WELCOME TO
THE GLASSHOUSE AT AOTEA FARM

The Glasshouse at Aotea Farm is suitable for corporate and private events, weddings, cocktail events and includes an adjoining open-air commercial kitchen space with wood fired oven.

Due to our wonderful rural location, we are truly an events destination. Our multiple event spaces and onsite accommodation offerings make The Glasshouse at Aotea Farm totally unique.

We work hand in hand with our corporate and private function clients to develop a truly personalised event experience. Our designated event manager will tailor a bespoke package using our talented team of preferred caterers. We can also provide a full service of options: theming, florals, transport, technical (sound/lighting/AV), entertainment suppliers, celebrant, transport, cakes and photography- or you can bring your own. We can tailor our additional services to what you require.

THE FARM

Aotea Organic Farm is a 440 acre organic farm situated on the edge of the Kaipara Harbour, one hour northwest of Auckland.

Pioneering world class organic farming practices for over 40 years, the property is unique with a diverse range of species and habitats. The virtually free-roaming sheep, cattle & emu are stress free, enjoying few boundaries and pastures of the highest purity. The property is also home to forests, vineyard, crop plantations, beaches, waterways, ponds and fish farm where the wild mullet breed on the harbour's edge.

The inclusion of a range of fresh and cured meats, produce and herbs are available directly from our organic farm for use by our designated caterers, guest chefs, and for 'farm to fork' dinner events.

THE GLASSHOUSE AT AOTEA FARM

WEDDINGS & CEREMONIES
rustic barn weddings in nature

Set atop a hill overlooking the Kaipara Harbour, Aotea Lodge and adjacent gardens offer another useable space for your wedding or ceremony.

We have multiple locations for your wedding photographs. Coupled with the option of The Glasshouse at Aotea Farm, both venue options are available for your wedding day.

Our talented venue event manager will work with you on all aspects of the day- from concept to conclusion. We have an awesome team of in-house suppliers who can make your wedding day truly magical day in the country side

EVENTS / WORKSHOPS / RETREATS
escape to tranquility

Aotea Lodge and the surrounding Aotea Organic Farm provides an ideal destination for events, corporate functions, and health / wellness retreats. If required, your event attendees can utilise our onsite accommodation at the Aotea Lodge, The Farmer's Cottage., and Farm Managers House. Onsite walking trails around the property are a bonus for our accommodation guests.

We are the ideal venue for:

- Organic Cooking, Foraging, Farm to Fork Dinners
- Yoga and Wellness Retreats
- Nature Photography, Painting or Sculpture Workshops or Exhibitions
- Product launches
- Corporate functions
- Location for film/ photo shoots
- Ample areas for corporate team building activities *(in conjunction with hire*
- *of either The Glasshouse at Aotea Farm, Aotea Lodge, The Farmers Cottage*
- *or The Farm Managers House.*
- Business & Education amongst nature

THE GLASSHOUSE AT AOTEA FARM

VENUE CAPACITY

(NB: Indicative capacities only. Final guest capacities to be confirmed depending on layout and style of function).

- **Seated Dinner and Wedding setting 40-120 pax** see seating plan for layout ideas. Round tables or trestles are used according to occupancy. Number of guests will determine amount of space needed for service and catering tables, which can be shuffled during the event to accommodate for a dance floor
- **Corporate presentation:** Recommended 100-120 max theatre style. Allows for some space for catering service tables/ presentation space. Final guest capacities depend upon final catering, display, presentation and technical requirements.
- **Cocktail function:** Standing service: Recommended max guests: 150. *Suggest additional lounge style furniture/ barleaners to complete this set up.*

Additional capacity can be added by setting up marquees in front of The Glasshouse. With additional to do so. Please discuss these options with our Venue Event Manager.

