



Contract of Hire - Terms & Conditions

1.0 Venue Hire

Hu's Art Farm venue hire fee allows for the use of all reception facilities and grounds, excluding those areas marked 'private'.

The venue hire includes accommodation for up to 8 guests, chairs for ceremony area by pond, skip bin for all wedding day rubbish, 2 luxury port a loos and security guard to ensure guests comply with rules. The venue fee also includes up to 1 hour familiarisation/liason and planning in respect of each booking. This time includes all emails, telephone calls and venue inspections, etc.

Furniture hire, tableware and catering is sourced by hirer. Preferred supplier list available.

1.1 Entertainment

WE have an exclusive contract with DJ4You for entrainment. Only this DJ is allowed to be hired. No live bands are allowed. Non amplified sting instrument such as violin are allowed.

2.0 Deposits

2.1 A 100% non-refundable deposit of the venue fee is required within 14 days of placing a booking to secure your chosen wedding date, or earlier, in the event of another enquiry for that date.

Deposit amount is \$2000. Bookings are confirmed upon receipt of a 100% deposit. In the event a deposit and contract is not received within 14 days of placing a booking, the booking is deemed to have been abandoned. Hu' Art Farm may invoice for up to a 50% deposit for accommodation and or services booked by Hu's Art Farm in conjunction with any wedding.

The following cancellation fee applies to any accommodation booked at Hu's Art Farm in conjunction with a wedding reception:

All cancellations must be in writing. Confirmed booking which are cancelled will be subject to the following fee:

Cancellation prior to 9 months of scheduled wedding date 75% of deposit refunded less \$100 admin fee.

Cancellation between 9 & 6 months of scheduled wedding date 50% deposit refunded less \$100 admin fee.

Cancellation within 6 months of scheduled wedding date NO deposit refunded.

2.2 Security Bond



A security bond of \$1500 must be paid with final balance. The bond will be refunded upon inspection of property. Any damages to Hu's Art Farm property will be deducted from the bond. Failure to adhere to venue rules listed in Terms & Conditions will result in bond not being refunded.

3.0 Payment

Full payment of the balance is required no later than seven (7) days prior to the wedding date OR by prior arrangement at the wedding rehearsal. No exceptions.

Account details:

Bank Name: Wespac Bank, Newmarket Branch, 298 Broadway, Auckland 1023
Bank&Branch Code: WPACNZ2W
A/C Name: International Artist Residency
A/C No. 03-1565-0040231-00
Reference Payment: Client's Name
Email confirmation of payment to stay@hus-farm.com

4.0 Children

It is the hirer's responsibility to ensure adult supervision of any children at the function at all times.

5.0 Behaviour

Hu's Art Farm endeavours to provide an exclusive, up market functions venue. Attire and behaviour is expected to be commensurate with this. Hu's Art Farm reserves the Right to exclude or eject any person(s) attending the function, or present on the property, if their conduct is deemed to be unacceptable. The hirer acknowledges Hu's Art Farm reserves the right to terminate any function if the co-operation of guests to the property is not obtained. The hirer also acknowledges that management may regard any breach of the stipulated noise requirements as justification for terminating a function.

6.0 Noise

6.1 There shall be no noise amplification device operating outside. Any sound system used indoors (including that of a iPhone or DJ) shall be monitored through a sound limiting device and must be played through Hu's Art Farm noise limiter, which is set at levels of noise below that permitted by Auckland District Council. Whereby management considers noise to be excessive, further controls may be imposed at Management's sole discretion. It is the hirer's responsibility to ensure their chosen entertainer understands Hu's Art Farm noise requirements and they are aware



they have to operate using a noise limiter (designed to cut power if noise levels are exceeded for more than 20 seconds). A display monitor will operate with lights in green, amber and red.

6.2 Congregation of guests, provisioning of food or drinks outside is controlled, subject to noise levels after 8.00pm and all doors shall be fixed in the closed position after this time or as soon as music starts playing.

6.3 Upon the conclusion of a function guests are required to leave the property in an orderly and quiet manner. (Guests failure to comply may result in the forfeiture of the noise bond).

6.4 For evening functions in excess of 40 guests a \$500.00 noise bond will be invoiced with the balance of the venue fee. The noise bond may be forfeited if guests, in the opinion of Management behave in such a manner that excessive noise is generated. Management's decision is final as to the grounds that may constitute forfeiture of the bond.

