

VANDEROSA FARMS

Thank you for choosing Vanderosa farms as the venue for your special event. We look forward to helping you make the most of this unique setting, and ensuring your event is a truly memorable day for yourselves and your guests.

Your hire date and rate will be secured upon agreement via email of this hire agreement and payment of deposit. Please refer to email.

This contract dated (day) _____ (month) _____ 20_____

Between VANDEROSA FARMS (venue)

And (your full name) _____ (hirer/client)

Event date at VANDEROSA FARMS (day) _____ (month) _____ 20_____

Quoted amount \$ _____ One or Two Day hire: _____

Vanderosa Farms deposit amount \$ _____ date deposit paid: _____

A non-refundable 30% deposit is payable immediately to secure your booking and venue hire price. 70% of the balance is due 1 month prior to your event, plus a \$1000 bond for venue + accommodation.

Vanderosa Farms bond \$ _____ date paid (1month prior) _____

A \$1000 bond is payable no later than one month prior to your event. Bonds will be refunded (less any deductions for loss, damage or cleaning etc) by direct credit within five working days following the event.

Festoon/Fairy lights (Please circle) Inside (\$200) Outside (\$200) Both No Thanks

Onsite accommodation

(check-in from 2pm; check-out by 10am) check-in date: _____ check-out
date: _____

quoted nightly rate: \$ _____ total no. nights: _____

deposit \$ _____ date deposit paid: _____

The Bach bond \$ _____ date paid (1month prior) _____

VANDEROSA FARMS

Your address _____

Your contact phone (0) _____ name: _____

Your contact email _____

Backup contact phone (0) _____ name: _____

Bank account number for your bond: ____ - ____ - ____ - ____

Our bank account for deposit

And payment: ASB Bank: Vanderosa Farms

12-3094-0006676-00

Please reference your payment with the word 'wedding' and your wedding date (e.g. 2Feb2020)

- We love sharing photos in order to inspire others of our special couples wedding day, on either social media or our website, and was wondering if you would be happy to share with us a selection of photos/film from your special day - Yes / No (please circle)

- We often get potential clientss wanting to view the barn over the Summer months and the weekends are most suitable. Are you happy for me to show clients around the morning of your wedding? I will always be present and most likely be between the times of 9am-12pm. Yes / No (please circle)

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 _____

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TERMS & 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 the fire evacuation procedure and provide for those with mobility requirements. The grounds have uneven terrain and wheelchair access can be challenging in some areas. Please ensure you have a plan for catering for guests with mobility requirements.

2. Vanderosa Farms has no direct involvement in the supply, sale or service of beverages as part of our venue hire. The hirer must employ the services of one of our approved partners (even if the event is intended to be alcohol-free)

These partners will tailor your beverages to your needs. As a minimum we require they have a licensed duty manager on site for the duration of the event (first arrival to last departure) and enough staff to efficiently clear tables and sort recycling to maintain the venues high presentation. It is the duty manager's responsibility to ensure beverages are served in a safe and moderate way for your guests and they reserve the right to refuse service on the grounds of safety or intoxication. The premises must be cleared, packed down and bar tidy by the end of the night, with a final packdown allowance between 7am and 10am the following morning, when access is available to pack and take away any hired equipment along with all your florals. We provide up to five red council rubbish bags per event for general rubbish for your use – please take all rubbish with you when you leave and drop off in the refuse station in Warkworth.

3. The hirer shall be liable for any loss or damage (however caused) to either the premises, grounds or the fixtures, fittings and furnishings therein by the client, clients guests, invitees or other persons attending the function. We do require a \$1000 bond in case of a likely event.

4. We do not accommodate non-commercial caterers. Caterers must be professional and fully self contained/mobile, they have access to approved areas and must provide a generator if they need additional power, onsite water is available.

5. The hirer shall ensure all contracted parties hold public liability insurance. We 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 the day. We reserve the right to not admit suppliers who are unable to show cover. Please discuss with us and potential vendors about this early on.

6. All electrical equipment used onsite must be PAT (portable appliance test) tested and tagged. Untagged or expired items will be unable to be used.

7. No children (under 14 years old) to be left unattended in the onsite accommodation or anywhere else on the property. All children must be fully supervised by a parent or guardian at all times.

