



**STONERIDGE  
ESTATE**  
Lake Hayes - Queenstown  
New Zealand

# PCO'S

Contract of Hire | Terms & Conditions

v. 03.18

## 1.0 Venue Hire

**1.1** The Stoneridge venue hire fee provides for the use of the Hayes room facilities and immediate grounds adjacent, excluding those areas marked 'private'. The venue fee includes table cloths, napkins, tables, chairs (not chair covers, printing, or candles), the setting up (but excluding table decorations), and clean-up of venue. There is a sound system also included for which IPODs/MP3's or CD's may be provided as background music. All other AV equipment i.e. screen, projector are available at additional cost.

**1.2** The venue fee also includes up to 1 hour familiarisation/liaison and meetings in respect of a venue booking by way of email, telephone calls and venue inspection. Any additional time is charged at the Event planning rate, \$75.00 plus GST per hour.

## 2.0 Facilities

The venue is available for hire between the hours of 8.00am and 11.30pm.

## 3.0 Confirmation/Deposits

A 100% non-refundable deposit of the venue fee is required within 14 days of placing a booking to secure the function date, or earlier, in the event of another enquiry for that date. Bookings are confirmed upon receipt of the 100% deposit. In the event a deposit is not received within 14 days of placing a booking, the booking is deemed to have been abandoned. Stoneridge may invoice for up to a 50% deposit for services booked by Stoneridge in conjunction with any function.

Note: Minimum venue charge for Fridays and Saturdays (\$3,250.00 plus GST) applies 1 November – 30 April.

## 4.0 Cancellation

All cancellations must be notified to Stoneridge Estate in writing.

## 5.0 Final payment

Full payment of venue hire and catering is required no later than seven (7) days prior to the function date, by either NZD bank cheque payable to Stoneridge Estate, telegraphic transfer of cleared funds, credit card (Visa or MasterCard) or cash. Please note any credit card payments will attract a 4 % commission charge on all services. Any bank charges are for the account of the hirer.

### Account details:

ANZ Bank Queenstown, 13 Camp Street, Queenstown  
9300, New Zealand

### Account name:

Stoneridge Estate

### SWIFT code:

ANZBNZ22

### Account number:

06 0101 0368 736 00

{The first two digits denote the bank, next four denote the branch, and the last 9 denote the account. Please include your name and/or invoice number as a reference so we can identify your payment. }

## 6.0 Ancillary services

**6.1** All payments for ancillary services booked by Stoneridge will be paid for by Stoneridge and will be invoiced accordingly as part of the venue booking. Whilst Stoneridge endeavours to engage only highly reputable service providers, Stoneridge 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 Stoneridge reserves the right to vary pricing only up to the time the services are booked and confirmed, if service providers increase their price.

**6.2** ALL service deliveries (e.g. hire items, florist etc.) or meetings must be pre-arranged with Stoneridge so there is no overlap with any other such function. Stoneridge will not accept any service deliveries which have not been pre-arranged.

## 7. Change of numbers

For food ordering and billing purposes, numbers will be taken as that confirmed 10 working days prior to the function date. For billing purposes numbers can increase but not decrease after this date.

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## 8. Beverage

- 8.1 Glassware breakages additional, \$7.50 per glass (unless caused by Stoneridge staff).
- 8.2 Service, glassware, chilling and ice is included.
- 8.3 **BYO is not permitted.** If any alcohol is found on the premises found from an outside source a corkage charge will be placed upon the final bill.
- 8.4 A minimum beverages deposit required is (\$25.00pp) / (or \$400, whichever is the greater) and will be invoiced with the final balance of the invoice. Any beverage consumed over and above the beverages deposit will be invoiced after the function and payment is due on receipt of invoice unless the account is being paid by a PCO client whom holds an account with Stoneridge. The hirer acknowledges that security for settlement of the beverage account may be obtained through a pre-authorization against the card
- 8.5 The Estate's River Schist Pinot Noir, Mountain Schist Pinot Gris and Chapel Estate Rose must be equally available along with other beverage selections at all functions.

## 9. Guest rooms/changing rooms

Any performers or artists requiring additional changing facilities need to make arrangements as to availability. Under no circumstances are guests/performers/bands to use adjacent Stoneridge lodge facilities unless permission has been granted. In certain circumstances, separate dining facilities will not be possible for performers or PCO's depending on availability of the lodge. In this instance the board room would need to be used for dining.

## 10. Smoking

Smoking is not permitted outside unless ashtrays are used.

