be changed/updated anytime up until 45 days prior*

Tick one **On-site ceremony** **Off-site ceremony**

Ceremony time: Reception start time: Expected number of guests

TERMS & CONDITIONS

Venue Hire

The Hillside wedding venue hire allows for use of the outdoor area known as the wedding dell, the function room and the Honeymoon suite. The use of the restaurant and guest lounge areas are restricted to arranged sessions on the exclusive deal only. The maximum number of guests permitted in the Hillside function room is 150.

Access to other areas of Hillside Station by the bridal party for photography purposes are 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 on the day of ceremony and reception areas; management of the guest experience and continuity of the event. Hillside will provide:

- a registry table and chair in the ceremony area and up to 10 chairs for guest use.
- set-up of client supplied chairs and small decorations.
- supervision of the overall presentation of the ceremony area.
- set up of the function room according to the layout and table plan supplied by the client and agreed with Hillside in advance (final version must be provided 7 days in advance).

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- 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 ceremony area, accept gifts and transfer to the reception gift table
- courtesy water station in the ceremony area in hot weather
- liaison with the nominated contact person regards timing and continuity at each stage of the day

Client supplied decorations and equipment

- Hillside does not undertake to 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 regards the timing and access.
- Table decoration must be discussed and approved by Hillside 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 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 damage will be charged to the client.
- All client supplied decorations and equipment must be removed from the function room by 2.am. if the room is booked the next day or by midday of the following day if not re-booked.

Table setting

The hillside menu price incorporates a place setting fee of \$10pp that includes:

- white linen table cloths and napkins
- white porcelain crockery and stainless steel cutlery
- glassware – water glass, wine glass and champagne flute per setting
- two tea light 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 8 hours prior to the reception.
- placement of wedding favours and place names as per seating plan
- skirting for top table , gift and buffet tables

Guests who for whatever reason are not included in the catering numbers but take a place setting /seat at a table will incur a \$10pp place setting fee.

Electrical work

Electrical work must be approved by Hillside Hotel.

Fires and fireworks

The lighting of fires or the use of any pyrotechnic device is strictly prohibited.

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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.

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

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 am if advised in advance.
- Residential guests have access to their rooms from 2 p.m on the day of booking until 10 a.m. the next day unless arranged otherwise directly with Hillside Hotel.
- Non-residential wedding reception guests do not have access to restaurant, lounge or accommodation areas except as arranged in advance between the client and Hillside Hotel

Cake

- Hillside will take delivery of the 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 cake assembly and decoration is as intended.
- The Hillside chef can assist if requested with any running repairs but Hillside takes no responsibility for ensuring full restoration.

Flowers

- Hillside will take delivery of flowers only on the day of the wedding.
- Flowers will be placed directly into the ceremony or function room as required – no chilled storage is available .
- The client is responsible for ensuring that flower arrangements are fully assembled
- Hillside will ensure that the flowers are placed as intended if provided with a layout and decorating plan.
- Hillside will undertake watering of arrangements according to provided instructions
- Hillside will take all due care but no responsibility for the appearance or condition of flower arrangements

Smoking

- Smoking is prohibited inside any building at Hillside Hotel
- Smoking is permitted on deck and balcony areas. For fire safety reasons particular care must be taken to ensure ash, used matches and butts are disposed to the ashtrays or sand buckets provided
- Smoking is not permitted in the ceremony area or bush areas of the grounds

Use of stair-lifts

- The stair-lifts are for use by persons requiring disabled access only
- Please note that Hillside Hotel is legally exempt from providing standard ramped wheelchair access
- The stair-lift weight limit is 130Kg
- The stair-lifts will be made available on request and may be turned off 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 access is required and then must be under the supervision of an adult.

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Food & Beverages

- No food or beverages can 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
 - 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
- 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 and any decorations will be returned to the client the next day.

Damages

- The client shall take reasonable care not to damage any hotel property.
- The client shall be liable for full restitution for damage to Hillside property or glass breakages by guests during the function.

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 reserves the right to exclude or eject any person(s) attending the function, or present on the property, if their conduct or attire is deemed to be unacceptable.

Function closure and curfew - Function plus deal:

- The bar and music will close by no later than 11:30 pm
- All non-residential guests must have departed the premises by no later than 12 midnight.
- Departing guests must be advised to keep noise to a minimum as a courtesy to non-wedding guests staying in the hotel
- Residential guests must have vacated the function room by no later than 12 midnight unless otherwise arranged
- Residential guests must be mindful of non-wedding guests staying in the hotel, particularly past midnight

Function closure and curfew – Exclusive deal:

- The bar and music will close by no later than 1:45 am
- All non-residential guests must have departed the premises by 2 a.m. .
- Residential guests must have vacated the function room by no later than 2 a.m unless otherwise arranged

The client undertakes to provide the following:

- A copy of the wedding invitation list (so persons 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.
- Confirmation of catering requirements (menu selections, catering numbers, beverages) 45 days prior.
- Final confirmation of guest numbers and authorisation of the bar tab management instructions 7 days prior.
- An indication of the timeline for the day, function lay-out, table plan and decorations 45 days prior and final instructions 7 days prior

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Charges

- Venue charges are fixed at the rate stipulated in the contract.
- Surcharges apply on public holidays** for all charges for venue, catering and accommodation.
- The total venue fee is comprised of a basic venue fee of \$2000 and a holding fee/deposit for accommodation rooms.
- The accommodation holding fee for the function plus deal is \$1300** (all level three and four rooms).
- The accommodation holding fee for the exclusive deal is \$2550**
- A rebate on the final invoice will be made for rooms booked and fully paid at the rate of \$100 per standard room, \$150 for the Mackintosh Suite and \$200 for the Leader Suite
- Guest room rates will be at a 10% discount of current advertised rates at the time of guest booking
- Wedding guests on the Function Plus Deal must identify themselves as wedding guests at the time of booking to receive the discount and for the client to receive a rebate
- 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 prior to the event with the exception of nominated high cost ingredients such as seafood and out of season fruit and vegetables and changes to alcohol excise tax.

Payments

- A non-refundable deposit of \$1000 (50% of the basic venue hire) is required to confirm the booking.**
- The holding fee/ deposit for accommodation rooms is payable by no later than 90 days prior to the wedding
- The food portion of the catering requirement and a \$10 per head beverage deposit will be invoiced 45 days prior to the event and must be paid within 7 days.
- Adjustments in guest numbers of up to 10% will be accepted up until 7 days prior to the event and the final account adjusted accordingly.
- The balance of beverage charges and any other charges incurred during the event will be invoiced after the event and must be paid within 7 days. This final invoice will include any rebates for booked and fully paid 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 90 days prior to the event* will lead to the forfeit of the deposit but no other charges are payable.
- If cancelled less than 90 days but more than 14 days prior to the event* 100% of the venue and accommodation holding fee is still payable but the catering portion will be credited.
- If the wedding booking is cancelled less than 14 days but more than 7 days prior to the event* 100% of the venue and accommodation holding fee and 50% of the food portion are still payable. The beverage deposit will be credited.
- If the wedding booking is cancelled less than 7 days prior to the event*, 100% of the venue, accommodation holding fee and food portion are still payable. The beverage deposit will not be credited

Confirmation of booking

- The booking is only confirmed on the receipt of the venue deposit and the signed booking contract.
- A receipt/ tax invoice for the paid deposit 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.