



WEDDING CONTRACT

NAMES INCL. MIDDLE NAMES

Bride / Groom : _____

Groom / Bride : _____

CONTACT DETAILS

Postal Address: _____ Phone: Home () _____

Work () _____

Email Address: _____ Mobile () _____

Note: Please ensure you advise Old St Paul's about any change of contact details ASAP

WEDDING DETAILS

DATE (DD/MM/YY):	11.30 AM <input type="checkbox"/>	1 .30PM <input type="checkbox"/>	3.30 PM <input type="checkbox"/>
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Note: Hire time of church and grounds begins half an hour before the start of ceremony. Time allowed for ceremony and photographs is one hour. In special circumstances and subject to availability, times may be negotiated. Please consult our Wedding Co-ordinator for further details. Subject to availability a further hour may be booked at an additional cost, see below for details. Certain conditions apply.

*All costs include GST

Summer Ceremony - \$1,150 1 September-31 April	<input type="checkbox"/>	
Winter Ceremony - \$950 1 May – 31 August	<input type="checkbox"/>	
Extra Hour - \$250 Subject to availability. Please be aware that this cost is required if you intend to have a longer ceremony, or if you would like more time for your photographs.	<input type="checkbox"/>	
Public Holiday - \$200 An additional venue hire fee will apply to weddings held on a public holiday.	<input type="checkbox"/>	
Organist/Pianist of Old St Paul's - \$250 Old St Paul's Musician service during an additional hour is extra. Please discuss this with our Wedding Co-ordinator.	<input type="checkbox"/>	
Bells - \$300 Subject to availability	<input type="checkbox"/>	
TOTAL COST:		\$
DEPOSIT: Non-refundable. Required to confirm the booking		\$350.00
DUE BALANCE: Required 3 months prior to the wedding date. You will receive an invoice		\$



Payment:	Direct deposit <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> to: HNZPT, Old St Paul's
Bank Details:	Westpac Account 03 0502 0939456 00 Heritage New Zealand for Old St Paul's Note: Please include your name and date of wedding as reference
Conditions:	(1) Deposit is non-refundable (2) Total balance non-refundable for cancellations within 3 months of wedding date

ABOUT YOUR ONE YEAR COMPLIMENTARY HERITAGE NEW ZEALAND FAMILY MEMBERSHIP

As part of your wedding package, we are providing a one year complimentary membership to *Heritage New Zealand Pouhere Taonga*, which comes with some great benefits (see www.heritage.org.nz for further details). In order to set up and maintain your membership, we need your names and contact information. Please tick the box below to allow us to use the information on this form to process and administer your one year complimentary membership and card. Please also see our privacy policy for details on how we use this information.

Yes, please set up my complimentary one year *Heritage New Zealand Pouhera Taonga* family membership and card in the name of _____ . (Name/s you wish to appear on your card)

No, I don't want a complimentary one year *Heritage New Zealand Pouhere Taonga* family membership using details from this form

Your membership and card will be issued after completion of your wedding ceremony.

Privacy Policy

When you become a member of *Heritage New Zealand Pouhere Taonga*, make a donation, buy from us, or otherwise enter into a business or professional relationship with us, we respect your privacy. We do not sell, trade or share this information with anyone outside this organisation without your permission.

The information you provide is used for the purpose for which it was collected from you, to give effect to the relationship into which you have entered, and/or the provision of the services that we have agreed to provide.

HOW DID YOU HEAR ABOUT OLD ST PAUL'S? (You may tick more than one box)

Word of Mouth <input type="checkbox"/>	Wedding Directories <input type="checkbox"/>	Facebook <input type="checkbox"/>	Wedding Expo <input type="checkbox"/>
Family Connection <input type="checkbox"/>	Old St Paul's website <input type="checkbox"/>	Previous Visit <input type="checkbox"/>	Other <input type="checkbox"/>



TERMS & CONDITIONS

Old St Paul's is a Category 1 Historic Building cared for by Heritage New Zealand Pouhera Taonga. This means there are a number of special conditions around care of the property that must be met to ensure no damage to the building or chattels occurs during events and functions.

Please read the following carefully before signing this contract. The following conditions apply to this contract:

1. Hire of Old St Paul's (ceremony only) includes:

- a. Services of Old St Paul's Wedding Co-ordinator
- b. Microphones and lectern
- c. Sound system (CDs and/or mp3)
- d. Choice of silk/fabric pew decorations
- e. Comprehensive wedding rehearsal with your celebrant/minister and Old St Paul's Wedding Co-ordinator
- f. Hire time is for one hour and a half

Note: Time allowed for wedding guests to arrive and for the ceremony to be completed at Old St Paul's and its grounds is one and a half hours (e.g. for a ceremony at 11.30am your hire time is from 11:00am – 12.30pm, half an hour for your guests to arrive and one hour for your ceremony and photographs). Late arrival of any of the wedding party that results in a ceremony running over time and causing inconvenience to any other party may be cancelled by Old St Paul's or additional hire time may be invoiced. No refund of hire charges will apply in such circumstances.

2. Hire Charges (see wedding contract for details)

Please pay the non-refundable deposit to confirm your booking. Old St Paul's sends out a receipt and a confirmation letter once the deposit has been received. Weddings must be paid in full 3 months before the wedding date. Old St Paul's will invoice your final payment. We reserve the right to cancel your booking if payment is not completed on time without adequate explanation or approval sought to vary payment terms. Bells must be paid in full with final balance payment.

