

CACCIA BIRCH HOUSE

130 Te Awe Awe St, Palmerston North, NZ
06 3575363.

Caccia Birch House is a Category 1 Historic Places Trust listed homestead which operates on a cost recovery basis. All fees charged are used to assist in the maintenance and operation of the property for the enjoyment of the entire community and to promote its use for educational and cultural purposes.



WEDDING AND FUNCTION INFORMATION.

Hours of Operation :

Environment Court Regulation govern our hours of operation: 8am to 11pm – seven days a week – closed some public holidays. All outdoor activities are to finish at 10.00pm. Indoor activities conclude at 10.30pm and the property is to be cleared by 11pm. These hours apply seven days a week. It is the responsibility of the Hirer to ensure that their function is finished by this time.

Catering and Liquor

The options available:

- ◆ Hire the kitchen and bring in your own caterer, ◆ DIY ◆ Utilize the House Caterer independently contracted by the Trust Board.
- ◆ BYO alcohol is permitted – some house rules apply, please discuss with manager.

Smoking

This is not permitted within the house. Ashtrays are provided outside in the gardens.

Decorations

The hanging of pictures, posters etc may mostly be done with blu-tack. It is essential that you liaise with the Manager about methods of display.

Equipment

This includes our provision of chairs & tables, heating and lighting requirements. Any other equipment brought into the facility remains the responsibility of the hirer, and has to be removed at the end of the hire time. Hirers must discuss their individual requirements with the Manager at the time of booking.

Confetti, Glitter & Candles

These are banned - this includes table confetti. A small quantity of rose petals may be used in the gardens only, for weddings. Candles are not permitted to be burnt in the house. We have some battery operated tea lights available for hire.

Music

As we operate in a residential area with Environment Court conditions, noise is limited to 45DBA – 24/7. We monitor this level at our boundaries. Activities exceeding this noise level must apply to PNCC for resource consent.

All entertainment arrangements must be discussed with the manager prior to the event as there are some restrictions.

Marquees and Events

Marquees are permitted and the time required for set up and dismantling is to be factored in when hiring the venue. Public events may require Resource consent. Events are to be organised by the hirer and plans presented in full to the Manager when applying to book. All OSH requirements must be met.

BOOKING INFORMATION

Applications for bookings can be made by completing the attached form and then returning it the address above, The application form may be e-mailed or faxed

Confirmation of a booking for a WEDDING, FUNCTION or EVENT will be given once the completed application form and a 50% booking fee of the estimated hire charge has been paid.

A Company purchase order number may ONLY be used when booking CONFERENCES, MEETINGS or BUSINESS FUNCTIONS.

Tentative bookings will be accepted on the condition that:

- a) the booking is confirmed within two calendar weeks of booking; or
- b) the booking is confirmed within one day of being notified that another hirer wants to confirm their booking of the same facility for the same time and date. NB: Bookings not confirmed within the prescribed times may automatically lapse.

Payment & cancellations: On page 2.

Prices Effective 20th February 2013 (All Gst Inclusive)

1 Function Hire Rates - minimum 5 hour hire

- | | |
|---|--------------|
| a Avhina & Kitchen | \$70 / hour |
| b All Rooms downstairs & Kitchen
(Does not include use of Entry Foyer & conservatory off this) | \$90 / hour |
| c Whole House & Gardens.
<i>We reserve the right to hire out the balance of rooms not hired during the same timeframe.</i> | \$150 / hour |

2 Wedding and Event Hire - minimum 5 hour hire

- | | |
|---|--------------|
| Whole House & Gardens. | \$150 / hour |
| OR | |
| Set price of \$2,800 for Friday evening, all Saturday & Sunday morning. | |

3 Catering Options

- a Bring in your own caterer or self cater. BYO beverages.
A refundable kitchen bond applies (\$100).
OR
- b Select from the inhouse menus available for light lunches, morning / afternoon teas, cocktails.

4 Conference Equipment:

The usual presentation equipment is available for hire - listed in conferences.

5 Payment:

Weddings and Functions: A 50% Booking fee of estimated hire is required.
Balance of payment one week prior to the event with the refundable kitchen bond, held separately.
We do not have credit card facilities- banking details are provided on the invoice for internet banking.
We do accept cheques and cash payments.

6 Cancellation Policy for Weddings.

- a The booking fee is non refundable to a maximum value of \$375.
b The booking fee may be re-used for one postponement date within the following 6 months.

Rates can be altered from time to time without notice

Weddings & Functions – in brief

Liaising with the facility manager / supervisor prior to the event is essential.