VENUE HIRE FEE

Wedding/ Private Function:
From $7000-10000 + GST depending on size/ style of the function * (excluding Public holidays which will incur a surcharge of 20% extra + GST)

Corporate: *POA depending on requirements*

Shoot Location: *POA depending on requirements*

Community: *POA depending on requirements*

***Designated venue event manager**: Allocation of 8 hours inc 2 site visits with an allocation of 14 hrs for function day and set-up/event day mileage. Additional hours/ staff will be charged on final invoice @$75phpp + GST.*

VENUE HIRE INCLUDES:

- Exclusivity of event space(s) for the duration of your event
- Free car-parking
- Free use of the gardens/ location for photographs *(excludes owners private residence and Farm buildings)*
- Use of venue open-air kitchen/ pizza oven
- Free use of bespoke venue tables and chairs
- Onsite guest toilets - If event capacity is over 150pax, then additional executive mobile toileting will be required to be added at additional cost.
- Rubbish and recycling bins
- Wedding day hire includes onsite accommodation for the bridal couple for the wedding night, as well as a self-serve continental style breakfast to your cottage the next day. Additional nights can be added at additional costs.
- A range of approved caterers and beverage providers to choose from to suit your event.

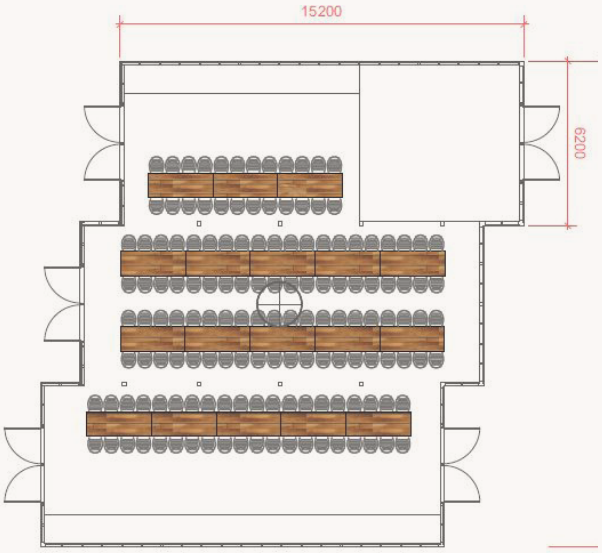
ADDITIONAL OPTIONS -

EXCLUDED in the venue hire fee

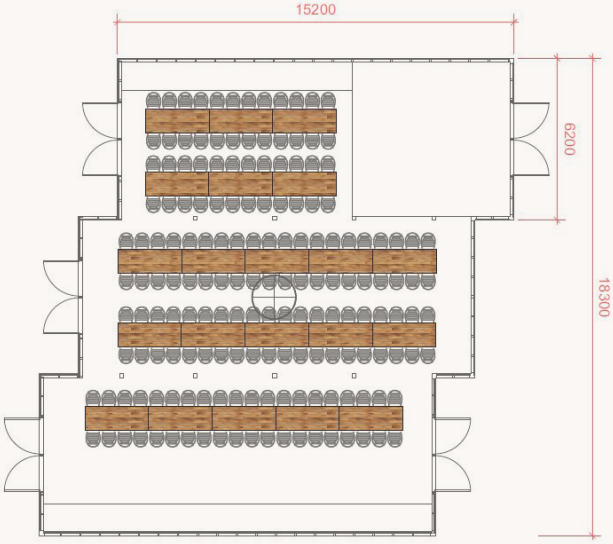
All of the below are available as add-on options through our suppliers and will be tailored to suit your requirements. Alternatively, you can bring your own suppliers.

- Onsite Quest Accommodation - *various options available*
- Catering: Food, Service Staff and Equipment. *Various styles/ options available using our designated caterers. We create bespoke menus for all our events. With the flexibility to accommodate special dietary requirements*
- Beverages . *Various options available including the provision of sale or return option using our designated supplier.*
- Cakes
- Transport
- Celebrants
- Photographers and Videographers
- Additional Function furniture- *trestle or round dining tables, selection of dining chair options.*
- Function linens
- Lounge furniture
- Venue florals *Bridal florals can be arranged by our florist*
- Venue theming/ centerpiece option
- Technical: Sound, lighting, rigging, AV, *On the day technical support available using our designated supplier.*
- DJ: *We have a designated DJ provider for the venue. Small bands with no drums are welcome. Please refer to the Venue Hireage policies and Guidelines*