## 11. Noise

- 11.1 There shall be no extensive noise amplification operating outside.
- 11.2 Any sound system used indoors (including that of a band or DJ) shall be monitored through a sound limiting device and must be played through Stoneridge's noise limiter, which is set at levels of noise below that permitted by Queenstown Lakes District Council. Where management considers noise to be excessive, further controls may be imposed at management's sole discretion. It is the hirer's responsibility to ensure their chosen entertainer understands Stoneridge's noise requirements and they are aware they have to operate using a noise limiter (designed to cut power if noise levels are exceeded for more than 20 seconds). A display monitor will operate with lights in green, amber and red.
- 11.3 Congregation of guests, provisioning of food or drinks outside is not permitted where noise levels become excessive. External doors shall be fixed in the closed position and must remain closed once entertainers are performing at noise levels which provide a need to close doors to contain noise.
- 11.4 Upon the conclusion of a function guests are required to leave the property in a considerate manner.
- 11.5 It is agreed that any music played during a function is that belonging to the hirer and is for their personal use.
- 11.6 There is to be no extensive noise after 10pm. Management's decision is final as to what grounds may constitute excessive noise.

## 12. Closure

Stoneridge liquor license allows alcohol to be served until 11.30pm with entertainment finishing at this time also. All guests at Stoneridge lodge are expected to have vacated the property by 12 midnight.

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## 13. Insurance

Any personal items brought to the venue by guests are at the sole risk of the guests. Stoneridge 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 Stoneridge property (buildings or otherwise) by the hirer's guests.

## 14. Behaviour

Stoneridge endeavours to provide an exclusive, up market functions venue. Attire and behaviour is expected to be commensurate with this. Stoneridge 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. The hirer acknowledges Stoneridge 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 the stipulated noise requirements as justification for terminating a function.

## 15. Safety

**15.1** Stoneridge 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.

**15.2** The Stoneridge venue incorporates water features, ponds, rock walls and rock steps as integral aspects of its surroundings. Such features may under exceptional circumstances constitute a safety risk to the hirer and the hirer's guests.

**15.3** 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.

**15.4** While every practical able measure has been taken by Stoneridge to identify, mitigate or eliminate potential hazards, any residual safety risks are assumed by the hirer, and the hirer's guests. Accordingly, Stoneridge will not be accountable for any resulting injury caused to the hirer or the hirer's guests.

## 16. Children

Stoneridge does not provide a crèche service in conjunction with functions. If there are 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 the rock gardens. Stoneridge can provide supervision for children upon written request.

## 17. General

**17.1** Stoneridge will not be held responsible for any occurrence, event or act of God, which is outside of its control.

**17.2** Where guests are arriving predominantly by car, these **cars are to be parked in the Chapel car park. Buses are permitted by prior arrangement.** Transport for guests leaving Stoneridge must be booked for no later than 11.30pm.

**17.3** Credit card details (Visa or MasterCard) must be provided for security of payment for beverage and other incidental costs resulting from the hire of the venue. A 15% surcharge applies to food and beverage costs on New Zealand Statutory Holidays.

**17.4 All visitors to Stoneridge are by appointment only.**

**17.5** The hirer undertakes to provide, at least 10 working days prior:

**17.5.1** A table seating plan and confirmed numbers (adults and children); the venue has 80 matching chairs, where numbers are in excess of 80, clients may wish to consider chair covers to conceal un-matching chairs.

**17.5.2** Beverage choices to be served both before and during the function (maximum two red wines and three white wines);

**17.5.3** Menu selections on the prescribed Stoneridge runsheet for the afternoon/evening. The hirer undertakes to complete this document and email the information TYPED within the document provided by Stoneridge which forms part of the services provided under this venue contract. A labour charge shall apply should any venue set vary on the day from that agreed on the runsheet.

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**17.6** It is agreed by the hirer that photography shot at Stoneridge Estate may be used by Stoneridge for advertising purposes.

**17.7** Any variations to these terms of hire must be clearly stated in writing to Suzanne Gore.

All prices are exclusive of Goods and Services Tax (GST) 15% unless otherwise stated.

Thank you for choosing Stoneridge Estate for your forthcoming function.

Contracts may be emailed to [enquiries@stoneridge.co.nz](mailto:enquiries@stoneridge.co.nz).

We understand and accept the Terms and Conditions as set out above (three pages).

Hirer: \_\_\_\_\_

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

Company: \_\_\_\_\_

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

Cell phone: (     ) \_\_\_\_\_

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

Function date: \_\_\_\_\_

Function commencing (time): \_\_\_\_\_

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

Will event planning assistance be required:     Yes/No (please circle)

**Credit card details are required for security for any incidental services that may result from the signing of this contract.**

Visa/MasterCard Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Signed for and on behalf of Stoneridge Estate: \_\_\_\_\_

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

**NB: Please return entire contract and initial page 1, 2, 3 and 4.**