



Terms & Conditions

2019-2021

Vanessa Orr

AMURI ESTATE LIMITED 128 Medway Road, Hanmer Springs, New Zealand

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At Amuri Estate we aim to provide an amazing experience and venue for your wedding day. It is our pleasure to be able to assist you in planning this special day and we are here to help. The following terms and conditions have been designed to ensure the event runs as smoothly as possible for both you and Amuri Estate.

Pencilled Bookings

A no-obligation hold can be placed on a date for 20 days. Please confirm your intentions within this period. If you wish to make a booking, an invoice for the deposit will be sent to you for payment.

Confirmation

Your booking will be confirmed when we receive the signed agreement and the deposit of 50% of the total hire fee is in our bank account. The remaining 50% balance of the venue hire, and \$500 bond is payable 30 days before the wedding date.

Bond

The \$500 bond is payable 30 days prior to the wedding date. The bond will be fully refunded within 7 days after the function date excluding charges for any damages and breakages. If damage exceeds the \$500 bond the hirer is liable to pay extra charges for repairs. The bond includes damages and breakages within the Amuri Estate venue, accommodation and grounds if anything is damaged or destroyed by the hirer or the hirer's guests.

Cancellations

If a cancellation is received in writing:

- 120 days or more before the confirmed date, your deposit will be fully refunded **IF** we can obtain a replacement booking for the cancelled date.
- Within 120 days of the confirmed date, the deposit is non-refundable.

In the unlikely event that Amuri Estate is unable to undertake the hosting of your event due to unforeseen circumstances such as fire, natural disaster etc you would be informed immediately. A 100% refund of all payments received is guaranteed within 20 days of this situation being communicated to you.

Liability

Amuri Estate does not accept liability for loss or damage to any gear or equipment brought onto the premises by the hirer, subcontractor or hirer's guests.

Venue hours of use

The hire of the venue is for any consecutive 10-hour period between the hours of 10am and 12 midnight. E.g. 2pm – midnight.

1-day hire- the venue is available for set up or deliveries exclusively between 10am until 12 midnight on the day of hire, unless otherwise confirmed with the booking person.

Ceremonies will be starting from 2pm with guests arriving 30 minutes prior, unless otherwise confirmed with the booking person.

2-day hire (Hire package)- the venue is available for setup, deliveries, or rehearsals from 4pm the day prior. The venue is available for use from 10am until 12 midnight on the day of the event with ceremonies starting from 2pm unless otherwise confirmed with the booking person. It is a condition of our license that all guests have vacated the premises by 12 midnight. The following day after your wedding the venue will be available to use from 10am until 3pm for a BBQ or any packing up.

Accommodation

1-day hire- the accommodation is available for check in at 10am on the day. Check out the following day is 11am.

2-day hire- the accommodation is available for check in at 3pm the day prior. Check out will be 11am on the final day.

Accommodation is exclusively for guests staying onsite. No other guests will be permitted within the accommodation complex, unless discussed and confirmed with the booking person. Guests staying onsite will have full access to their rooms throughout the duration of the event, however we please ask you don't bring other guests with you to and from the venue. Strictly no after functions allowed in the accommodation or on the premises. This includes guests staying onsite. The bond for the venue hire also includes the accommodation. Any damages within the accommodation will be taken off the bond.

Noise

Amuri Estate shall monitor functions for compliance to local body requirements regarding noise levels and the hirer agrees to comply with any direction from Amuri Estate relating to these levels. It is a requirement for us to keep doors and windows closed if amplified music is playing after 7pm. This will be assessed on a case by case basis at the time of the event.

Music

There will be a quality Bluetooth portable speaker available for use for the ceremony music if required. We are happy to assist you with the music by turning it on and off for you. This speaker also has its own microphone system which your celebrant may want to use for weddings over 70 people, or in the case of windy conditions. This system will also be available for music or speeches at your wedding reception. If the band would like to use our speakers there will be a hire charge for them to use our equipment for the evening. Most bands tend to like to bring their own equipment however you need to just check with them that none of their equipment requires 3 phase power as we only have single phase power at the venue.

Event Plan

Our Event Plan provides a detailed outline of your event at Amuri Estate and will ensure peace of mind that everything will be as you envisioned it. Please contact Amuri Estate to arrange a mutually suitable time for an event planning meeting to create your Event Plan. This is usually best to take place four to six weeks before the booking date, or when most of your RSVPs have been received. However, we can do this at any time which best suits you. This meeting will usually take an hour in which we will discuss beverage choices, floor plans, table settings, venue decoration, band/dancefloor etc. A run sheet of events for the day of your wedding will also be decided upon. A copy of this Event Plan will be sent to you after the meeting and we can work through any changes or concerns until you are completely satisfied. Please do not hesitate to contact Amuri Estate with any queries at any stage during your planning.

