

Terms and Conditions of your Wedding

Confirmation of Booking

Thank you for your enquiry regarding having your wedding and/or reception at Asure Masterton Motor Lodge. To confirm your date of reservation, please complete the Function Outline. To ensure we can support your planning, please return as early as possible.

Catering & Beverage

The Lodge Restaurant is fully licensed and employs excellent staff who will provide for your very special day. We do not allow any BYO food and/or beverage, except for wedding cakes and favours. Wedding cakes brought in from an outside baker can be delivered up to 24 hours before the event and take all care but do not accept responsibility for any damage incurred before or during delivery. We will check the condition of your cake upon delivery to ensure it is to your standard. We can provide a table and cake knife if requested.

Our Functions Co-ordinator or Chef will liaise with you to design your special menu and wines for your day.

Guaranteed Numbers

An estimated number of attendees will be given at the time of enquiry and/or confirmation of the booking. A final guaranteed minimum guest number is required no later than 10 working days prior to the wedding. This number is not subject to reduction thereafter. In the event that additional, unexpected guests should attend we will do our best to accommodate them where possible which will be additional to the invoice.

Venue Hire

The venue hire rate is a fixed flat fee of \$1,400.00. The menu cost will be set upon the number of persons confirmed, plus additional numbers as advised. The drinks and beverage selection has been supplied and a bar tab will be set up on the day a additional cost for payment to be discussed and finalised.

Payment

A deposit of \$700.00 and credit card details to secure and guarantee your reservation at the time of confirmation. Your deposit is refundable provided cancellation is given 2 months prior to your event. Any cancellation less than this timeframe, there will be no partial or fully refund of the monies paid. Your deposit will be redeemable on your final invoice. Your total account is to be settled at the end of your wedding, if not already paid. We accept payments via all major credit cards.

Credit Card Authorisation

Card Type:

Card No:

Expiry Date:

Damages/Breakages

These will be assessed and also charged to the final invoice.

Force Majeure

The 'Acts of God' and risks beyond our reasonable control (incurred not as a product or result of our negligence or malfeasance of this party), will be enforced. If these provide adverse effect on the ability of this party to perform its obligations, as where non-performance is caused by the usual and natural consequences of external forces (for example, predicted rain stops an outdoor event, earthquake, storm, electrical outage etc).

I have read and understand the terms and conditions as set out above

Please sign acceptance of these terms and conditions and return to Masterton Motor Lodge at PO Box 644, Masterton 5840, or email to enquiries@masterton-motorlodge.co.nz, or fax to 06 378 2587.

Client Names:

Client Signatures:

Date:

Function Outline *(Please complete and return)*

Bridal Couples Names:

Bride: *Groom*
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Contact Details

Bride: *Groom*
Email:

Date of Wedding.....

Number of Guests..... (Initial) **Date:**
..... (Confirmed)
..... (Final Guest Numbers 10 days prior)

Arrival Time Pre-Dinner Drinks

Dining Time End Time.....

Catering Requirements Canapes Buffett Set Menu

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Dietary Requirements
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Special Requirements Marquee BBQ Indoor
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Accommodation Requirements
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