



## TERMS AND CONDITIONS

1. **Confirmation** of an exclusive function booking at The Mudcastle is finalized with the payment of the required non-refundable deposit.
2. Any **cancellation** must be received in writing. Non-payment of the deposit does not cancel a verbal or written booking confirmation. In the event of a cancellation, the deposit is non-refundable unless the booking is able to be replaced by a comparable function and deductions will be made to cover expenses incurred to date.
3. In the event that **hire items** or **other service providers** have been organised for you by Nelson Tasman Events Ltd. trading as The Mudcastle, payment in full for these items is required in advance of the function.
4. To comply with Council requirements, function **catering** must be handled by caterers contracted to Nelson Tasman Events Ltd. trading as The Mudcastle.
5. **Special diet requirements** must be confirmed in writing no later than 5 working days prior to the function and may incur an additional charge.
6. **Extra catering requirements** are an additional cost eg; meal requirements for bus drivers, musicians, photographers, celebrants etc. must be advised if it is intended that they be fed.
7. If the function has a **minimum number** requirement and is quoted at a per person rate, this will be the minimum amount charged if numbers fall below that number for whatever reason.
8. **Final numbers** must be confirmed in writing no later than 5 working days prior to the function to allow for calculating and ordering of catering ingredients.
9. If **guest numbers increase**, the venue and the caterer must be advised in writing as soon as possible.
10. **Dinner theatre/play tickets** are confirmed with full payment for the required number of seats before the event. Such tickets are transferable but non-refundable. Nelson Tasman Events Ltd. trading as The Mudcastle reserves the right to charge full ticket price for any "**no shows**" as other bookings may have been turned away.
11. The Mudcastle is a Fully Licensed venue. **BYO** (bringing your own) alcohol is not permitted unless there are specific beverages that Nelson Tasman Events Ltd. trading as The Mudcastle cannot access or does not wish to stock and the scope of any exemption must be pre-arranged. At this time, the charges to the client associated with the BYO supply will be set by Nelson Tasman Events Ltd. trading as The Mudcastle. Any alcohol not covered by an exemption brought on to



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the premises will be held by The Mudcastle staff for the duration of the function and any alcohol found to have been consumed in violation of this agreement will be charged to the function client at double the venue's usual charge.

12. **Heel protectors** must be worn on all **fine high heeled shoes** as the highly specialized handmade floors, paths and patio surfaces at The Mudcastle are easily damaged. Guests must be advised of this requirement prior to the function. The function client will incur repair or replacement charges for any damage resulting from a failure to adhere to this requirement.
13. A **no smoking policy** is observed inside, especially in the guest bedrooms and bathrooms. As special cleaning is required, a \$200.00 + GST cleaning fee per room will be charged to the function client if this request is ignored. Windows and doors are to be closed if guests are smoking directly outside on decks and patios.
14. For their own safety, **children** must be supervised at all times by parents or specified guardian.
15. Any **loss or damage** to items owned by Nelson Tasman Events Ltd. trading as The Mudcastle or by Kevin and Glenys Johnston personally shall be reimbursed at replacement value and this provision shall extend to any hired items that are, at the time of the function, on The Mudcastle premises.
16. **The balance of payment** is required at the conclusion of the function or on departure from the premises, whichever is the latter. For corporate functions, a 7 day account may be sent by prior arrangement. The signatories to this contract acknowledge their responsibility to ensure that this clause is complied with in the event that someone else is paying for the function.
17. **Methods of payment** are cash, Eftpos, Mastercard, Visa or direct credit into Nelson Tasman Event Ltd's bank account at Kiwibank, Nelson 389017-0237726-00. There is a 3.5% surcharge for all payments made by credit card and an overdue interest charge of 10% is payable if direct credit transfers are not made within 7 days of the function.
18. **Accommodation guest check-in** is 4 pm and check-out is 12 noon. Those attending a wedding may check in after the ceremony (which may conclude earlier than 4 pm) but guest check-in before the ceremony is not possible unless the bride and groom specifically agree to forfeit their pre-ceremony private venue use, additional cover staff have been specifically arranged with The Mudcastle and the cost of this has been agreed to by the bride and groom.

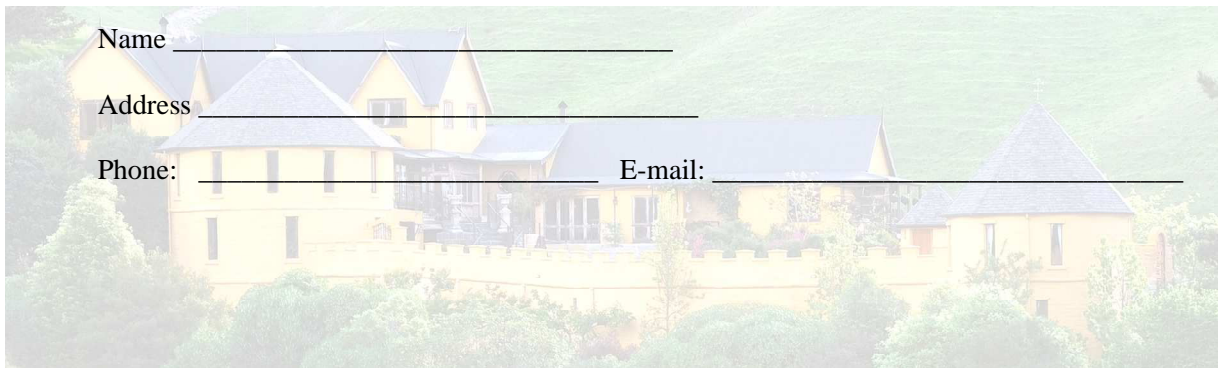


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19. **Permission to use photos** taken on The Mudcastle premises is hereby granted to Nelson Tasman Events Ltd. trading as The Mudcastle for future venue promotional purposes on the understanding that Nelson Tasman Events Ltd. will undertake to credit the photographer whenever it is practical to do so. Additionally, it is agreed that we will make it an essential condition that our photographer credit The Mudcastle as the venue for any photos taken on The Mudcastle property whenever these photos are used for promotional purposes.

I/We confirm that we have read, agree to and have been given a copy of the above terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_



Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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