

VENUE HIRE INFORMATION PACK



'Your day, your way'

30 Shalamar Drive
Cashmere, Christchurch 8022
T: 027 622 1745 | E: bookings@theoldstonehouse.co.nz

ABOUT US

The Old Stone House, nestled at the foot of the Cashmere Hills, is a unique Christchurch landmark. Fully restored and reopened on 7 February 2018 after earthquake strengthening and major repairs, the building is once again available for hire for weddings and other events as well as for community use.

This historic venue will add elegance to your wedding or function with ambience and a touch of class. With total freedom to select your own caterer and beverage supplier, you have complete control of *your day, your way*.

ROOMS

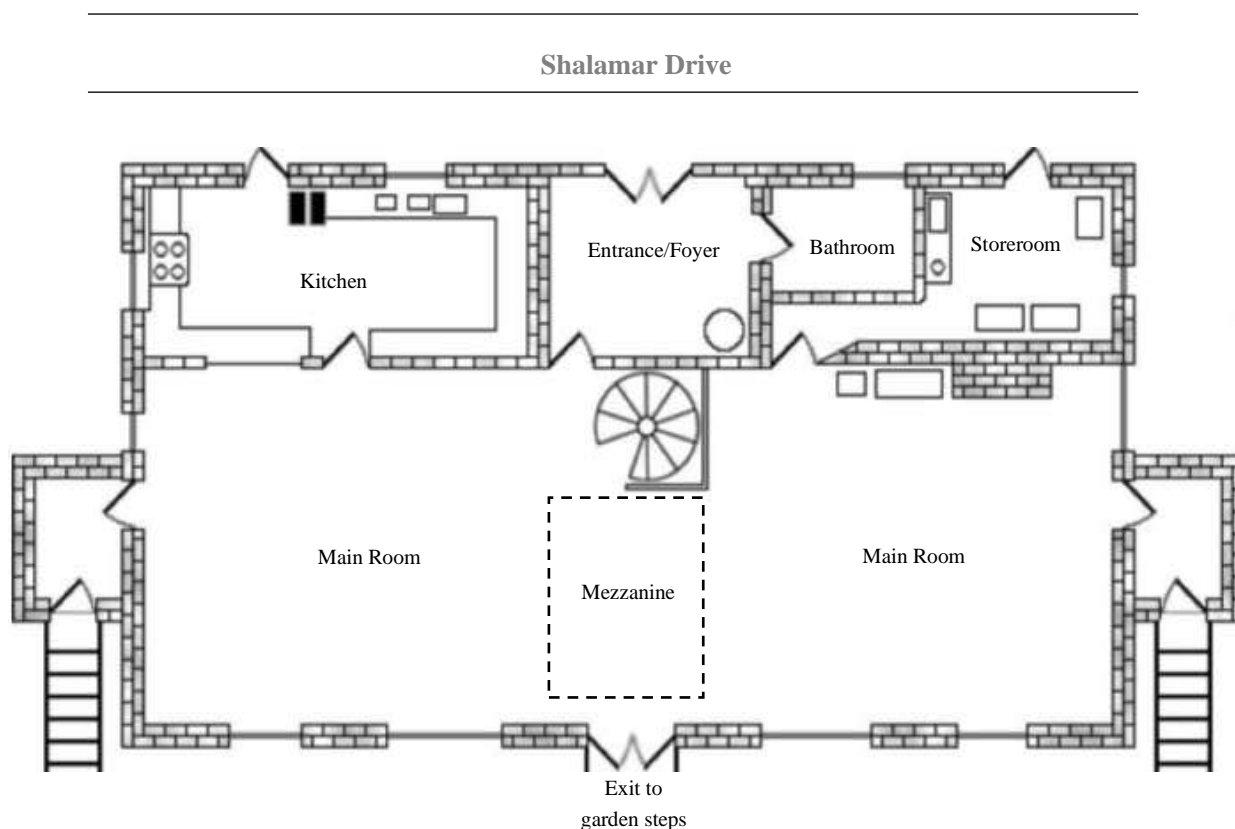
The main function room is 20m x 7m with a high cathedral-beamed ceiling. The mezzanine level (accessed by an internal spiral staircase) measures 5m x 7m. Downstairs there are two rooms (approx 7.5 x 6m, and 8 x 7m) that lead directly out to the garden. They can also be used to hold the ceremony in inclement weather.

Bathroom facilities are located on both levels.

Access to the main function room is through the front entrance on Shalamar Drive, and is suitable for people with disabilities. The garden is accessible via the rear steps or down the outside path.

GROUNDS

The area surrounding the Old Stone House is a public reserve which you can use for your private function. Please note however, that the grounds are open to the public at all times. Marquees, umbrellas and outdoor furniture can be used in these areas. Specific Council rules apply to fixtures on the grass area.



VENUE HIRE

Exclusive use of venue from 9.30am & non-exclusive use of the grounds, including use of kitchen facilities, tables and chairs. Early access to the venue for set up is available – please see the pricing schedule.