7.0 Insurance

Any personal items brought to the venue by guests are at the sole risk of the guests. Hu's Art Farm will not be held responsible for any damage/removal of guest's personal items during the function. The hirer accepts responsibility for any damage sustained to Hu's Art Farm property (buildings or otherwise) by the hirer's guests.

8.0 Smoking

Smoking is only permitted in the enclosed stable area. Smokers must use ashtrays and not put butts in the garden. An additional \$100 cleaning fee will be charged and deducted from security bond.

9.0 Parking/ Drop-off or Collection

9.1 All vehicles must park in Hu's Art Farm lower parking lot. Please enter at a speed of no more than 5km per hour. When vacating please leave a property at a speed of no more than 5km per hour. Noise rules apply when leaving the property. Absolutely NO parking is allowed on Croft Lane.

9.2. Any guests being dropped off or picked up by a taxi, uber or other must do so by the venue front door not on Croft Lane. No guests are allowed to linger in the front parking area or driveway at any time, this especially applies to collections of guests at the end of the evening. Guests must wait inside venue until car has come to collect them. The security guard is there to ensure this rule is adhered to.



10.0 Road Safety

10.1 The venue is located down a no exit road with some blind corners please be aware that there may be horse riders, children or neighbours walking dogs.

If you see a horse please pass WIDE and at a speed of NO more than 15km as to not cause any accidents or upset to the horse/rider. Only accelerate when you are more than 5 metres past the horse. Two vehicles should avoid passing near a horse. These rules are as stated by the NZ Transport Agency. Be careful around horse traffic. If you aren't, you could be charged with careless or dangerous driving.

10.2 As the road is residential we ask that all guests and vendors drive respectfully arriving to and leaving the event. Any notifications received regarding reckless driving will result in loss of bond.

11.0 Ceremony

11.1 Maximum number of guests is 85. Staff hired can be up to 8 people which includes the security guard.

11.2 A timeline of the day must be submitted by e-mail to venue manager.

11.3 Ceremony area by the pond on the dock must use Hu's Art Farm portable music system. The venue manager must do a sound check as that it does not exceed 75db. Only 3 songs may be played. Ceremony must end within 1 hour of it commencing. All guests must then return to the barn. Bridal party and significant guests needed for photography in this area are permitted to stay.

11.4 All rubbish must be cleared from this area after ceremony with the exception of decorations for photography. These decorations must be cleared by the following day. Do not throw rubbish or bottles into pond or surrounding bush. If found this will result in a deduction from hirers bond.

12.0 Guest Rooms

Only guests booked into the upstairs accommodation are allowed. No other wedding guests are permitted upstairs.



13.0 Catering/BYO

13.1 You may choose your own catering or from our preferred supplier list. Catering must set up in the carport to the left of the venue. The front barn door should remain closed. Catering must serve food through back barn doors which can be open until music starts. Please do not overload the circuit board by plugging in to many items. Any damage caused by overloading the circuit board will be charged to hirer. Invoices will be provided. Our total supply is 63 amps. If there are 3rd party external suppliers it will pay to have them bring along a whisper generator.

13.2 No liquor is to be sold without a special license granted by the Liquor Licensing Agency. Failure to comply may result in a fine of \$20,000 and/or closure of your event. There is a strictly no guest BYO allowed, therefore only the hirer can provide alcohol to the guest. There must be a staff person with a bar managers licence to serve alcohol.

14.0 Safety

14.1 Hu's Art Farm provides its venue and facilities on the express basis that the hirer acknowledges, and accepts responsibility for the physical safety of the hirer and the hirer's guest

14.2 Hu's Art Farm incorporates water features, ponds, bush area, bridges and dock as integral aspects of its surroundings. Such features may under exceptional circumstances constitute a safety risk to the hirer and the hirer's guests.

14.3 The hirer, and the hirer's guests, must at all times conduct themselves so that they or others are not deliberately or carelessly exposed to risk of potential harm.

14.4 While every practical able measure has been taken by Hu's Art Farm to identify, mitigate or eliminate potential hazards, any residual safety risks are assumed by the hirer, and the hirer's guests. Accordingly, Hu's Art Farm will not be accountable for any resulting injury caused to the hirer or the hirer's guests.

15.0 Closure

Hu's Art Farm closes at 11:00pm. All dance music must end promptly at this time. All guests at Hu's Art Farm are expected to have vacated the property by 11:30pm, no later, excepting those guests residing in upstairs accommodation.