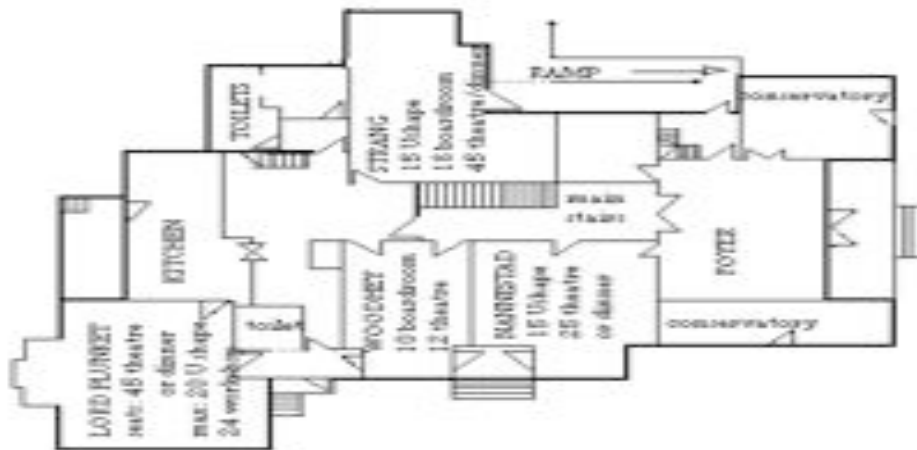
Caccia Birch House has a supervisor on duty throughout the event to assist with the venue.

Wedding / Function clients are responsible for the effective supervision of their guests, arrangements and activities during their period of hire.

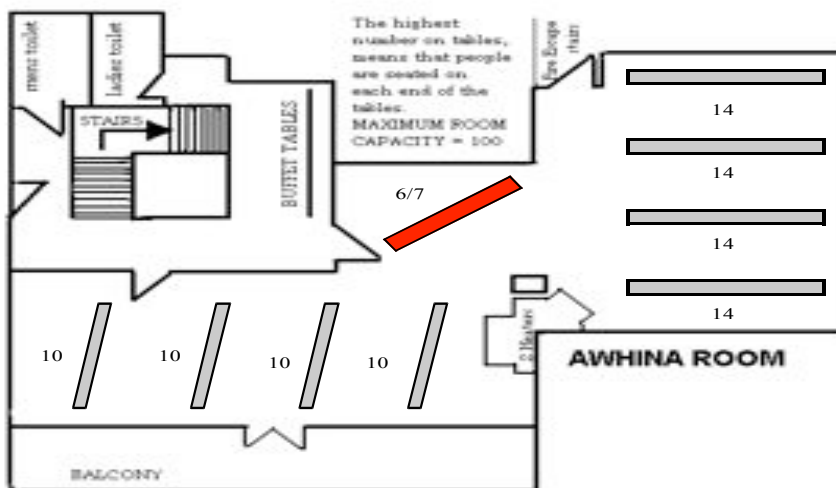
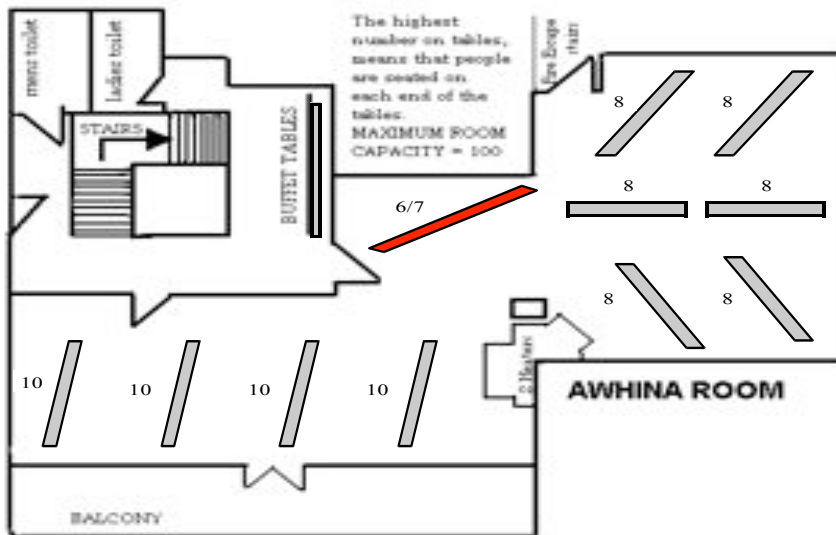
This includes:

- a) *Food & beverage arrangements and ensuring that caterers employed by the hirer leave the kitchen clean and tidy and not remove any property of the Trust Board. Any property belonging to the Trust Board that is removed or damaged during the course of the hirers use, will be charged at replacement cost. A full inventory of the kitchen is supplied separately. Deductions will be made from the bond if conditions are not met.*
- b) *Supervision of your guests and the prevention of disorderly behaviour. Prior to the function we are to be notified of a nominated liaison person who will responsible for the aforementioned.*
- c) *The Board & management do not take any responsibility for the hirer's personal property or property brought in by the hirer or their caterer, hence our requirement that ALL equipment brought in, is removed on the day at the end of the hire period.*
- d) *Egressesways from the facility must remain clear at all times. Complying with direction from any fire warden/officer or supervising staff relating to Fire precautions, emergency exits and general health and safety issues is necessary.*

Ultimately, hirers are required to comply with the directions of the manager/custodian in all matters.
We endeavour to provide a happy and co-operative service, however failure to comply may result in our security company being employed to close the function at the hirers expense.



The plans are not drawn to scale but an approximate idea for layout of tables and capacity numbers.



Elevator access is available to the top floor.