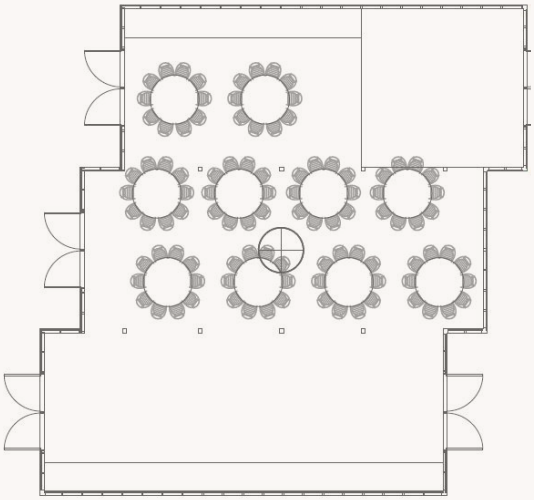
EXAMPLE FLOORPLANS



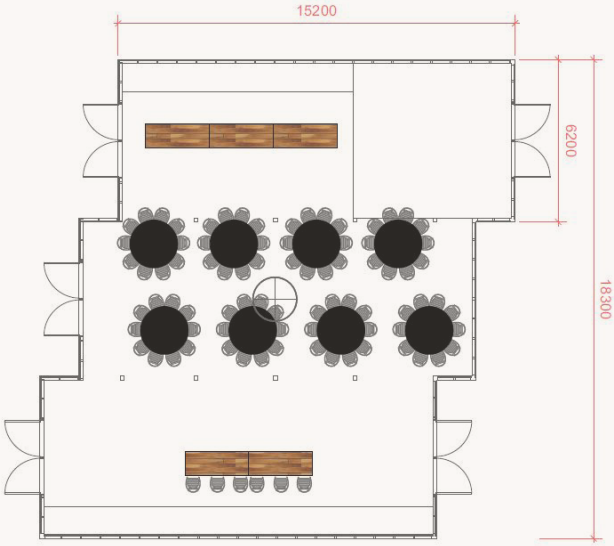
Trestle tables 144 pax



Trestle tables 168 pax



Round Tables 100 pax



Round tables with trestle & bridal party trestles 86 pax

ONSITE ACCOMMODATION OPTIONS:

These farm style accomdation venues can be hired independently or in conjunction with the event spaces

The Lodge: A rustic barn with a large lounge area, kitchen (large oven with stove, dishwasher and sink, large fridge and microwave) and bathroom with a shower & toilet. Additional bathing facilities available in the Bathhouse (x1 indoor bath & shower, x1 outdoor bath with indoor shower and sauna)

- Day events: Max capacity: 20 guests
- Overnight capacity: 10 guests

The Farmers Cottage: A Rustic self-contained cottage

1 King bedroom (or 2 singles) and 1 Queen pull-out in the lounge

The Farm Managers House: A traditional 3-bedroom self contained house

maximum of 6 guests

Glamping Tents: These can also be added onto the Village Green area using our in-house supplier.

see image gallery online www.aoteaorganics.com

OUR TEAM

Dan & Kazuyo Friedlander: Our passionate property owners:

We wanted to develop a venue that worked in harmony with our organic farm operations and provided a unique venue offering in the Auckland region. As hosts, for over twenty years in San Francisco, we worked with the hi-tech community managing hundreds of events. We had the privilege of working with companies like Google, Cirque Du Soleil as well as many amazing start-ups. We learned much from our "City" environment, which translates beautifully to our new rural environment and home.

Nina Baxter: Venue Event Manager:

Nina brings a wealth of event management and facilitation experience to our team. She has run her own corporate event management company since 2001. She has worked with multiple corporate and private clients over the years and has creatively tailor-made each event to suit each occasion. Her ability to think "outside the square" whilst combining creativity, flair and uniqueness into every event differentiates her from her peers. She brings with her a talented team of in-house suppliers who bring quality products and services to each event that you know you can rely upon.

KEY CONTACT INFORMATION:

Please contact us to discuss the specifics of your function and book a site visit with our team.

Aotea Organic Farm, The Glasshouse at Aotea Farm and Accommodations:

Dan & Kazuyo Friedlander +64 27 532 5612
dan@limn.com
149 Shelly Beach Rd, South Head 0874

Venue Event Manager:
Nina Baxter Big Day Ltd
+64 9412-7315 or +64 274934516
nina@bigdayevents.co.nz

THE GLASSHOUSE AT AOTEA FARM

HIRE POLICIES AND GUIDELINES

Please find below some points which may help to guide you in organising your function at The Glasshouse at Aotea Farm (noted as "The venue" below).