Venue Decorations

Table and chair setups are undertaken by Amuri Estate as decided upon in the Event Plan details. You are welcome to add your own decorations however no items are to be affixed to the property in any way. Please advise us if you wish to use any confetti, bubbles, petals, sparklers, crystals, flower petals etc as some of these items are only permitted in certain areas of the venue and grounds. All items and decorations brought onsite are to be removed at the end of the event. Staff will help discreetly pack decorations up and place them into boxes or bags ready for removal at a suitable time previously arranged. If there is no function on the day before your booking date, the venue will be available for you to decorate and hold a rehearsal if you wish. If there is a function on the day before your booking date, the venue is available for you from 10am on your wedding day. We will organise a suitable time for decorations and rehearsals at the Event Plan meeting.

Alternatively, if you do not want the hassle of bringing decorations Amuri Estate has theming packages which can be set up by our staff for you at an extra charge. Please enquire with us for more details.

Transport & departure arrangements

Please consider organising transport for your guests to and from the venue as we have limited parking and no services such as taxi's or Uber. We have information on transport companies that can be used, please contact us for more details. All guests must have safely departed the property by 12 midnight, please ensure the last bus is ready to go at 11:50pm sharp. Guests may leave their cars in the carpark overnight at their own risk and these must be collected no later than 10am the following day.

Client & Host Responsibility

We politely ask that you ensure your guests behave in a reasonable manner during the event. Please nominate a contact person who we can co-ordinate with should any situation arise which needs assistance. Amuri Estate reserves the right to remove any person who behaves in a manner which causes disturbance or is deemed unsafe. We will have security on call and present from 10pm onwards (depending on the nature of the event) or if any situation throughout the event needs extra assistance.

Beverages & Smoking

Amuri Estate is a licensed venue, strictly no beverages are to be brought onto the property during any event. Anyone found to be in this position will be asked to leave and transport will be arranged for them, if necessary, by your contact person. No minors will be served alcohol. Anyone who is deemed too intoxicated by event staff will be cut off from the bar and any alcoholic beverages until we decide they are fit to continue consuming alcohol. If they fail to adhere to our decision, we will escort them from the premises.

You can choose to run a bar tab of your selected beverages from our beverage list for the duration of the event. This can be monitored for you and an invoice will be sent the Monday after your wedding. Alternatively, if you are using Moveable Feasts as a caterer you can get beverage packages through them and they will manage both food and alcohol for the evening. Cash bar facilities will be available for guests to purchase beverages as necessary, if wished. Beverage prices are fixed from the date of order for your event. The bar will close at 11:30pm sharp. All music must finish at 11:30pm giving guests 20 minutes to organise themselves and get on the last bus at 11:50pm or their preferred mode of transport. Please respect we must stick to this time schedule for our licence and there will be no negotiating on these times or the option to extend the finishing time.

Alcohol is unavailable before a ceremony, unless by prior arrangement. On arrival there is always iced water available and if requested we can offer a selection of non-alcoholic drinks. Beverage service commences directly after the ceremony at your chosen location.

All inside areas are non-smoking. Smoking is permitted inside the designated smoking area (sign posted). Smokers must stand well clear of entrance doors and use the ash trays provided.

Cleaning

The venue hire includes a clean-up fee. In the unlikely case that unwarranted extra cleaning needs to be undertaken, a charge of \$50.00 per hour would apply.

Thank you for selecting Amuri Estate to hold your special celebration! We look forward to working alongside you to create your perfect day just as you envisioned it. Any questions or concerns are always welcomed, no matter how small or large. We also invite you to revisit the venue at any arranged time to help you in your preparations.

Kind Regards,

On behalf of Amuri Estate Limited

Vanessa Orr

Booking Contract

Wedding Day Date:

1-day hire or 2-day hire:

Ceremony Location and Time:

Contact Person – on the day:

Bride

Name:

Contact phone/mobile:

Email address:

Groom

Name:

Contact phone/mobile:

Email address:

Promotional photos and videos:

Are you ok with Amuri Estate taking some photos/videos throughout the duration of your event that we may use for promotional purposes such as on our website, Instagram, Facebook? Yes No

Agreement to Terms & Conditions

If you agree to the Terms & Conditions please return the Booking Contract page, signed to:

Amuri Estate Limited

PO Box 143

Hanmer Springs 7360

or

amuriestate@gmail.com

Please retain a copy for your records

Payment Details

Schedule of payments once invoice is received:	Method of payment
<i>On booking-</i> deposit of 50% of the venue hire fee for your selected date is required. <i>30 days before your booking date-</i> remaining 50% of the venue hire fee and \$500 bond is required.	Online payments to: Amuri Estate Limited Rabobank Account: 03-1353-0275055-00 <i>Reference: use invoice number and bride's surname.</i> Cheques and cash are also accepted.

In the case of unpaid accounts, you acknowledge that the debt can be passed to an appointed agent for debt recovery action and you agree that all collection costs, enforcement fees and solicitor's costs incurred by Amuri Estate would be your responsibility.

This agreement is between Amuri Estate Limited trading as Amuri Estate of 128 Medway Road, Hanmer Springs and the persons signed below:

Bride Name:

Groom Name:

Signed:

Signed:

Dated:

Dated: