

CACCIA BIRCH HOUSE

Weddings & Functions

130 Te Awe Awe St, Palmerston North, New Zealand. +64 6 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.



INFORMATION.

Hours of Operation

Environment Court Regulations govern our hours of operation which are 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 with property 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. Our staff will assist.

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.

Music

The Environment Court conditions of operation restrict noise levels to 45DBA - 24/7. All entertainment arrangements must be discussed with the manager at the time of booking as there are some restrictions. We are required to monitor the noise level as required at our boundaries. Events which exceed this noise level must apply to PNCC for resource consent.

Decorations

The hanging of pictures, posters etc may mostly be done with Blue tak. It is essential that you liaise with the Manager about methods of display at the time of booking.

Equipment

We provide chairs & tables, some equipment. Any other equipment brought into the facility is 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, Table Glitter & Candles

Confetti & all table glitter are banned and if used will incur an extra cleaning fee of \$60. A small quantity of rose petals may be used in the gardens only, for weddings. Candles are not permitted to be burnt in this historic house. We have some battery operated tea lights available for hire.

Smoking

This is not permitted within or near the house. Ashtrays are provided outside in the gardens away from the house.

Marquees and Events

Marquees are permitted and the time required for set up and dismantling is to be added when hiring the venue. Large Events are to be organised by the hirer and plans presented in full to the Manager when applying to book. Public events may require Resource consent. 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 or e-mailed / 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. The cancellation policy is on page 2.

Payments: A Company purchase order number may ONLY be used when booking CONFERENCES or BUSINESS FUNCTIONS. We do not have credit card facilities, but accept cheques and use internet banking.

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. **Bookings not confirmed within the prescribed times may automatically lapse!**

Prices Effective 1st February 2018 (All Gst Inclusive)

1 Function Hire Rates - minimum 5 hour hire

- | | | |
|---|---|--------------|
| a | Awhina & Kitchen | \$90 / hour |
| b | All Rooms downstairs & Kitchen (<i>Excluding entry foyer</i>) | \$100 / hour |
| c | Whole House & Gardens. | \$165 / hour |

We reserve the right to hire out the balance of rooms at any time.

2 Wedding and Event Hire - minimum 5 hour hire

The Whole House & Gardens exclusively. \$165 / hour

OR

A set price of \$2,800 for Friday evening, all Saturday 9am to 11pm & Sunday morning.

3

Catering Options

- a You may supply your own caterer or DIY self-cater. BYO beverages. Bond \$100

Service staff are available for hire to assist - POA

OR

- b Walk in / walk out service - there is a contracted inhouse caterer - menus available upon request.

4

Hire Equipment:

Audio, visual & other equipment available for hire - or we can organise on your behalf.

5 Payment:

- a Weddings and Functions: A \$400 non-refundable booking fee is required to secure date.
b Balance of payment is due at least one week prior to event, with the refundable kitchen bond of \$100.
c *We have card present credit card facilities, a 3.25% surcharge is applied if required. Internet banking details are provided on the invoice. We accept cheques and cash.*

6 Cancellation Policy for Weddings.

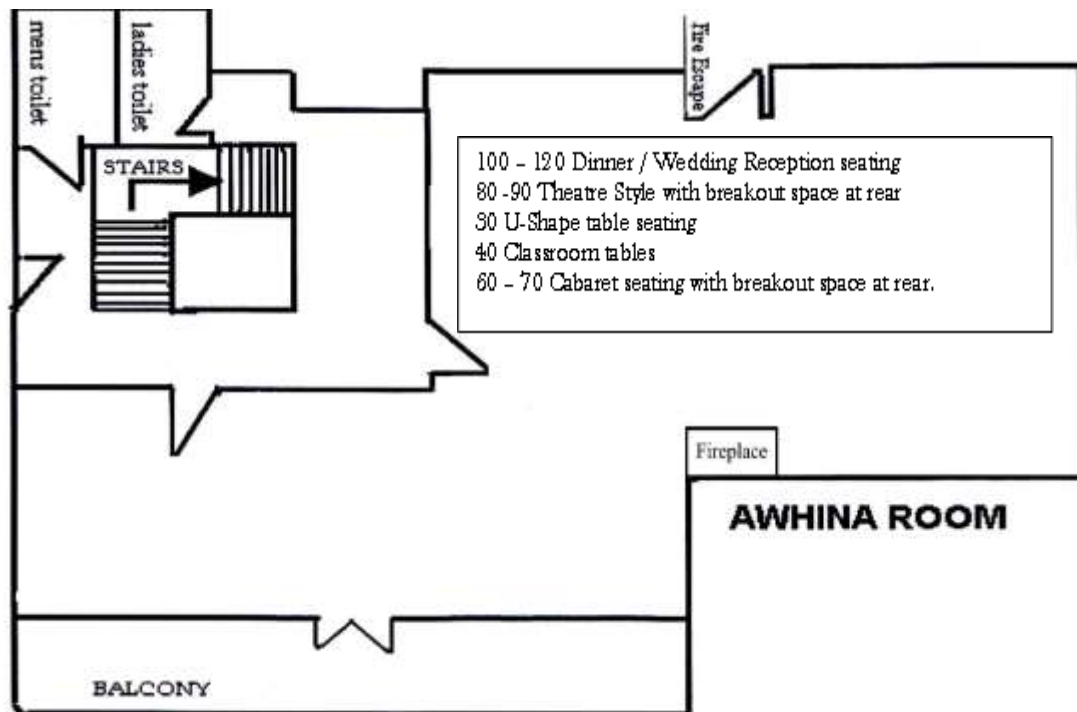
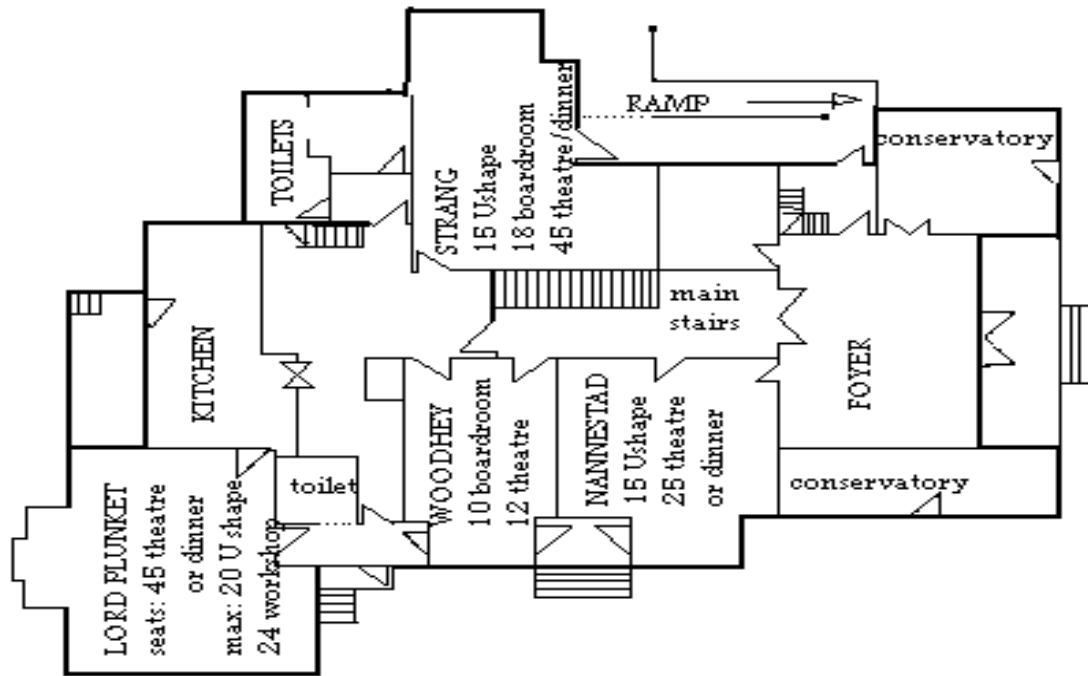
- a The booking fee is non refundable to a maximum value of \$400.
b The booking fee may be re-used for one postponement date within the following 6 months.

Rates may be altered from time to time without notice

Weddings & Functions. A Brief Outline – please read!

