



## Intimate (Pop Up) Wedding Package - Booking Form

Wedding Date:

Wedding Date:	
Couple 1 Name	
Telephone Home	
Telephone Mobile	
Email <small>Will this email be our main point of contact?</small>	
Address	
Couple 2 Name	
Telephone Home	
Telephone Mobile	
Email <small>Will this email be our main point of contact?</small>	
Address	



<b>Type</b>	Pop up (Ceremony Only) Pop up (Ceremony and canapes) Pop up (Ceremony, Canapes and Bar Service)
<b>Guest Arrival Time</b> <i>(30 Minutes before ceremony start time)</i>	
<b>Ceremony Start Time</b>	
<b>Finish Time</b> <i>Up to three hours after Guest Arrival time included in venue hire of \$2500.</i>	
<b>Number of guests</b> <i>Up to 10pax Included in Venue Hire of \$2500. Any additional will incur cost of \$45 per person/ Max 20 guests</i>	
<b>Canapes Required</b> <i>Included in Venue Hire of \$2500</i>	Yes No
<b>Canapes Start Time</b>	
<b>Dietary Requirements?</b>	
<b>Drinks Required</b> <i>This will be an additional cost which will be per glass (average is \$10 per drink)/ Minimum of \$400 Bar Tab required for this option</i>	Yes No
<b>If yes, Amount for Bar Tab?</b>	
<b>Bridal Suite Required</b> <i>(Open prior to ceremony only from 10am and closed before ceremony at a cost of \$250)</i>	Yes No
<b>Chalet accommodation Required</b> <i>(Open after ceremony only. Additional cost outside of venue hire. Check out 10am)</i>	Yes No
<b>Rehearsal Required</b> <i>(Not included in the venue hire fee. This is an additional cost of \$100 for up to an hour)</i>	Yes No



## Terms and Conditions

To secure your booking a non-refundable deposit is required of \$2000 due within 7 days of booking form being received. This can be paid by direct into our Bank account below. **Bridgewater Country Estate-Kiwibank-38-9018-0744666-00**

It is agreed that the event will commence at the scheduled time and that the venue will be vacated at the nominated time unless changes are arranged with the proprietor. For functions that continue after the nominated time there is an additional hourly charge. The venue must be vacated by midnight. No refund of hours will be made due to earlier departure. No refunds will be made for un-used portions due to bad weather or change of mind on the day.

If you cancel your pop up for any reason, the payment is non refundable. All cancellations must be received in writing.

The pop up weddings are based on up to 10 people (including Bride and Groom) based on the agreed rate of \$2,500. Any additional guests above 10 will be charged \$45 per guests to cover utilities and canapes. However maximum would be 20 guests for this package.

Where no fee is agreed in writing or orally the services shall be deemed to be provided at the rate that such services are provided by us at the time of the event.

Where services are required in addition to this agreement, you agree to pay for the additional cost of such services. This includes rehearsal time. This will be an additional cost of \$100 for up to one hour. If rehearsal goes over an hour, you will be charge \$20 for each additional 15 minutes. Rehearsal is not a social gathering and venue should be used for practicing with bridal party only.

The Pop up wedding package allows the use of two of the spaces at Bridgewater. The Forest Ceremony location to host the ceremony and then the canapes Garden Bar down the bottom of the hill to host the post drinks and canapes. The Reception area up top will be out of zone for this package (unless it needs to be used for wet weather reasons).

For the comfort of other guests smoking is allowed only in the designated smoking areas. All cigarette butts must be placed in the receptacles provided. Please note that a cleaning fee will be charged in the event of cigarette butt littering.

Decorations and Gifts must be taken away at the end of the wedding.

All other miscellaneous items i.e. marquees, chair covers etc. associated with your function and not owned by Bridgewater Country Estate, must be packed up and taken away three hours following the wedding. After this time penalty charges for removal will apply. No responsibility is held for loss or breakage of these items.

Bridgewater Country Estate regrets that its insurance policy does not cover your personal belongings. Whilst we will undertake all possible care of your personal belongings and Wedding gifts, Bridgewater Country Estate takes no responsibility for lost or damaged items.

We welcome children but ask that they are kept under supervision, especially around the ponds. Bridgewater Country Estate accepts no liability in the unlikely event of any accident.

We ask that you and your guests take care to ensure their own safety at all times. Bridgewater Country Estate accepts no liability in the unlikely event of any accident.

A bond of \$1000.00 will be required to be paid at the time of the final billing to be held for excessive breakages, (more than 5 broken glasses) damage or excessive soiling by guests. This bond will be refunded the week following your wedding by internet banking.

Bridgewater Country Estate reserves the right to refuse alcohol to anyone they believe to be intoxicated or underage and to remove anyone exhibiting unruly, intoxicated, unsafe, or abusive behaviour from the venue.

No Alcohol is to be brought onto Bridgewater Country Estate property, other than the BYO by the bride and groom as agreed by Management. If any is found, it will be taken away and given back at the end of the function. If Bridgewater Estate find any BYO Bottles or cans that have been consumed throughout the event, without agreement from management, the cost of these will be taken out of the bar tab or the bond that is held. No bottles of alcohol will be supplied on the tables (unless agreed previously). This is to avoid any intoxication. Any guests arriving at Bridgewater Country Estate intoxicated will be asked to leave the property immediately.



As required by the Law, guests may be required to display proof of age. Please suggest to your guests that even though this is a wedding, we are still working under a liquor license and please do not be offended if we should ask for proof of age. ID is required without exception. Personal verification will not be accepted.

Any expenses, disbursement and legal costs incurred by either party in the enforcement of any rights contained in this agreement shall be paid by you, including any reasonable legal fees or debt collection agency fees and our normal charge out rates.

Bridgewater Country Estate Ltd shall not be liable for any failure to perform or for any delay in performing any of it's obligations in terms of the Agreement due to reasons beyond the reasonable control of Bridgewater Country Estate Ltd, including but not limited to: Any service provided by a contractor, supplier, or any third party; any unpredictable or unpreventable delay in obtaining materials; equipment; labour; contractor services; any other services.

To the fullest extent permitted by law, Bridgewater Country Estate Ltd will not be liable to the client, or any third party, for any incidental, indirect special or consequential loss or damage arising in contract, tort (including negligence) or otherwise. In any event, the total liability of the Blue Harvest Trust shall not exceed the total payments made under this contract immediately prior to the breach.

As a result of providing services to you we will collect relevant personal information. You authorise us to collect, retain and use this information to provide services and develop our relationship with you.

You authorise us to disclose personal information to third parties if our engagement requires us to, or if for the purposes of your function it is beneficial to do so.

Bridgewater Country Estate understands that the wedding details you have filled in are only an indication of what they may be and you have until 3 weeks before your wedding to finalise these details. You are however bound to the Bridgewater terms and conditions.

Noise control is enforced at Bridgewater, and must be kept within the limits of our resource consent of 85dB in our dance area and 40dB at our boundary.

No confetti, sprinkles, glitter or streamers are to be used on Bridgewater Country Estate grounds, please inform your guests of this. Flower petals are acceptable however not to be used in the forest ceremony spot (only on our grass area)

Failure to comply with our Terms and Conditions may result in additional charges being levied against the client.

Signed..... Date.....

Please complete this form and email it together with the signed Terms & Conditions to: [enquiries@bridgewaterestate.co.nz](mailto:enquiries@bridgewaterestate.co.nz). Once form is completed, invoice will be sent,