



## Wedding Booking Form

Wedding Date:

Ceremony Start Time: (Estimate)

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	



## Wedding Choices

<p><b>Estimate amount of guests</b></p> <p><i>Minimum Guests Number is listed below unless pre-arranged with management from Bridgewater</i></p> <ol style="list-style-type: none"> <li>80 Adults for Saturdays</li> <li>60 Adults for Friday and Sundays</li> <li>50 Adults for all other nights</li> </ol>		
<p><b>Venue Hire</b></p> <p><i>Peak Season – 1st October to 30th April Off Peak Season – 1st May to 30th September</i></p> <p><i>Venue hire starts from guests arrival and finishes when guests need to be off site</i></p> <p><i>If booking a weekday wedding, ceremony to start no earlier than 4pm unless agreed by Management</i></p> <p><i>If Public Holiday, you will incur a 10% surcharge on food and beverage cost.</i></p> <p><i>*Please refer to pricing booklet on what is covered in Venue Hire</i></p>	<p>8 Hour Package – Saturday (Peak Season) - \$4000</p> <p>8 Hour Package – Friday or Sunday (Peak Season) - \$3500</p> <p>8 Hour Package – Mon to Thur (Peak Season)- \$2000</p> <p>8 Hour Package – Off Peak Season - \$1500</p> <p>Do you plan on needing extra hours, if so, how many? (\$350.00 per hour)</p>	
<p><b>Wedding Style / Menu</b></p> <p><i>The prices listed to the right are for adult prices. For a child price, the price is 50% off for children between ages 1 - 12. Over 12 years of age will be charge as adult and under 1 is free</i></p> <p><i>For Vendor Meals, they are 50% off the adult price</i></p> <p><i>*The Garden Wedding and the Cocktail Party is a platter service which has platters being served for four hours. You can pay for additional hours of food service if required</i></p>	<p>Package 1 – Banquet Buffet (120pp)</p> <p>Package 2 – Grand Buffet (130pp)</p> <p>Package 3 - Family Table Sharing Buffet (125pp)</p> <p>Package 4 – Silver Seated Dinner (135pp) <small>*Only select this if 75 adult guests are attending</small></p> <p>Package 5 – Gold Seated Dinner (140pp) <small>*Only select this if 75 adult guests are attending</small></p> <p>Package 6 – Platinum Seated Dinner (145pp) <small>*Only select this if 75 adult guests are attending</small></p> <p>Package 7 – *Garden Wedding (80pp) <small>*Cannot be selected for Saturday weddings</small></p> <p>Package 8 – *Cocktail Party (99pp) <small>*Cannot be selected for Saturday weddings</small></p>	
<p><b>Beverage Package</b></p>	<p>Bar Tab (Per Tab)</p> <p>6 Hour Non Alcoholic Package (35pp)</p> <p>Pre-Allocated drinks / cash bar for remainder of event</p>	
<p><b>Bridal Basket</b></p>	<p>Basket to be produced for Bridal Party during photos either before or after ceremony. (Waiter included) - \$130.00</p>	n/a
<p><b>Decoration Package</b></p>	<p>Compulsory - \$1,500.00</p>	X
<p><b>Bridal Suite</b></p> <p><i>Use of Bridal Suite from 10am for Bridal Party to get ready in unless agreed earlier</i></p>	<p>Check in at 10am and exit prior to ceremony - \$250</p> <p>Check in at 10am and exit prior to reception - \$350</p> <p>Check in at 10am and exit at end of reception - \$450</p>	n/a
<p><b>Chalet Accommodation</b></p>	<p>Use of Chalet for the Grooms party or for the evening for couple to stay in following wedding (Check in from 2.00pm) - \$300.00</p>	n/a
<p><b>First Look Photos - Venue Hire</b></p> <p><i>Applicable if you are doing first look photos prior to ceremony</i></p>	<p>If you want to use the venue for first look photos but are not getting ready in the bridal suite, you can hire the venue exclusively (up to two hours only)- \$350.00 per hour</p>	n/a

