



Standard terms and conditions of contract for weddings, functions and conferences

1. Confirmation

Bookings will be treated as provisional until the deposit and signed copy of terms and conditions are returned by the client, which should be within 28 days of the provisional booking. Having failed to do so, Pudding Hill Lodge reserves the right to cancel the function/conference without notification to the client.

It is the client's responsibility to contact Pudding Hill Lodge to make an appointment to confirm the final details of the wedding/function (the 'final appointment'). **This final appointment must be carried out no less than four weeks before the date of the event.**

The client must confirm to Pudding Hill Lodge the final numbers of guests attending not less than fourteen days prior to the function/conference. The amount payable by the client will be calculated on the final number of guests given by this fourteen day period prior to the event.

Final payment for the function must be paid on the date of departure. No monetary refund will be possible due to reduction in numbers, whatever the circumstance, if notification is given to Pudding Hill Lodge any less than fourteen days prior to the event.

2. Cancellations

In the event of a straight cancellation, the client would forfeit any deposits having been made whatever the circumstance.

In certain circumstances and at the discretion of the management of Pudding Hill Lodge, a deposit may be deferred in order to secure an alternative date, resulting in an additional charge. If the client wishes to change the date of the wedding/function (after the initial deposit has been paid), an automatic administration charge of \$100.00 will be charged to the client booking which is payable on the final wedding/function invoice.

Should you have to cancel your booking, an additional charge will be made to the client calculated as a percentage of the potential total booking value of the event being cancelled, according to the scale highlighted below; the below charges will be calculated based on the provisional number of expected guests (information supplied by the wedding party) attending the wedding/function. Where such information is not available, Pudding Hill Lodge will calculate the charge based on: **ceremony room hire, drinks package one, three course wedding breakfast and evening buffet for 40 guests.**

Cancellation period Percentage

From three - six months prior to the event 25%

Between one - three months prior to the event 30%

One month - 15 days prior to the event 50%

14 - seven days prior to the event 90%

Less than seven days prior to the event 100%

This additional charge does not refer to any deposits having been paid. The client should confirm all cancellations in writing. Any costs incurred for a particular event that otherwise would not have been incurred; will be charged in the event of cancellation, unless Pudding Hill Lodge are able to mitigate their loss. This additional charge does not refer to any deposits having been paid. The client should confirm all cancellations in writing. Any costs incurred for a particular event, that otherwise would not have been incurred; will be charged in the event of cancellation unless Pudding Hill Lodge are able to mitigate their loss.

3. Minimum numbers

Pudding Hill Lodge reserves the right to set minimum numbers in the way of guests attending a wedding/function or catering for selected menus during these events.

4. Deposits and payments

Pudding Hill Lodge may request a deposit before any function and if not paid within 28 days of request; Pudding Hill Lodge may treat the booking as cancelled without notification to the client. In all circumstances, full payment will be required seven days prior to the event. Failure to do so, results in Pudding Hill Lodge reserving the right to cancel the wedding, function or conference.

PLEASE NOTE THAT ONCE FULL PAYMENT HAS BEEN RECEIVED, WE ARE UNABLE TO OFFER REFUNDS OR A RE- ALLOCATION OF MONIES. By paying a deposit for a wedding, the client agrees that once paid, the deposit is non refundable.

5. Price reviews

Prices at Pudding Hill Lodge are subject to review and clients (included clients who have confirmed bookings) will be subject to any change in prices as a

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result of a review. Written confirmation will be supplied to all affected parties notifying of any changes.

6. Interest

Interest paid on overdue invoices shall accrue from the date when payment becomes due, from day to day until the date of payment, at a rate of 4% above Co-operative Bank PLC's base rate from time to time in force and shall accrue at such a rate after, as well as before any judgment.

7. Damage

The Client is responsible to Pudding Hill Lodge for any damage caused in accommodation and public areas by the client or their guests, agents, employees etc and indemnity against third parties as a result of negligence.

Pudding Hill Lodge reserves the right to charge full room tariff should we not be able to re-sell the room due to any of the following:

- Smoking in a non smoking room.
- Breakages rendering the room incomplete to resell to another guest.
- Specialist room cleaning including carpet shampooing if required.

For 21st and other functions as deemed necessary by the management, a bond of \$500 is payable in advance. In the event of damage or inappropriate behaviour part or all of the bond may be forfeited at the discretion of Pudding Hill Management. If damage occurs with a repair cost that is greater than \$500, the hirer agrees to cover any reasonable costs. The Bond is payable by way of credit card details. These details may be used to recover the cost of damages.

8. Corkage

Strictly no wines or spirits may be brought into the allocated rooms by clients or guests for consumption on the premises.

9. Hours of Service

Bar – Pudding Hill Lodge is licensed to sell alcohol until 12am midnight for non-residential guests. The premises must be vacated by 12.30am. For resident guests, the opening hours can be extended at the discretion of Pudding Hill Lodge management.

In accordance with current licensing laws, Pudding Hill Lodge management reserves the right to cease the sale of alcohol and food at any time they feel necessary; such instances may occur if the protection of House staff, guests or property is compromised.

10. Miscellaneous

Pudding Hill Lodge reserves the right to bill any items missed from the final

wedding invoice/bill at a later date.

Pudding Hill Lodge cannot accept responsibility for outside contractors and service providers.

The bride and groom/event organiser are responsible for the behaviour and actions of their guests whilst at Pudding Hill Lodge. Inappropriate behaviour may result in your event being stopped early or cancelled.

Pudding Hill Lodge does not permit food and drink to be brought in from outside, under any circumstances.

Event organiser Signed: _____ Date: _____

For Management Signed: _____ Date: _____