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8. No candles, open flames or smoke bombs are allowed in any buildings. We have smoke and heat detectors which are very sensitive and could potentially disrupt your evening with an unnecessary fire brigade call out. Smoking is strictly prohibited in any buildings as is the dropping of ANY cigarette remains anywhere on the property, except in the designated fire-pit area. If cigarette butts are found lying around the grounds the following day a penalty fee will apply.

9. Livestock on the property are not to be fed and gates into paddocks must be kept closed at all times. For your safety, prior arrangement of entry into any paddock must be pre arranged. If you have a special request about including your pet for your ceremony please discuss with us first.

10. Hirers must remain at the venue until the conclusion of the function. When the hirer leaves the function (either the premises or to their accommodation) it is deemed to have concluded.

11. The accommodation has bedding for 8 people. Minimum 2 night stay over weekends. Minimum 3 night stay over public holidays/Christmas and New Years. Check-in 2pm onwards, check-out 10am. This may not always be available due to other other bookings taking place in advance. Please check.

12. We 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.

13. If the venue cannot be made available to the client for causes beyond our control (e.g fire, earthquake) then we reserve the right to substitute a similar date or cancel with prior notification of change. The client under these circumstances may opt to proceed with the new date or cancel the event and have the deposit repaid in full.

14. A change of event date can be agreed on between both the hirer and hiree due to COVID restrictions, however the deposit remains non refundable if you opt to cancel your booking completely.

15. Maximum number of attendees at a function at Vanderosa Farms is 150.

16. We reserve the right to alter and/or make improvements to the property as deemed necessary and without prior consultation.

17. A wedding rehearsal can only take place the day prior to your wedding if you have booked a TWO day wedding hire. If you would really like a rehearsal this must take place on either a Monday, Tuesday or Wednesday prior to your wedding and a charge of \$250 applies. Maximum 1.5hrs time slots. Please arrange a suitable time with hirer. A separate ceremony rehearsal can only be booked two weeks prior to your wedding due to potential other venue bookings taking place

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18. The hirer must abide by the local bylaws and regulations, eg noise control, fire bans etc.
19. Music must be played indoors from 6pm. No music played on the property after midnight.
20. Vanderosa Farms has many stunning locations around the farm for photos. If you are interested in finding unique locations on the farm please let us know – we can give you and your photographer ideas and manage the livestock around your requirements.
21. All your belonging, props, hired equipment, flowers & foliage, and rubbish must be removed from the property by 8.30am the morning after the function.
22. No confetti is allowed at Vanderosa Farms grounds, however fresh petals may be thrown but we ask that you remove excess amounts before departing.
23. A professional cleaner is employed by Vanderosa Farms to clean after each event inside the barn only. Please make sure you check around the grounds for rubbish and bottles and remove all cigarette butts from the grounds.

Bookings and payment policy

24. Deposit is 30% and is non refundable (apart from situations mentioned in clause 13). Accommodation deposit is also non-refundable.
25. Change of event date will incur a \$250 fee and the new date needs to be within a 12 months of the original date otherwise we may need to factor in increases to venue hire.
26. The balance of the invoice (additional 70%) is to be paid 1 month prior to event.
27. Failure by client to make payments on time may be deemed by us to be a cancellation of this contract
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28. A bond of \$1000 applies for Vanderosa Farms venue and onsite accomodation. Bonds are payable one month before your event date. Bonds will be refunded (less any deductions for loss, damage or cleaning etc) by direct credit within 5 working days following the event.

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Included in hire

- Full access (with prior arrangement) to unique locations on the farm for photos
- 2 x Full toilet facilities
- Caterers prep area with outdoor water tap
- Indoor furniture: 10 long (2400 x 1000mm) trestle tables, 100 wooden chairs, 1 x 4m bar, 1 x commercial drinks fridge, 1 x 85inch screen.
- Outdoor furniture: 4 x bar lerners, 16 bar stools.
- 28m outdoor deck
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Optional extras

- Festoon lights \$200+GST for inside fairy lights, set up, and \$200+GST for outside festoons set up over the deck.

All on-site consultations and viewings are by arrangement, please contact us.

Again thank you for choosing Vanderosa Farms. If you have further questions please feel free to call or emails us, we are here to help!

Jesse and Robyn Van Kekem

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