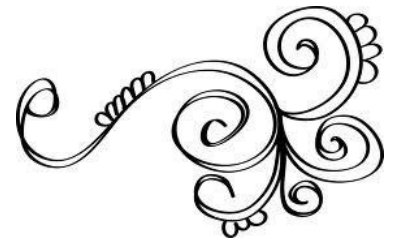


Old Forest School Limited



Terms and Conditions of Hire

Thank you for choosing Old Forest School as your special events venue.

We look forward to creating, with you, a truly memorable event. We understand that you will have already read through our terms and conditions on our website but ask you to please do so again and sign your acceptance below.

(Please initial all pages and email or post form back to us)

This contract dated _____

Between Old Forest School Limited (venue)

and _____ (hirer/client)

Function date _____

Quoted amount _____

Deposit paid _____

Your address _____

Your contact phone _____

ASB Bank
Old Forest School Limited
123038 0424347 00

I/We have read through the terms and conditions and the deposit and payment arrangements and agree to abide to that which is set out below.

Signed by hirer.



Terms and Conditions of Hire

1. The hirer shall be responsible for the Health and Safety of all those attending the event. In particular the hirer shall make themselves aware of fire evacuation procedures and provide for those with mobility requirements. The venue has uneven terrain and surfaces with spread out facilities, wheelchair access can be challenging. Please make sure you have a plan for catering for guests with mobility requirements.
2. Old Forest School does not supply, sell or serve alcohol as any part of our venue hire. The hirer is responsible for the safe, sensible and moderate serving and consumption of alcohol to their guests on the premises. The hirer acknowledges they will comply with all Alcohol Legislation. You must appoint/hire at least one dedicated Bar Manager for the duration of your event (first guest arrival to last guest departure). The Redwood Bar area must be cleared, packed down and cleaned by end of function (12pm at latest), with all rubbish, empties, glassware and recycling moved to the Tuck Shop area.
3. The hirer shall be liable for any loss or damage (howsoever caused) to either the premises, grounds or the fixtures and fittings therein by the client, clients guests, invitees or other persons attending the function.
4. No food or beverages to be stored, prepared or consumed in the Schoolhouse (including caterers and guests). The Schoolhouse will be closed and locked by 6pm.
5. We do not accommodate non-commercial caterers. Caterers must be fully self contained/mobile, they will have access to power and water only.
6. The hirer shall ensure any contracted party hold Public Liability Insurance. Old Forest School accept no liability for any loss or damage caused by a contracted party. Contracted parties will be asked to provide a certificate of insurance confirming their cover prior to day. Old Forest School reserve the right to not admit suppliers who are unable to show cover. Please chat with us and potential vendors about this early on.
7. All electrical equipment used onsite MUST be PAT (portable appliance test) tested and tagged. This will be checked by our team and untagged or expired tag items will be unable to be used.
8. NO STILETTO HEELS to be worn inside the schoolhouse as they can severely damage the wooden floors. Please include this requirement when sending out invitations.
9. No children (under 14 years old) to be left unattended in the cabins, any buildings or on the grounds. All children must be fully supervised by a parent or guardian at all times.
10. The premises will strictly be available from 10am on day of hire. Functions must conclude and non-accommodation guests and all vehicles need to have departed by midnight on the day of the hire.
11. No candles or open flames are allowed in any buildings. Seating and tables in Schoolhouse and/or Reception area (Big Barn) must not be moved or relocated.
12. There is a designated smoking area onsite, smoking is strictly prohibited in any other part of the venue.
13. Animals resident on the property cannot be fed and all gates must be kept closed. Pets are not to be brought to the venue. If you have a special request on this please have a chat with us.
14. All of your props, belongings, hired equipment, rubbish and recycling must be removed from school grounds by 9am on the morning after function.
15. Hirers must remain at the function until the conclusion, when the hirer leaves the function (either the premises or to their cabin) the function is deemed to have concluded.
16. Cabins are doubles, maximum occupancy per cabin is 2 people. Maximum occupancy onsite is 8 people. Check in for cabins is 2pm, check out is 9am.
17. Old Forest School shall not be liable for any damage or loss (howsoever caused) to any property belonging to or under control of the hirer or any injury to those using the venue.
18. If the venue cannot be made available to the Client for causes beyond the control of Old Forest School Limited (for example fire, earthquake) then Old Forest School reserves the right to substitute a similar date with prior notification of the change. The Client under these circumstances can opt to cancel the event and have the deposit refunded in full.



19. Maximum number of guests (including bridal party) is 120. The maximum number of onsite vehicles is 30 (including suppliers vehicles). There is no offsite/roadside parking available.
20. Old Forest School reserves the right to alter and/or make improvements to the property as deemed necessary and without prior consultation.
21. The hirer must abide by all local bylaws and regulations, e.g. noise control, fire bans, etc.
22. Evening music and dancing must be fully contained within the Redwood Stables Little Barn.

Reservation & Payment arrangements

23. A non-refundable deposit of \$750 is required at the time of booking if your event is more than 12 months away with an additional deposit of \$750 to be paid 12 months before booked dates.
24. A non-refundable deposit of \$1500 is required at the time of booking if your event is less than 12 months away.
25. Paid deposits secure your venue hire rate and date. Payment of deposit indicates you have read and agreed to our terms and conditions.
26. Terms are then 50% payment six month before, plus a bond of \$1000 and final balance to be cleared not later than one week before booked dates. These payments, once made, are non refundable in the event of a cancellation.
27. Failure to make payments on time could be deemed as a cancellation of your contract.
28. The deposit is non-refundable under any circumstances or time periods.
29. Bonds will be refunded (less any deductions for damage, extra cleaning, etc.) by cheque within 3 working days post the event.

Generally speaking our fee includes:

- Full venue management on the date of your booking, including supplier set-up assistance and coordination of bridal party arrival.
- Consultations and additional viewings by arrangement.
- Seating in Schoolhouse for up to 100 people.
- The Redwood Stables Big Barn with tables and chairs for up to 100 people to be set up as per your seating plan.
- Microphone and speaker for speeches in the Big Barn.
- Pack down and relocation (where appropriate) of flowers, props and decorations in ceremony and reception areas.
- Toilet facilities.
- Use of tennis equipment, court, Petanque, cricket pitch, croquet and other available games, set up for you on the day.
- Onsite parking (maximum 30 cars) with a dedicated parking attendant.
- 3 x 1.8m plastic trestle tables, gift table and glassware table.
- Use of festoons, fairy lights, etc.
- Use of outdoor fire (with firewood) dependant on fire bans.
- Wine barrel for wedding cake.
- A wedding rehearsal time either Monday 4pm - 6pm or Tuesday 4pm - 6pm, subject to availability.
- Storage shed for packaging/boxing used for props and decorations.
- Full venue clean after event, excluding Redwood Bar area.

