

Because the Sign of the Takahe is the perfect wedding location for your special day, it gives you the confidence to plan your wedding with no hidden extras.

Hire fee Weekend @\$2500, Friday @ \$1500, Weekdays @\$1000

The Takahe is a 100+ year old unique Heritage Grade 1 listed building that stands proudly on the Cashmere Port Hills. It offers magnificent carved wood and hand chiselled stone rooms and a large beautiful secluded walled garden with some amazing views of Christchurch.



The Sign of the Takahe invokes an adventure beyond the ordinary that stirs the imagination. It is a place where time almost stands still, a place where some of the best memories are made. Along with the versatility of the Garden where you can hold a ceremony, an outside summer wedding or a unique bespoke marquee package, we have the options for you to make it your own.



The Top Floor - Notes:

- No Public from midnight to midnight
- Roped off access and/or Security/door person on request.
- Exclusive use of the Bar with licensed Duty Manager/Tender.
- Access to the internal sound system. (Space for Band or DJ)
- Exclusive access of the Main grand front door.
- Due to size, weight and significance of the Large Armoury Table it is unable to be removed from the top floor however, it is relocatable and can be used as a head table.

Sign of the Takahe Drinks 2022-2023

Most couples tend to run a CC Bar Tab from our Beverage and cocktail List for the duration (or part) of the event. This can be monitored/Budgeted for you and settled on the night of your event.

Minimum Bar Spend \$2500*



<u>Additional Drinks on Arrival</u>	<u>Additional Drinks for Speeches</u>
<p style="text-align: center;"><u>Alcoholic jug (6 glasses per jug)</u> <u>NON-ALCOHOLIC per jug (6 glasses per jug)</u></p> <ul style="list-style-type: none"> • Classic Mojito – <i>White Rum, Lime, Mint and Soda</i> • Tropical Mijito – <i>White Rum, Passionfruit Puree, Pineapple Juice, Lime, Mint and Soda</i> • Raspberry Mule – <i>White Rum, Raspberries, Mint, Lime, Ginger Beer</i> <ul style="list-style-type: none"> • Tom Collins – <i>Gin, Mixed Berries, Lemon Juice, Soda</i> • Spiced and Stormy – <i>Spiced Rum, Angostura Bitters, Lime, Ginger Beer</i> <ul style="list-style-type: none"> • Pimms 	<p style="text-align: center;"><u>Bubbles for Toast/Speeches</u></p> <p style="text-align: center;">Bubbles per person</p> <p style="text-align: center;">Champagne for the Head Table (6 glasses per bottle)</p>
<ul style="list-style-type: none"> • Our Beverage prices and drinks menus subject to availability are fixed 2 weeks prior to your wedding date. • Cash bar facilities available for guests to purchase our non selected Spirits, or other beverages as necessary, if wished. • No alcohol is to be brought onto the property during the event. Anyone found to be in this position will be requested to leave, dispose of any alcohol and be requested to pay the current ongoing beverage price. • All special order Beverage menus must be paid for 2 days prior to the wedding date. • Minimum spend is based upon a standard guest list of 80+- (10%) If significantly lower guest numbers or in low peak season or midweek, then \$1500 is offered subject to final confirmed numbers (min of 30 guests). 	

Payment Terms, Conditions & Agreement

Prices quoted are inclusive of GST

Before your event, an initial non-refundable hire plus the signed terms & conditions are required to confirm the booking into the system.

- ** This payment may be split between two smaller instalments across 2 months.

Less than two (2) months before your event

- Bar account, a credit card imprint must be taken in advance by arrangement. After the event finishes the balance/tab of any remaining charges will be due.
- Sign of the Takahe reserves the right to levy interest at 5.79% at the current ANZ bank rate per month for any overdue accounts.

