

# OLD FOREST SCHOOL

## Terms and Conditions of Hire

Thank you for choosing Old Forest School as your event venue. We look forward to helping you create a truly memorable event.

Please initial all pages and email to [info@oldforestschool.co.nz](mailto:info@oldforestschool.co.nz)

This contract dated \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Between Old Forest School Limited (referred to as OFS)

and \_\_\_\_\_ (hirer/client)

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

Event (tick one)       Full day Wedding                       Afternoon Wedding  
                                  Twilight Wedding                       Birthday  
                                  Corporate                                       Other

Quoted amount \_\_\_\_\_

Deposit paid \_\_\_\_\_

Your address \_\_\_\_\_  
\_\_\_\_\_

Your contact phone \_\_\_\_\_

ASB Bank **Old Forest School Limited 123038 0424347 00**

Please use your name and event date as a reference

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. There is 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. OFS is a safe and inclusive environment. There is zero tolerance for illegal substances, physical or verbal abuse, bullying, harassment, indecent exposure, unwanted physical contact etc. Any persons not complying will be required to leave venue immediately.
3. OFS 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 and OFS Bar Management Guidelines followed. You must appoint/hire at least one dedicated Licensed Bar Manager for the duration of your event (first guest arrival to last guest departure).
4. 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.
5. We do not accommodate non-commercial caterers. Caterers must be fully self contained/mobile, they will have access to standard electric power outlets and water only. Caterers must remain onsite for entirety of their food service to clear, clean and remove all generated waste.
6. The hirer shall ensure any contracted party hold Public Liability Insurance. OFS accepts 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. OFS reserve the right to not admit suppliers who are unable to show cover.
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 and be prevented from damaging grounds, equipment or gardens.
10. No fireworks anywhere on the venue, no candles or open flames are allowed in any buildings. Seating and tables around venue must not be moved or relocated.
11. There is a designated smoking/vaping area onsite, smoking/vaping is strictly prohibited in any other part of the venue. Cigarette butts on ground will incur extra cleaning charges.
12. Animals resident on the property cannot be fed and all gates must be kept closed. Hirers/guests pets can only be brought to the venue with prior permission from OFS.
13. All of your decorations, belongings, equipment and rubbish/recycling must be removed from venue by agreed time.
14. 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.
15. OFS 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.

16. If the venue cannot be made available to the Client for causes beyond the control of OFS (for example earthquake) then OFS 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.
17. The maximum number of onsite vehicles is 22 (including suppliers vehicles) plus bus, There is no offsite/roadside parking available.
18. OFS reserves the right to alter and/or make improvements to the property as deemed necessary and without prior consultation.
19. The hirer must abide by all local bylaws and regulations, e.g. noise control, fire bans, etc.
20. Evening music must be fully contained within the Little Barn.

## **Reservation & Payment arrangements**

21. 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.
22. A non-refundable deposit of \$1500 is required at the time of booking if your event is less than 12 months away.
23. Paid deposits secure your hire rate and date. Payment of deposit indicates you have read and agreed to our terms and conditions.
24. 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.
25. Failure to make payments on time could be deemed as a cancellation of your contract.
26. The deposit and any other payment(s) made are non-refundable under any circumstances or time periods. Please don't ask.
27. Bonds will be refunded (less any deductions for damage, extra cleaning, etc.) by direct deposit into your nominated bank account within 1 week of the event.

## **Generally speaking our fee includes:**

- Exclusive use of the venue for duration of hire
- Planning assistance, support and event day venue manager
- Outdoor seating location (Sycamore)
- Indoor seating location (Schoolhouse)
- Dining area with tables and chairs, cake table, PA system
- Outdoor festoon lighting
- Dedicated indoor dance floor (Redwood Barn)
- Outdoor furniture and buildings such as Bar, The Fernery, Sports Pavilion
- Designated smoking and vaping area
- Bathroom facilities
- Outdoor games selection (Tennis, Badminton, Giant Jenga)
- Fireplace and firewood (dependant on conditions)
- Venue cleanup, pre and post event