\*Please note that the above selection does not lock you in to these decision as it is used for forecasting only. Final decisions are made during the final meeting three weeks out from your wedding date



## Terms and Conditions

To secure your booking a non-refundable and non transferable deposit of \$2000.00 is required. This can be paid by direct into our bank account below **BridgewaterCountryEstate-Kiwibank(38-9018-0744666-00.)** Once we have both the deposit and booking form, we will confirm your wedding date with confirmation email and receipt of your deposit payment

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 12.00am (Last song 11.30pm). 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. For weddings on weekdays (Monday through to Friday) the ceremony start time should not be any earlier than 4.00pm unless agreed by management at time of booking.

Details such as guest numbers, menu selection and any other items will be confirmed at the final meeting scheduled approx. 21 days prior to your wedding date. Following final meeting and final invoice being sent, any changes requested to Bridgewater Estate following final meeting may incur an admin fee of \$25 per requested change.

Full payment by direct credit is due 7 days prior to your wedding day. Credit Card payments are accepted but will incur a credit card surcharge. Late payment of this final invoice will incur penalty interest at the rate of 12% from due date until date of payment. Any extra charges incurred during your function are payable after the event, within 7 days.

If you cancel your wedding for any reason, the deposit is non refundable and non-transferable. All cancellations must be received in writing.

If the date you secured with the deposit needs to be changed for certain circumstances (including Lockdowns or illnesses), Bridgewater may, at its discretion, keep your deposit and consider an alternative date. Bridgewater cannot guarantee your second chosen date is available. Bridgewater will hold your deposit for up to 12 months after which we will treat your deposit as a cancellation.

Our weddings have a minimum number of 50 Adult guests for weekdays, 60 Adult guests for Friday and Sundays and 80 Adult guests for Saturdays, unless pre arranged with management. If numbers fall below this level, you will still be charged for these numbers, or have an excess food charge added to your final bill.

The pricing structure is subject to change, however our normal process is to charge what is on the booking form at the time you secured the date. However at the discretion of Bridgewater Management, we have the right to change prices but will inform you in writing. Some pricing may be increased by the amount of any reasonable increase in the cost of supply of the services that is beyond our control.

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.

Venue Hire includes the use of the venue for a rehearsal practice. This is for up to **one hour** of use for the Bridal Party, Allocated Music Person, MC and Celebrant. If you go over your one hour allocation, the venue reserves the right to charge for every additional 15 minutes while the party are on the property.

Venue Hire includes a celebrant however if you have your own chosen celebrant the venue hire price does not decrease. This applies to the Day Coordinator that is included in the venue hire.

Venue hire comes with standard rectangle tables and white chairs. If you wish to upgrade, we have an exclusive partnership with a furniture provider and must be booked through BWCE. This covers the cost of resetting furniture before and after each event.

All miscellaneous items associated with your function and not owned by Bridgewater Country Estate, must be packed up and taken away by 10.00am the day following the wedding. After this time penalty charges for removal will apply. No responsibility is held for loss or breakage of these items.

All Vehicles left overnight must be removed by 10.00am the day following the wedding. After this, they may be towed at the owners expense.



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.

Any excess food from the event is disposed of and will not be able to be taken off site by the couple or guests due to the Food Safety Control Plan. The Wedding Cake is the exception to this rule.

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)

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 2 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 behavior 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.

Noise control is enforced at Bridgewater, and must be kept within the limits of our resource consent of 80db - 85dB in our dance area and 40dB to 45dB at our boundary. To help manage noise restrictions, any DJ hired will need to use Bridgewater Estates speaker and amp system. If they refuse this requirement, they will not be allowed to play at Bridgewater Estate.

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 its 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.



You authorise us to use any photos and videos of your function for the purposes of social media for Bridgewater Estate Marketing.

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

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

**Signed** (Couple #1)

**Date**

**Signed** (Couple #2)

**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 and deposit received, we will send you a confirmation email securing your date. We will then be in touch around 8 weeks out from your wedding date to book a final meeting. Following final meeting and confirmation of numbers, we will send you out the final invoice which must be paid as per terms and conditions.