Cancellation Terms:

1. If a wedding booking is cancelled by the client any event space hire fee is non-refundable if within 60 days of the event. 50% refunded within 6 months. 75% refunded within 1 year+. The fee cannot be used to offset/exchange or swap for any other future or proposed services.
- 1.1 All cancellations must be advised, in the first instance, verbally, followed within a period of 24 hours by confirmation in writing by email.
- 1.2 In the event of cancellation of any booking by a Client, the Client shall pay a cancellation fee to Sign of the Takahe on the following scale: If cancelled more than 60 days before the date of function 25% of the minimum bar spend. If cancelled between 30 and 59 days before the date of function 50 % of the minimum bar spend & any additional services confirmed If cancelled between 14 days and 29 days before the date of function 75% of the minimum bar spend & any additional services confirmed If cancelled less than 13 days before the date of function or in the event of the Client's non-arrival 100% of the minimum bar spend & any additional services confirmed.
- 1.3 In addition, the Client will, at the Sign of the Takahe discretion, be required to compensate The Sign of the Takahe or any expenses incurred by Sign of the Takahe resulting from the cancellation the above notwithstanding.
- 1.4 Sign of the Takahe will incur no liability for any failure to provide or carry out any function if prevented from doing so by any cause beyond its reasonable control. In these circumstances, Sign of the Takahe will endeavour to assist the client in finding an alternative suitable venue. If Sign of the Takahe fails to rearrange the function then any monies paid by the Client will be refunded in full

Payment – General notes:

2. Prices quoted are inclusive of GST at the rate which prevails when this contract was prepared and are subject to alteration should the GST rate change.
- 2.1 Sign of the Takahe may charge interest at a rate of 5.79% per month at the current ANZ bank rate per month for any overdue unauthorised accounts.
- 2.2 In the event of an account being passed for collection, a collection charge of 10% will be levied on such amounts in addition to any legal charges payable.
- 2.3 The Client shall notify Sign of the Takahe in writing no less than 14 days prior to the function of the final number of persons attending.
- 2.4 All prices for Venue hire are up until midnight. Please note that due to licensing laws the bar will be close at 11pm.

Catering:

3. No Alcohol or drinks such as tea/coffee, soft drinks, wine or spirits may be brought into the Sign of the Takahe by the Client or caterer, any caterer or its guests unless the prior written consent of the Sign of the Takahe. In this extremely rare event using a Caterer for alcohol, there will be a charge of \$1500 and will be required to be paid beforehand.
- 3.1 Please note that wine and beer prices, vintages and availability are subject to change. Where choices are not available the closest alternative will be offered.
- 3.2 Wedding menu, service and event setup is the responsibility of the exclusive caterer.
- 3.3 No other outside Caterers, food vans, Portable BBQ's, take away or home delivery businesses are allowed to deliver or serve at the Sign of the Takahe unless agreed.
- 3.4 Sign of the Takahe will incur no liability for any failure of any caterer to provide any service or function whatsoever, with any reviews being directed at the caterer. SOTT is a Bar and Venue only. In these circumstances, Sign of the Takahe will endeavour to assist the client in finding an alternative suitable caterer, however, The Sign of the Takahe will not be held responsible for any monies paid by the Client to any external caterer or replacement caterer.

Responsibility / Suppliers:

4. Sign of the Takahe can accept no responsibility for the property of the Client or its guests. There is no official cloakroom and only street car parking is available (subject to any council by laws or current works). Please note that areas of the Sign of the Takahe are of great heritage value and not built to modern standards, therefore guests are responsible for children under 18 years of age and under.
5. The Client will indemnify Sign of the Takahe against any proven, foreseeable and fully mitigated costs, losses, claims, actions, damages or expenses suffered or incurred by Sign of the Takahe resulting (whether directly or indirectly) from any actions of or by the Client or the guests of the Client.
6. The Client shall at all times comply with and ensure that its guests comply with all conditions and regulations made in respect of Sign of the Takahe the Local Authority, the Fire Authority, the Local Magistrates Court and any other regulatory body whatsoever.
7. Sign of the Takahe reserves the right to refuse admission to or remove from the Sign of the Takahe any person who acts in a disorderly manner or any person (or item) which otherwise breaches the provisions of these Conditions.
8. Helium canisters must be removed from the property after use or an additional disposal charge will be added to any final invoice.
9. Sign of the Takahe is a heritage building and although we take due care and attention, please note that if you stray from the public areas you do so at your own risk.
10. It is the responsibility of the client to book and manage the registrar for civil ceremonies.