Caccia Birch House, 130 Te Awe Awe Street, PalmerstonNorth 4410, New Zealand

Web: www.caccia-birch.co.nz **E-mail:** manager@caccia-birch.co.nz

Phone: 06-3575363 **FAX:** 3548265

I WISH TO MAKE THE APPLICATION AS FOLLOWS:

1. Person Applying:

Name _____

Address _____

HOME Phone _____ Business _____

Cellphone no. _____ Email address: _____

2. Name of Organisation or Company: (Conference / Meetings / Events) If applicable:

3. Purpose for which venue is required:

4. **Rooms and facilities** required:

5. **Date and Time** required:

Date _____ **Time** _____

6. Conference Equipment: if required: _____

7. Estimated Numbers Attending: _____

8. Caterers Name or In-House Caterer _____

9. Bar Service / staff (names) _____

10. Name of Liaison Person on the day _____

11. Additional Requirements: _____

12. Refundable Kitchen Bond of \$100 _____

13 . I acknowledge that I have read and understood the house regulations and hirer's responsibilities and agree to abide by them.

14 . I acknowledge that this Application will not be confirmed unless the required deposit is paid or if a business – an order number provided.

15 . I understand that I am to liaise with the manager to discuss and provide the detailed arrangements at least 48 hours prior to the event.

Signed _____ Date _____

Signed _____ Date _____

CACCIA BIRCH HOUSE , 130 Te Awe Awe Street, Palmerston North 4410. ph 06-3575363. manager@caccia-birch.co.nz

KITCHEN INFORMATION FOR HIRERS AND CATERERS. (Please read carefully!)

Hirers may engage any caterer or DIY . A bond for the kitchen of \$100 is payable one week prior.

This bond is to cover broken / lost / removed chattels, any cleaning of kitchen or chattels, unusual carpet or furniture cleaning, property damage and time used outside of the booked hire period.

Caccia Birch staff are responsible for setting up and clearing away the tables and chairs - carried out according to the plans provided by the client, prior to the day hired.

We clean / service the entire venue with exception of the kitchen areas which along with any set up or cleaning to do with food and beverage supply is the responsibility of the hirer or their appointed caterer.

As a number of people use the kitchen facility, we find items removed, damaged or broken without our knowledge. This often means a variation in numbers listed and we do our best to restore items to the number advertised.

- ◆ 100 each of wine glasses / beer glasses / spirit glasses /10x 1 litre glass jugs/ 5 x 2 litre glass jugs.
- ◆ 100 each of dinner /entrée /bread plates, dessert bowls, cups and saucers (all white Duraceram).
- ◆ 8 milk jugs, 10 sets Salt & pepper shakers (to be filled by caterer)
- ◆ 4 Hot water ‘Urns”, 1 large stainless Urn, 2 large stainless teapots.
- ◆ 100 each of knives, forks, dessert spoons (approx.) + 50 teaspoons. (It is the caterer’s responsibility to polish the cutlery).
- ◆ 1 commercial gas / thermo wave oven and 4 gas elements.
- ◆ 1 medium size microwave
- ◆ 1 domestic side by side fridge and freezer in the kitchen
- ◆ 1 glass-fronted fridge for bar room.
- ◆ 160 padded chairs (inside only)
- ◆ 23 trestles (measuring 1800 by 900 mm)
- ◆ 13 square tables (900 by 900mm)
- ◆ Approx 50 padded chairs for outside use

There is a standard commercial dishwasher with detergent (and dry aid) for crockery, glassware & cutlery. Heavily soiled items need hand rinsing first.

Pots and pans require hand washing and your supply of liquid detergent.

Glasses need to be washed separately after changing the dishwasher water.

We supply one lined 72-liter bin, caterers will need to supply additional rubbish bags.

Bottles and glass are to be placed in boxes prior to going into the skip bin, NOT to be put in plastic bags or directly into skip.

NOT INCLUDED IN KITCHEN HIRE:

- ◆ No cooking or serving utensils
- ◆ No serving bowls and platters
- ◆ No tablecloths, napkins or tea towels.
- ◆ No pots + pans
- ◆ No coffee/ cappuccino percolating equipment.
- ◆ Caterers should supply a first aid kit for their staff.
- When supplying own alcohol bring the required openers and serving trays.

CLEANING RESPONSIBILITIES:

- ◆ The kitchen is to be left clean and tidy to the standard at the start of use and compliant with licensing standards.
- ◆ The stove / oven and microwave cleaned thoroughly, with food and fat residue removed and surrounding areas cleaned.
- ◆ The mats to be shaken outside and left folded in a pile on a trolley. (We will replace when the floor is dry).
- ◆ The floor swept and mopped and the benches, surrounds and any shelves that are used to be wiped clean.
- ◆ All food & beverage rubbish is to be put into bags / boxes and then into the skip bin at the rear of the house.

All food, beverages, flowers and hired equipment is to be removed at the end of the hire period.

Caccia Birch Trust Board take NO responsibility for gear brought on site by hirers or left behind after the function has vacated.

The kitchen check sheet is to be signed of by the CBH staff member on duty – prior to leaving the venue. This is part of the requirement to be able to uplift the refundable bond from the Monday following.