



## **MAPLE LODGE ACCOMMODATION & EVENT HIRE FOR 70+ GUESTS**

### **TERMS AND CONDITIONS**

#### **CONTACT**

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Event hire at Maple Lodge is packaged with accommodation (for 14 guests). Rates for holding an event are combined with accommodation rates and a bond payment is taken. Minimum stays apply depending on the time of year. All rates in this document are valid until the 31<sup>st</sup> March 2022.

#### **EVENTS FOR 70-100 GUESTS**

##### **CASUAL/STANDING EVENTS:**

Host additional guests for a casual event of up to 100 people (including in-house guests) using our clear-sided marquee to enable enough covered space for everyone.

The following services are included as required;

- Venue space will be set up and cleared of furniture leaving you space for a dance floor and dining tables if required, which can be hired from us or bring your own.
- Ceremony site available if hiring the marquee for a wedding. With plenty of space in the garden to set up where suits you best, you can have everything in one place for your wedding celebration.
- Adequate space for mobile catering or use the kitchen for plating up.
- BYO alcohol.
- Venue manager on-site for the duration of event if required.
- A BBQ is on-site which may be used for a post-wedding BBQ event if you wish to host one.

**RATE: \$2,800**

TABLE/CHAIRS HIRE: \$250

DANCE FLOOR HIRE: \$250

ADDITIONAL POST-WEDDING BBQ EVENT: \$400

BOND: \$1,000

Minimum four-night stay applies when hiring our marquee, with additional minimum stay periods applying over holiday periods, see accommodation rates section below.

#### EXCLUSIONS/CONSIDERATIONS FOR YOUR EVENT

- Decorations and set up of event space not included.
- Our prices do not include catering or co-ordination of food. Ensure your catering company includes all cutlery, crockery, glassware, linen, staff and service for the duration of your event. Our preference is for caterers to supply their own mobile facilities, but they can use our kitchen for plating if required.
- Personal decorations and other props must be cleared by check out. All suppliers must take their rubbish with them.
- We recommend organising music equipment (band/DJ). While we have internal speakers, they are not sufficient for a dance floor.
- Outdoor heating in cooler months is not included.
- It is possible to have a helicopter pick up and drop off at Maple Lodge. This quote does not include landing fees by heli companies.
- Toilets: there is just one toilet that is not part of an en-suite bathroom. You may wish to hire additional toilets.

#### ACCOMMODATION

##### NIGHTLY RATES

April – June: \$1,100/night incl. GST (min 4-night stay)

July – August: \$1,100/night incl. GST (min 6-night stay)

September – October: \$1,100/night incl. GST (min 4-night stay)

November – March: \$1,250/night incl. GST (min 4-night stay)

Christmas/New Year: \$1,800/night incl. GST (min 7-night stay)

Easter (1 Apr - 6 Apr 21): \$1,500/night incl. GST (min 4-night stay)

Maple Lodge has an 8<sup>th</sup> bedroom available if required for \$100/night

#### INCLUSIONS

Exclusive use of Maple Lodge property for the duration of stay, which includes;

7 king bedrooms all with en-suites

Bedding configuration to be confirmed; 2 rooms can be converted into twin rooms

All bedrooms have air con/heating and smart TVs

Linen and towels provided

Fully equipped kitchen

2 living areas

Drying room

Spa pool

Laundry

Sky TV

BBQ

Maximum 14 guests to sleep, or 16 with the hire of an 8<sup>th</sup> bedroom

### **DEPOSIT & PAYMENT**

A deposit of 30% of the agreed price including GST is required to secure the date for your reservation. The 30% deposit will be non-refundable (except for any nationally imposed Covid-19 restrictions preventing travel to Wanaka). The remaining 70% will need to be paid 30 days prior to arrival, a reminder will be sent.

Failure to meet this payment deadline may result in your reservation being cancelled and any moneys paid forfeited.

Invoice to be sent upon acceptance of these terms and conditions. Payments to be made via online banking.

### **CANCELLATION**

Cancellation of booking must be advised by email to [stay@maplelodgewanaka.co.nz](mailto:stay@maplelodgewanaka.co.nz)

If booking is cancelled after the 70% balance is paid 30 days prior to reservation date, no refunds will be given (except for any nationally imposed Covid-19 restrictions preventing travel to Wanaka).

Maple Lodge is not liable and cannot be held responsible for events outside of our control. On cancellation by Maple Lodge of your event for any reason all moneys paid to Maple Lodge will be returned to you and you indemnify Maple Lodge and its owners against any loss or damages incurred as a result of the cancellation.

### **EVENTS/PARTIES**

Time and date of your event must be confirmed with Maple Lodge when booking. You will not hold any additional events or parties that have not been approved with Maple Lodge during your stay. Any unapproved events or parties held may lead to immediate eviction, any monies paid forfeited, and any costs incurred to the property as a result will be charged in full to the guest. All non-staying guests must be vacated from the property by 1.00am.

## **EVENT RUBBISH & CLEAN UP**

Although general cleaning of the property is included in hire fee, cleaning up from approved events must be done prior to you leaving. All excess rubbish/recycling (above what can be collected by roadside rubbish collection) needs to be taken away for disposal. Furniture must be cleaned down and replaced to original positions/states, spills and breakages cleaned up.

## **ADDITIONAL ITEMS**

Any items not listed as an item or service included will be added to your account and must be settled by the Client prior to departure unless other arrangements have been made in writing.

## **SMOKING**

No smoking allowed inside Maple Lodge

## **DAMAGES**

Where wilful damage has occurred on the property, Maple Lodge will recover the costs and any consequential losses as a result of the damage from the Client.

## **CLEANING**

Hire fee includes cleaning but if deemed that excessive cleaning has been required, additional cleaning costs will be recovered from the Client.

## **BOND REFUND**

The bond will be returned within 3 days of departure, giving time for full property assessment and clean. Any breakages/damages will be removed from bond repayment. Any costs for excessive cleaning will be removed from the bond payment.

## **CHECK IN/CHECK OUT TIMES**

Check in 3.30pm on day of arrival – potentially flexible if required

Check out 10.00am on day of departure

Upon agreeing to above Terms and Conditions, Maple Lodge will provide you with an invoice for deposit payment, to be paid via online banking.