Date Enquiries/Reservations: All enquiries will be noted on **our** planner in order of receipt and ranked in order. If additional enquiries for the same date are received, we will contact all prior enquiries in ranking order to advise of the later enquiries. The first ranked enquiry then has seven days to confirm if they want the date and pay their deposit to secure the date. Dates are not confirmed unless a deposit is paid and contract signed. We recommend all enquiries visit the venue to confirm their requirements, so that a bespoke estimate can be prepared. On confirmation of an event date, a personalised booking form & contract will be issued and your booking will be firm upon returned receipt of this completed contract and the accompanying deposit.

Payment Terms: Please refer to your contract regarding payment requirements. We prefer online bank transfers. Late payment of any invoices will incur penalty interest at the rate of 15% + GST from due date until date of payment.

Venue Hire: : Venue Hire is included within the package pricing. Also included is an estimation of the appropriate hire of Executive Portaloo units based on the estimated guest numbers for each function style. There are also two long-drop/ composting toilets, but are not recommended for any function over 20 people involving any food or beverage service. Final cost of hired Executive Portaloos will be dictated by final guest numbers and hours onsite. Any additional charges incurred on top of the original estimate will be passed on to the hirer. Please note, our toilets and venue may be difficult for access to those in wheelchairs or with mobility issues. Please discuss any guest mobility requirements with us at time of booking.

Min Deposit/ Invoicing: Once your date is secured, we may have to decline other bookings. For this reason, a 20% of applicable venue hire rate + GST or minimum of $1000 + GST, whichever is greater. This deposit is due within 14 days of confirming the date and returning your completed venue contract. A final pre-event invoice will be generated 14 days prior to the event based on final numbers and is payable within 7 days of the invoice date, which will be 7 days prior to the function. Any subsequent invoices will be payable within 7 days of invoice date.

Venue Security Bond: A seperate security bond of $1500 + GST must be paid with the final pre-event invoice. This will be refunded fully upon a satisfactory inspection of the venue and property. Any damage to the venue or loss / damage to venue property or equipment, or any loss or damage to supplier equipment inc linens will be deducted from this bond. If the amount of loss/ damage exceeds the bond taken, the balance will be invoiced to the client post event and will be payable within seven days of the invoice date. The use of screws, nails, tacks or strong adhesive materials is strictly prohibited. Removeable hooks are permitted. Any items that are secured overhead must comply with rigging regulations. Our in-house technical supplier will oversee any overhead rigging requirements to ensure guests safety.

Trading Hours: The venue pricing is based upon a maximum of 8 hours of service from your guest arrival to guest departure. In summer this is usually 4:00pm until 12:00am. In winter this is usually 3:00pm until 11:00pm. The venue will be accessible for setup purposes from 8am on the day of your event. In summer, last drinks be served by 11.30pm, with guests having vacated the premises by no later than 12:00am based on host responsibility guidelines for beverage service using our preferred caterer.

Guests staying onsite must vacate any of the event venues by 12:00am and move to their accommodation block to conclude the evening. No refund of hours will be made due to earlier departure. No refunds will be made for un-used portions due to bad weather or change of mind on the day.

Covid-19 Government regulations: For the safety of our staff and your guests, as a venue we will comply with all recommended Ministry of Health regulations pertinent at the time of viewing the venue and holding your function. We will confirm what requirements are relevant with you at the specific time including any requirements for maximum guest numbers, vaccination passes, scanning of QR codes at the venue, seating and distancing guidelines. As changes in levels are totally outside our control, we will work closely with clients and suppliers to reschedule events and minimise cancellation fees accordingly.

Postponement: We understand that sometimes, dates need to move due to ill- health or family circumstances. We are happy to work with you to reschedule another date in the future. We cannot guarantee your second choose date will be available but will work with you to reach a mutually agreeable rescheduled date and resolution. Once the initial or rescheduled date is confirmed, the venue will transfer your deposit and booking contract to the new date. All postponements must be in writing. If your function cannot proceed due to Government/ external factors such as a COVID19 lockdown, border closures or specific one-off event that the venue has no control over which adversely affects the attendance of a 50% or more of your guests, we are happy to work with you to reschedule another date in the future.