Note: Time overruns - if your function runs outside the hire time specified on the booking form (i.e. you start before or continue after the time written on the form), **you will be charged at \$125 per 30 minutes over the stipulated hire time.**

3. Cancellations

If your wedding is cancelled please note:

- a. the deposit is non-refundable
- b. any instalment or final payment made prior to 3 months before the wedding date will be refunded
- c. no refunds will be made for weddings cancelled within 3 months of the date of the wedding



4. Care of the Property

- a. The hirer shall not damage the fabric of the building nor interfere with the property, or its associated contents. Likewise, the property should not be disturbed due to the archaeology present. If any damage occurs to the fabric of the building or grounds or associated fixtures or chattels, the hirer will be liable for any costs incurred for repair or conservation. Any such work will be carried out by a contractor appointed by Heritage New Zealand Pouhere Taonga.
- b. The hirer or associated personnel shall not move any furniture, flags or objects, or attach anything to walls or floors except with the permission and/or assistance of Heritage New Zealand Pouhere Taonga's Property Supervisor.
- c. Additional decorations must not be glued, pinned or nailed to the timbers or the furnishings.
- d. No land is to be disturbed in the grounds except with the permission and/or assistance of Heritage New Zealand Pouhere Taonga's stated representative, and a Heritage New Zealand Pouhere Taonga archaeologist.
- e. The hirer shall ensure that there is no smoking on the premises and in the grounds.
- f. The hirer shall be responsible for any cost in the event of a fire alarm, use of extinguishers and any cost of damage resulting from the activation.
- g. The hirer shall maintain clear access for emergency vehicles to enter the property at all times.
- h. The hirer shall supply its own props and equipment as necessary, but the introduction of any props and equipment must be discussed with the Wedding Co-ordinator to ensure no damage is done to the property.
- i. The use of confetti (rice, paper bombs etc.) of any type inside or outside of the church is not allowed.
- j. Candles inside the church are not allowed.

5. Celebrant/Minister

Couples can choose to have a civil or religious wedding. Engagement of celebrant/minister and payment of their fees is not included in the venue hire costs.

6. Bell ringers

Bell ringers are subject to availability. Bell ringers may be engaged to ring before and after the wedding ceremony. Engagement and payment of the bell ringers' fees are not included in hire costs.

7. Christmas Decorations

The church may be beautifully dressed for Christmas from late November to early January. We cannot remove Christmas decorations during this time.

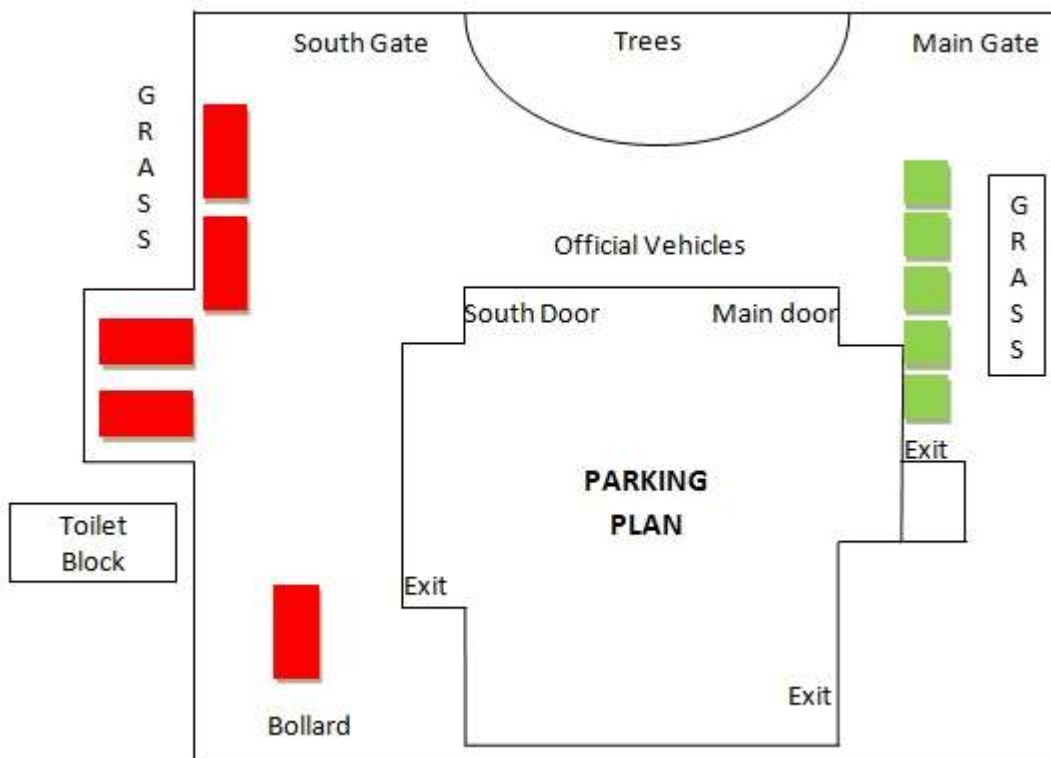


8. Carpark

There are five car parks available in the grounds of Old St Paul's on the left hand side of the church. These parks are available for your rehearsal and wedding day.

Parking on the day is reserved for those who have been assigned parks. Please consider your celebrant/minister, photographer, family or people needing assistance into the Church. Please advise the authorized members to park along the grass kerbside and not on the grass. Keep all external doors clear as these are fire exists. Please indicate the names of the people parking at the Church. Note that all other cars will be towed. **See the plan below** - The red spaces are reserved for the staff of Old St Paul's. The green spaces are available for your purposes.

Car # 1:
Car #2:
Car #3:
Car #4:
Car #5:



I/We have read and agree to the above term and conditions	
Bride and/or/Groom:	Date:
Agent if acting on behalf of Bride and/or Groom:	
Relationship to Bride/Groom:	