11. Confetti and confetti bombs (balloons filled with confetti) are not permitted at the Sign of the Takahe. Should they be used a fee of \$50 will apply for venue cleaning.
12. Sign of the Takahe will incur no liability for any failure to provide or carry out any event or part of, if prevented from doing so by any cause beyond its reasonable control. i.e. power failure, earthquake, pandemic, weather, etc . In these circumstances, The Sign of the Takahe will endeavour to provide suitable alternatives.
13. The Sign of the Takahe is open to the public and other events on a daily basis. Exclusive use of only the rooms agreed in writing and at the agreed times are included in the function package.
14. The Sign of the Takahe takes no responsibility for external suppliers booked by the client, caterer or other party. Sign of the Takahe will not be responsible for any payments to any external suppliers whatsoever, This also includes assisting with any set-up, pack down or holding/storing or delivering any external supplier's products including cakes, flowers / chair covers / decorations etc.
15. Fireworks displays are not permitted at any time. This also includes sparklers and unfortunately large outside candles or any naked flame.
16. The Sign of the Takahe does not have facilities for external suppliers to set up on site, storage can be pre-arranged in advance & if a set up room is required this will incur additional costs.
17. The Sign of the Takahe will require copies of external suppliers public liability certificates and risk assessments prior to any work taking place. It is the responsibility of the client to make sure these documents are received by The Sign of the Takahe prior to any work taking place.
18. Ceiling drapes, chair covers, sound systems, table decorations and additional lighting are not included in the packages. These services can be booked via The Sign of the Takahe exclusive caterer.
19. It is the responsibility of the client to dismantle decorations at the end of the event unless otherwise agreed in writing.
20. Should the Sign of the Takahe be required to assemble or cut a wedding cake the responsibility remains with the caterer and client. A standard \$100 for cutting cake and providing plates.

Function Terms, Conditions & Agreement:

Date of Function: ____/____/20____	Approx No. of guests (daytime)
Type of Function:.....	Approx No. of guests (evening)
Function Area.....	Approx No. of guests (Total)

I have read, understood and agreed to comply with The Sign of the Takahe Terms and Conditions, min/max numbers, minimum spend, external caterer charge & payment terms.

Name:

Signature:

Date:

Address:

Tel No:

Email:

By signing this agreement you are confirming that:

- you have read and understood all of the terms.
- You have confirmed payment of the deposit will be paid within agreed time.

We will confirm booking via our electronic booking system within 24hrs of deposit.

Sample Time Outline & Checklist

		Takahe to Supply	Wedding Party to Supply
Guests Arrive: _____	Chairs		
Ceremony Starts: _____	Tables		
Ceremony Finishes: _____	Black Leather Place Mats		
Photos: _____	Cutlery		
Canapes Downstairs <i>if applicable</i> : _____	Water Glasses		
Guests move inside/upstairs: _____	Water Carafs		
Bar Tab or Cash Bar Starts: _____	Brass Candles		
Guests Seated for Dinner: _____	Side Plates		
Drinks Package Starts: _____	Dinner Plates		
Entrees Served: _____	Dessert Bowls		
Speeches <i>if applicable</i> : _____	Cake Knife		
Mains Served: _____			
Speeches <i>if applicable</i> : _____			
Dessert Served: _____			
Cutting of Cake: _____			
Band Starts <i>if applicable</i> : _____			
Drink Package Finishes: _____			
Bar Tab or Cash Bar <i>until 11pm</i> : _____			
Last Drinks: _____			
Guests to vacate premise by: _____			

External Suppliers

	Set up	De-Rig
Band Name: Contact #:		
Florist Name: Contact #:		
Wedding Coordinator Name: Contact #:		
Table Designer Name: Contact #:		
Cake Maker Name: Contact #:		