- a) *Liaising with the facility manager / supervisor well prior to the event is essential. We understand that not all details can be confirmed at the time of booking.*
- b) *Prior to the function we are to be notified of a nominated liaison person(s) who will responsible for the day's arrangements, activities and supervision of your guests and the prevention of any disorderly behaviour.*
- c) *Caccia Birch House has a supervisor on duty throughout the event for venue assistance.*
- d) *If you require a hostess / co-ordinator for your event we can providestaff and will quote separately for this service.*
- e) *Hirers are responsible for their food & beverage arrangements and ensuring that your caterers leave the kitchen clean and tidy and do not remove or damage property of the Trust Board.*
- f) *Should damage to Caccia Birch property or loss occur ,they will be charged at replacement cost OR deductions will be made from the bond if conditions are not met. A full inventory of the kitchen is supplied separately.*
- g) *The Board & management do not take any responsibility for 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, unless alternative arrangements are made with the Manager and a storage or access fee may apply.*
- h) *Egressesways from the facility must remain clear at all times, this includes the drive to front door – cars must park in area provided.*
- i) *All visitors must follow directions from any fire warden/officer or supervising staff in relation to Health & Safety, Evacuation and Emergency procedures*

Hirers are required to comply with the directions of the manager/custodian in all matters that affect the property and its surrounds. We endeavour to provide a happy and co-operative service, however we reserve the right to employ a security company to close a function at the hirers expense.



Caccia Birch House

Web: www.caccia-birch.co.nz

Email: bookings@caccia-birch.co.nz

Phone: (06) 357 5363

Fax: (06) 354 8265

I WISH TO MAKE THE BOOKING AS FOLLOWS:

Person or Organisation Applying:

Name/s:

Address:

Phone Home:

Business:

Cell:

Email:

Purpose for which venue is required:

Rooms and facilities required:

Date Required:

Time Required:

start:

Finish:

Conference Equipment (if required):

Estimated Numbers Attending:

Caterers Name or In-House Caterer:

Bar Service /Staff (name/s):

Name of Liaison Person on the day:

Additional Requirements:

Refundable Kitchen Bond of \$100:

Date Paid:

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

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:

Please return to:

Caccia Birch Trust Board

130 Te Awe Awe Street, Palmerston North 4410

Phone: (06) 357 5363

Fax: (06) 354 8265

Email: bookings@caccia-birch.co.nz OR 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.

The kitchen areas and 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.

Chattles Included in Hire:	
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 commercial electric fan oven	
1 medium size microwave	160 padded chairs (inside only)
1 domestic side by side fridge and freezer in the kitchen	23 trestles (measuring 1800 by 900 mm
1 glass-fronted fridge for bar room.	12 square tables (900 by 900mm)
	Approx 50 padded chairs for outside use

NOT INCLUDED IN KITCHEN HIRE:	
◆ No cooking or serving utensils	◆ No pots + pans
◆ No serving bowls and platters	◆ No coffee/ cappuccino percolating equipment.
◆ No tablecloths, napkins or tea towels.	◆ Caterers should supply a first aid kit for their staff.
•When supplying own alcohol bring bottle & wine openers and serving trays.	

CLEANING RESPONSIBILITIES:
There is a standard commercial dishwasher with detergent (and dry aid) for crockery, glassware & cutlery.
Heavily soiled items need hand rinsing with cold water first.
Pots and pans require hand washing and <u>your</u> 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.
The kitchen is to be left clean and tidy to the standard at the start of use to comply with PNCC licensing standards.
The stove / ovens 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 rubbish <u>into bags</u> & bottles into <u>boxes</u> and placed into the skip bin at the rear of the house.
We do encourage you to take the glass for the recycling where practical.

All food, beverages, flowers and hired equipment is to be removed at the end of the hire period - unless hiring venue the next day.

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 the following week or if paid by cheque or within 21 days if paid by internet.

Additional Items for Event Hire 2018			
1	White Chairs Covers x 140	Each	
	On / Off chairs - DIY	\$ 3.00	
	On / Off chairs - Our staff	\$ 5.00	
2	Mid- blue sashes x 60	\$ 0.50	
3	White Banquet Tablecloths	\$ 8.00	
4	Champagne Flutes	\$ 1.50	
5	Rechargeable tea lights	\$ 1.00	
	12 small / 24 tall		
6	20 m White Chiffon cloth	\$ 50.00	
7	Garden Signing table & 2 chairs	\$ 10.00	
8	Rimu Cake Table (600x600)	\$ 10.00	
9	Food / Bar Staff serving	POA	
10	Large white / Apricot / Green Floral Garland	\$ 40.00	
11	Rustic Rimu Arbor (mobile - flat top)	\$ 50.00	
12	White Wishing Well	\$ 20.00	
13	White Bird Cages (x 3 small/ med/ large.)	\$ 15.00	