

# Terms & Conditions

## BOOKING, CANCELLATION AND BILLING POLICIES

Flatwhite beachfront venue is available for wedding bookings Monday to Saturday of every week with the exception of the following:

- 24th December to Waitangi Day (February 6th) inclusive of any Mondayised dates.
- All public holiday weekends i.e. Easter, Queens Birthday & Labour weekends.

Minimum of 60 guests. Minimum food spend of \$80 per person.

Your tentative booking will be confirmed when the signed contract and deposit have been received - deposit being 50% of the venue hire. Invoices for deposits will be sent at the time of booking. If payment of the deposit and signed contract have not been received within 21 days of the invoice being sent, Flatwhite reserves the right to cancel the booking and release the date to other enquirers. Tentative bookings are not binding to either party.

The remaining 50% of the venue hire fee and 50% of expected catering costs will be due 21 days prior to the wedding date, or immediately if booked within 1 month of the wedding day. Final catering and beverage account/tab from the wedding day must be settled within 7 days of the invoice being sent. If payment has not been made within the instructed 7-day settlement period, Flatwhite reserves the right to add a 1% increase to the accumulated account per overdue day.

Cancellations to bookings up to six months prior to the date will be subject to a cancellation fee of 10% of the deposit. Cancellations within three months of the wedding date are subject to a cancellation fee of 50% of the deposit, and within one month of the wedding date 100% of the deposit.

Flatwhite requests that an approximate number of guests be provided at the time of booking. Confirmation of final numbers is required a minimum of 14 working days prior to the event. The client will be charged according to the confirmed final numbers.

All credit payments will incur a 2.5% transaction fee. Venue hire, food and beverage prices are GST inclusive; Prices are subject to change.

Children under 13 are \$30pp and under 5's are free.

## VENUE HIRE

Flatwhite venue access is from 9am the day of your wedding until 12:30am. Your guests are required to vacate the premises by no later than 12.30am.

Once your wedding date is confirmed and your deposit is paid, our wedding coordinator will arrange a meeting at least one month prior to the wedding to confirm menus, beverages, guest numbers, decorating requirements etc.

Due to resource consent noise restrictions, all doors/windows must be closed by 10:30pm and guests may be asked to come in from the front deck. Staff will manage this as per the requirements on the day. Smoking is allowed on the side decks and conservatory only.

Given our location and our ongoing commitment to keeping Waihi Beach in pristine condition, we request that you ask your guests to stay off the sand dunes and eco-friendly confetti is used.

Flatwhite will meet general cleaning. The bridal couple will be liable for any damage sustained to Flatwhite premises and equipment; this includes excessive glass breakages.

A minimum \$200 clean up fee will be added to the final account if there is any urine, faeces or vomit left anywhere on the Flatwhite premises by your guests.

Flatwhite accepts no responsibility for loss or damage of items left at the venue, prior to, during or after your reception. The bridal couple take responsibility for the conduct of their guests and safe removal of property from the Flatwhite venue.

Children are the responsibility of their parents/guardians and must be supervised. Please keep children off the dunes and gardens.

## CATERING AND BAR

We are fully licensed until midnight and provide a full range of beverages. External food and beverage is not permitted on the premises for consumption. Any unapproved beverage, brought in by the clients or guests, will not be accepted, corkage charges will be added to the final account if this occurs and guests may be asked to leave.

Our bar is licensed till midnight only, we are unable to extend this.

Flatwhite reserves the right to discontinue the supply of liquor at any time, pursuant to the Sale of Liquor Act. No liquor may be removed from the premises at any time.

Dietary requirements can be catered for but we need to know the specific requirements a minimum of 14 days before the wedding date. If more than 5% of guests have dietary requirements, Flatwhite reserves the right to add an additional charge.

# Terms & Conditions continued

## BEACH CEREMONY

Our wedding coordinator can guide you to arrange your ceremony on the beach at the front of Flatwhite if you wish, or at another location of your choice.

It is advisable to check tides and moon position to ensure you have sufficient space for a ceremony also. We recommend being within 1 hour of low tide. We recommend the use of a portable PA system for the ceremony/music on the beach.

Please ensure your guests/photographers stay off the sand dunes.

## ENTERTAINMENT AND DANCING

Dance floor space will be provided as well as a basic sound system including a microphone for speeches and background dining music for within the venue only.

Due to Resource Consent noise restrictions, all doors/windows must be closed by 10:30pm and guests may be asked to come in from the front deck. Smoking is allowed on the side decks and conservatory only.

For suggested entertainment visit our 'Local vendors' page on our website.

## MISCELLANEOUS

We have a list of local babysitters available for you to contact if needed.

Flatwhite will make every effort to maintain prices quoted, however these may be subject to change due to unexpected price increases, we will notify the client if this is the case. GST is included in our quotations (unless specified).

We agree/disagree to the use of images taken at the venue on our wedding day.

The images are to be used solely for promotional purposes on the Flatwhite website and Flatwhite Facebook page only.

WE HAVE READ AND UNDERSTOOD THE ABOVE TERMS AND CONDITIONS:

WEDDING DATE:	APPROX GUEST NUMBERS:
NAME:	SIGNATURE:
CONTACT NUMBER/S:	
NAME:	SIGNATURE:
CONTACT NUMBER/S:	
DATE SIGNED:	



FLATWHITE