

## TreeChurch Booking Form

Thank you for choosing the TreeChurch as your venue. Please complete this booking form and return to us via email at [bjcox@xtra.co.nz](mailto:bjcox@xtra.co.nz) with the applicable non-refundable deposit paid into the following account: Argyle Trust 06 0313 0240291 00

We will contact you to confirm the booking and send a receipt for the deposit received. Please note that any deposits paid are non-refundable.

A full list of conditions for the TreeChurch are attached at the back of this document.

Wedding Date.....

Ceremony Time.....

Bride and Groom's Names.....

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Contact Name.....

Contact Address.....

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Contact phone.....

Contact email.....

Expected numbers attending (max 90 people).....

I confirm I have read and understood the TreeChurch booking conditions.

I will ensure that my wedding guests and I will comply with the TreeChurch booking conditions.

Signed.....

Name.....

Date signed .....

*All enquiries are subject to availability . Enquiries will only be held with return of this booking form*

## **Booking Conditions**

- \* All enquiries are subject to availability at the time of the booking.
- \* All requests are required in writing before any record will be made.
- \* To view venue see open days on web site.
- \* Charges of hire for venue are in FAQ's on web site.
- \* To confirm and secure the above date a non-refundable deposit for the venue hire of \$500.00 and the completed booking form are required.
- \* Payment in full is to be made no later than 1 day prior to the event.
- \* All cancellations must be made by phone and confirmed by email.
- \* Events are restricted to the hours between 12noon and 6pm.
- \* A portable sound system will be made available to you for the ceremony.
- \* No amplified music above 70 Db
- \* Only floral arrangements and candles in fire proof containers are permitted within the fenced area of the church, subject to approval by management.
- \* Eating and drinking are not permitted in the TreeChurch
- \* No food is to be prepared on site.
- \* BYO canapes and non-alcoholic beverages may be served following the ceremony (tables and seating available for 50)
- \* Receptions are not permitted.
- \* All children must accompanied and supervised by an adult at all times, no exceptions to this condition.
- \* No signage is to be attached to any trees or foliage in the garden, without the express permission of management.
- \* Naked flames or candles are not permitted in the gardens or surrounding areas.
- \* Animals or pets of any kind are not permitted in the gardens or surrounding areas.
- \* Smoking is not permitted in the gardens or surrounding areas.
- \* All rubbish must be removed following the event.
- \* Please advise the TreeChurch of any property, equipment or vehicles you wish to bring into the

gardens for your event well prior to the day. The TreeChurch reserves the right to refuse the use of any property, equipment or vehicles for your event. Your property must be removed following the event at the agreed time. Due to parking restrictions contractors are limited to number of vehicles allowed on site.

\* A list of all contractors and subcontractors must be supplied to the TreeChurch. We reserve the right to refuse entry to the garden for any unknown contractors.

\* It is your responsibility to advise all contractors, subcontractors, clients and guests of the above booking conditions.

\* You assume responsibility for all damage caused by yourselves, any contractors, subcontractors, guests, invitees or any other people attending the event, before during and after.

\* The TreeChurch reserves the right to charge you for any costs incurred in carrying out repairs to the gardens or surrounding areas as a result of any damage caused at the event.

\* You acknowledge that you have read and understood all of the booking conditions of this agreement outlined above.

\* This contract is governed by New Zealand law and all monies payable in New Zealand dollars unless otherwise specified in writing.