Cancellation: Should unforeseen circumstances arise resulting in a full cancellation of your event date, a sliding scale of cancellation fee will apply based on the final agreed date of the proposed event:

- Cancellation prior to 9 months of scheduled event, 75% of the deposit paid will be refunded less a $150+ GST administration fee
- Cancellation between 6-9 months of scheduled event, 50% of the deposit paid will be refunded less a $150 + GST administration fee
- Cancellation within 6 months of scheduled event, 100% of the deposit paid will be charged

Any supplier cancellation fees will be on-charged.

In the case where your event is rescheduled, the venue will transfer your deposit and booking contract to the new date. If your second date is then cancelled, the initial deposit will be treated as a full cancellation.

All cancellations must be in writing. Any significant alteration in proposed guest numbers/ minimum spend requirements are also subject the sliding scale of cancellations. In the event of "Force Majeure", and an inability to operate, The Glasshouse at Aotea Farm's liability is limited to the refund of monies paid as per the above cancellation policy or as required by law.

Venue Access: Access to the venue for set up is from 8am on the day of your event and at the times agreed in your event runsheet. Extra charges may apply if you require additional access to the venue outside our standard access times. All functions must conclude at midnight on the day of the event and all guests must vacate the premises by 12:30am immediately after the function concludes.

Rehearsals / Additional access: Wedding rehearsals are welcomed at The Glasshouse At Aotea Farm. Access is restricted to a maximum of two hours on a mutually agreed day/ time. An additional service charge may be incurred if outside the two-hour allocation.

Public Holidays: Additional costs will be incurred should you wish to hold your event on a Public Holiday.

Guest Numbers: Confirmation of numbers attending your function must be given 14 days prior to the reserved date. (Please note the final guest numbers confirmed will be the number charged for by our caterer(s), or the contracted number –whichever is higher. Final numbers cannot deviate more than 20% from the original guest numbers at the time of the original booking).

Children: It is the responsibility of the hirer to provide adult supervision for all children attending the function at all times. We are a working farm in a rural environment and there are many natural and man-made hazards (ie: ponds, troughs, electric fencing) that are part of the everyday workings of the property. It is not the responsibility of the venue to provide supervision of any children during an event.

Hirer and Guest Behaviour: The Glasshouse at Aotea Farm endeavours to provide exclusive and upmarket functions at

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HIRE POLICIES AND GUIDELINES

the venue and on the farm. Attire and behaviour of guests is expected to commensurate with this philosophy. The venue owners reserve the right to exclude or eject any person(s) attending the function, or is present on the property, if their conduct is deemed to be unacceptable or places anyone else at risk of injury or harm. The hirer acknowledges the right of the venue owners to terminate any function if the co-operation of the hirer or their guests is not obtained. This includes any breach of the noise levels or inappropriate behaviour towards any staff/ event contractors at the function. The hirer agrees that no guests are permitted in the paddocks surrounding the venue spaces. We are a working farm, so access to any of our animals is prohibited. No dogs (except service dogs) will be allowed onsite. Any service dogs must be under supervision at all times and must be fully vaccinated before entering the property.

Surfaces: Please note that access to The Glasshouse at Aotea Farm is on grass, gravel or shell pathways. We recommend that ladies use slide-on heel protectors to protect their high heeled shoes from damage. Alternatively wear a thicker heeled shoe that is not as prone to damage. Flooring in The Glasshouse at Aotea Farm is a mixture of tiles and local shell.

Guest safety: The Glasshouse at Aotea Farm is located rurally and is some distance from most places. We are conscious about guest fatigue and driving after the event. We recommend the provision of bus/ shuttle transfers for all guests. We can assist with arranging transfers for your guests to specific locations to then link up with taxis/ Ubers. The driveway to The Glasshouse at Aotea Farm is gravel, so we ask that speed is kept to 30kmph within the property. Any private vehicles parked on the property are parked at the owners own risk.

The venue will follow all guidelines given by the Ministry of Health regarding distancing, guest numbers and requirement for vaccinated guests ability to attend. We will work with the hirer to ensure that all requirements are met.