16.0 Clean up

16.1 All rubbish, recycling, flower decorations from the wedding must be placed in Throw n'Tow bin. Any rubbish exceeding 500kg will be charged an additional \$26 per 100 kg.

16.2 Gallery and outside space should be tidy day after event. All items needing to be collected by 3rd party supplies should be placed neatly in gallery area. If vendor can not collect until Monday then the vendor must arrange with the venue manager a time of collection. Outside lights turned off after event.

16.3 There is an additional \$300 cleaning fee added to cost of venue for accommodation cleaning and laundry.

17.0 Port a Loo

Hu's Art Farm will supply 2 luxury loos from Prestige Loos. Any damage to these loos will result in loss of bond.

18.0 General

18.1 Hu's Art Farm will not be held responsible for any occurrence, event or act of God, which is outside of its control.

18.2 The venue does not permit the use of fireworks/ Chinese lanterns or other items which may disrupt neighbours/livestock or be a fire hazard. Confetti is not allowed, only fresh flowers or plant based materials.

18.3 When walking around the farm please close all gates behind you. Hirer and guests are only permitted in areas show by venue manager upon site visit. Do not enter any paddocks with horses or sheep in them. Please do not feed horses or sheep. Please respect privacy of other tenants on site. There is no access to the large white bridge.

18.4 It is agreed by the hirer that photography shot at Hu's Art Farm may be used by Hu's Art Farm for advertising/social media purposes unless this sentence is deleted.

18.5 Any variations to these terms of hire must be clearly stated in writing.

International Artist Residency is a Limited Liability Company with the business name of Hu's Art Farm however the Principal Director agrees to personal liability for any monies advanced to the company by way of deposits under this contract.

We understand and accept the Terms and Conditions as set out above.
All prices are inclusive of Goods and Services Tax (GST)



Please complete and return contract by email or post, with deposit to Heather Jones c/- address below.

PLEASE PRINT IN BLOCK CAPITALS.

Hirer: _____ Signature: _____ Date: _____

Name of Bride/Groom (please circle): _____

Name of Bride/Groom (please circle): _____

Contact phone number: _____

Postal Address: _____

Wedding Date: _____ Reception Commencing Time: _____

Expected number of guests: _____

Signed for and on behalf of Hu's Art Farm _____

Or email providing formal confirmation & acceptance of this contract.

Date _____

NB: Please return entire contract and initial all pages.



HOUSE RULES:

- Noise rules apply to accomodation as well. Please keep all noise on the deck to normal speaking voices after 8pm. No yelling or screaming on deck, no loud music on deck.
- All waste water goes to septic tank so please do not put food scraps down kitchen sink.
- Please conserve water as there are only 2 water tanks. Be water wise by taking shorter showers, turning off the water while brushing teeth, use dishwasher vs running tap during dishes especially in times of drought.
- Switch off bedroom heaters, heat pump and lights when leaving the house. Make sure outside barn lights are off after reception.
- Switch off stove when not in use.
- Put everything back where found including dishes.
- Clean BBQ after use. If used.
- No animals inside.

CHECKING IN

- Key and remote is in a lock box at the accommodation entrance on the left side of the residence. Specifically located on the white planter box.
- Lock box combination will be supplied prior to arrival via email or text.
- WIFI passwords are in the black guest book on coffee table.
- Apply TV with Netflix app. Please log out when leaving. Please leave remotes on TV stand when leaving.
- Please text or email you have arrived if we cannot greet you in person.

CHECKING OUT

- Please close all windows.
- Lock ranch sliders.
- Turn off all lights.
- Pull bedroom drapes.
- Place all sheets, pillow cases, and towels on the floor of each bedroom used.



- Please do your dishes and put away where they were found.
- Clean kitchen counters.
- Put all recycling in large GREEN bin in the covered car port.
- Place rubbish bags in the car port in the RED bin. Extra rubbish bags located in pocket drawer above the rubbish bins.
- Put back any hard and soft furnishings where they were originally found.
- Place the key and remote back in the lock box and lock.
- Text or email once departed so we can schedule cleaning services and inspect property.
- If any damage has occurred please notify and photograph for your own records.
- ***NOTE. If the above is not complete and the cleaner spends more time than usual an additional \$150 cleaning fee maybe charged.
- Any damage to the accommodation area will be charged to the guest. Replacement and repair cost will be cost of repair/replacement plus and additional 30% . Invoices will be supplied. If invoiced not paid within 7 days of being submitted damages will be deducted from bond.

THANK YOU AND WE WISH A VERY PLEASANT STAY