The venue must be vacated before midnight due to residential restrictions.

CAPACITY

A maximum number of 120 people is allowed in the venue. The venue will comfortably seat a maximum of 80 people. Tables options are 13 round tables (1.5m diameter, seats 8-10) or 12 trestle tables (1.8m x 0.8m, seats 6-8). Chairs include 102 padded dining chairs and 80 white plastic outdoor chairs. A further 30 upholstered chairs located downstairs may also be used outside.

KITCHEN FACILITIES

A fully equipped kitchen with fridge/freezer, gas cook top, two ovens, microwave and hot water tap are located on the main level, adjacent to the main function room. A serving/bar window opens out directly from the kitchen. In addition, there is a large refrigerator in the storeroom for storage of excess supplies.

A sink and kitchen bench are also available in one of the downstairs rooms.

100 each – crockery, cutlery, water and wine glasses and 22 carafes. Tea and coffee pots, milk jugs and sugar bowl.

HEATING

The heating, cooling and ventilation system may be used for the hire period only to be used if all the doors are closed.

AUDIO VISUAL / SOUND SYSTEM

Use of a quality sound system enabling music to be played through iPods, MP3 player, laptop or mobile phone. A wireless microphone is also provided for speeches etc. Large screen smart TV is available for visual presentations. Wifi is available at the venue.

LIVE MUSIC

Is permitted, however due to the venue's location in a residential area noise levels and restrictions must be adhered to.

PARKING

Ample off-site street car parking is available on Shalamar Drive.

CLEANING OF VENUE

It is the responsibility of the hirer to ensure the venue is left clean and tidy, including the removal of all rubbish and recycling. It must be left as it is found. An optional 'tidy-up' fee is available. The Hirer must provide their own cleaning supplies (i.e. dish liquid, cloths, tea towels) for use in the kitchen.

CATERING & BEVERAGE OPTIONS

When it comes to food & beverage, the choice is entirely yours – *your day, your way*. Catering will need to be outsourced directly and Christchurch has a number of experienced caterers to meet your individual requirements.

You are welcome to provide your own alcohol. A Special Licence must be obtained from the Christchurch City Council if alcohol is to be sold. Guidelines for a Responsible Host and the consumption of alcohol can be provided; however, it is the Hirer's responsibility to ensure all rules and regulations are adhered to.

PRICING

EVENT/WEDDING PACKAGE PLUS **\$2,500**

Rates apply for Friday, Saturday & Sunday

Full day hire (to midnight) plus 4 hours on the preceding day (5.00-9.00pm)

EVENT/WEDDING PACKAGE **\$2,000**

Rates apply for Friday, Saturday & Sunday

Hire period 9.30am – midnight

A \$500 refundable bond applies to all full day hire bookings. A Noise Compliance Bond of \$500 is payable for 21st Birthday events - also refundable if no noise complaints are received

Please note that the Booking Fee of \$200, included in the bond, is non-refundable if the event is cancelled

Cancellation fees apply

PART DAY EVENTS **per hour \$150**

Rates apply for Friday, Saturday & Sunday

A refundable bond applies to all bookings, but the booking fee is non-refundable

Cancellation fees apply

MONDAY – THURSDAY PRICES AVAILABLE ON REQUEST

TIDY-UP FEE (OPTIONAL) **\$150**

We offer a service that includes stacking away table tops, trestles and chairs and the removal of recyclables.

(Please note the Hirer must still ensure the furniture is located on the level/room of origin and any furniture taken outside, must be stored back inside the building).

All prices are inclusive of GST.

Please refer to the Hire Agreement for Terms & Conditions



The following Notice to Hirers will be supplied along with our standard hire form.

Covid-19 Protection Framework: Traffic Lights - Notice to Hirers

The Old Stone House requires all hirers to meet the requirements of the Traffic Light Framework. Please note that the normal maximum capacity at the Old Stone House is 120. Under the Framework the following limits will apply *according to the traffic light setting at the time of the event*:

Capacity limits

Traffic Light Setting	Using Vaccine Pass	Not Using Vaccine Pass
Red	100	25
Orange	120	50
Green	120	120

If you choose to require guests to have My Vaccine Pass as a condition of entry, please visit [Requiring My Vaccine Passes for entry](#). You will need to:

- Check My Vaccine Passes of anyone aged 12 and older entering the venue for your booking (either at the door, or inside the facility). All passes must be sighted and it is strongly recommended that they are also verified.
- [NZ Pass Verifier](#) is a free Ministry of Health app for organisations/individuals to scan and verify their guests' My Vaccine Pass.
- Download NZ Pass Verifier from [Apple App Store](#) or [Google Play](#)
- How to use NZ Pass Verifier [video](#)

Please confirm the following and return to bookings@theoldstonehouse.co.nz

Date of event: _____ Total maximum number expected: _____

Either

I/we will be requiring & sighting/verifying vaccine passes (Please date, sign & print your name/organisation name):

OR

I/we will **not** be requiring vaccine passes (Please date, sign & print your name/organisation name):