Insurance: All personal items brought to the venue by the guests or hirer, are their responsibility. The venue owners take no responsibility for and damage/ loss of guests personal items during the function. It is the responsibility of the hirer to ensure that all decorations/ personal property is uplifted from the venue within 24hrs of the conclusion of the function. We recommend all hirers take out event/ personal liability insurance as required. Gifts must be taken away from premises immediately following the event. If any team building or vehicular/ mechanical activities are proposed on the property, then a full H&S plan needs to be completed by the hirer. Corporate hirers must provide details of their public liability insurance cover (a min of ten million dollar cover is required).

Smoking/ Vaping: The Glasshouse At Aotea Farm and all accommodations are smoke free venues. We prefer to encourage a smoke-free function based on health and safety and rural fire considerations, particularly in summer. Smoking/ vaping are only permitted on the roundabout on the driveway, away from the event or accommodation areas. Smokers must use designated ashtrays and not throw butts in the gardens or vines. If and excessive clean-up of cigarette butts is required, this will be deducted from the Venue Security Bond. Any repairs created by damage caused by cigarette butts will be on-charged to the hirer.

Music: In our rural environment, noise travels easily. We do ask that consideration of our neighbours is taken into account and noise levels are kept to a minimum. Noise levels will be monitored by the venue and altered as required to avoid complaints from our neighbours. Noise levels are set at 85dB in our dance area and 40dB at our boundary. Music can be played until 30 minutes prior to your guest departure time. The latest time for music to be played to is 12:00am. Only venue approved DJs can use their own speakers outside for the ceremony and canape music. Additional technical requirements are to be provided by our designated venue technical provider. Small 2-3 piece bands are welcome at The Glasshouse for the Dance Floor inside the venue only, but no drums.

Cleaning: General cleaning after your event will be met by the venue, with the exception of excessive cleaning which will be deducted from Venue Security Bond.

Fireworks: Due to our rural surroundings, fireworks/ Chinese lanterns are not permitted at The Glasshouse at Aotea Farm.

Unsuitable decorations: Paper confetti, glitter, streamers and fake petals are not permitted at The Glasshouse grounds. Only fresh petals may be thrown outside the venue spaces.

Photography: Any photographs of your event may be used in The Glasshouse at Aotea Farms promotional/ advertising/ social media purposes unless notified in writing at the time of booking your event. If you are happy to provide photographs from your event to the venue owners will be welcomed as we build up a gallery of photographs of the venue in use.

Designated suppliers: To ensure compliance with our Health and Safety requirements and ensure the exclusivity of our events, The Glasshouse at Aotea Farm has designated event management, catering, technical, theming, DJ and sale or return beverage suppliers. No beverages can be sold without a special license granted by the Liquor Licensing Authority. Failure to comply may result in fines of $20,000 and/or closure of the event. Our caterer will be responsible for serving any beverages and will implement host responsibility practices accordingly. No BYO/ self- serve beverages will be permitted by any guests. We do allow wedding cakes to be provided from external providers to our designated caterer(s). As required by the Law, guests may be required to display proof of age. Please suggest to your guests that even though this is a function, we are still working under a liquor license and please do not be offended if we should ask for proof of age. ID is required without exception. Personal verification will not be accepted.

Any expenses, disbursement and legal costs incurred by either party in the enforcement of any rights contained in this agreement shall be paid by you, including any reasonable legal fees or debt collection agency fees and our normal charge out rates.

Aotea Farm Ltd shall not be liable for any failure to perform or for any delay in performing any of it's obligations in terms of the Agreement due to reasons beyond the reasonable control of Aotea Farm Ltd, including but not limited to: any service provided by a contractor, supplier, or any third party; any unpredictable or unpreventable delay in obtaining materials; equipment; labour; contractor services; any other services.

To the fullest extent permitted by law, Aotea Farm Ltd will not be liable to the client, or any third party, for any incidental, indirect special or consequential loss or damage arising in contract, tort (including negligence) or otherwise. In any event, the total liability of Aotea Farm Ltd shall not exceed the total payments made under this contract immediately prior to the breach.

As a result of providing services to you we will collect relevant personal information. You authorise us to collect, retain and use this information to provide services and develop our relationship with you.

You authorise us to disclose personal information to third parties if our engagement requires us to, or if for the purposes of your function it is beneficial to do so.

Full Name _____

Signature * _____

Date: _____

** I read and agree to the above Terms and conditions of hire*