



North Island Wildlife Recovery Centre (NIWRA) Wedding Contract

Client Name _____

Address _____ City _____ Postal Code _____

Email _____ Telephone _____

Additional Contact _____

Address _____ City _____ Postal Code _____

Email _____ Telephone _____

Date of Event _____, 20__

Arrival time _____ Event start time _____ Event end time _____
(Tear down time 2 hours after event)

Number attending _____ Booked by _____ Date Booked _____

NIWRA Etiquette and General Information

Alcohol – No alcohol is permitted on site. Persons refusing to abide by this policy will be asked to leave the site immediately.

Booking Times – Weddings can be scheduled between 10:00 am and 5:00 pm any day of the week. The North Island Wildlife Recovery Centre property must be vacated by 5:00 pm. The rental of the wedding site is for three hours maximum.

Capacity – Maximum 100 people: wedding party and all guests. See Price List.

Caterer – Off-site caterers must supply all required items including plates, utensils and linens. Caterers need to prepare all food off-site. Catering will be restricted to finger foods and bottled beverages only and will be permitted on a restricted basis upon approval by the Administrative Officer. The Client will be responsible for leaving The North Island Wildlife Recovery Centre property in the same condition as it was when the caterers arrived. The Client will be responsible for lost or damaged property by the caterer or its employees.

Guest Access – Guests may walk through the centre to wedding site. Guests may enjoy access to the centre any time during regular hours of operation for the day of the event. An alphabetical guest list is required in advance.

Children – must be supervised by an adult at all times while at The North Island Wildlife Recovery Centre.

Location – This is an outdoor venue. Most ceremonies are held in the Magical Field of Stones or Secret Garden. Other locations can be used with approval of the Administrative Officer.

Membership – The bride and groom are entitled to a non-transferable one year membership and all applicable benefits upon signing of the rental agreement.

Initials

Music – Soft music is acceptable (e.g. violin, harp, flute, and guitar). Brass instruments, bagpipes, and drums are not permitted. Music played should not be audible beyond the ceremony site; please note that this is a relatively low volume. Amplified music must be approved by the Administrative Officer. Music set up time is one hour prior to the event.

Initials

Public Access – please note that regardless of wedding ceremonies the site remains open to the public for posted days/hours. Public visitors have a right to use the site/facilities/services during wedding rentals. NIWRA will ensure privacy for the wedding party throughout the duration of the ceremony.

Initials

Parking – Special parking will be organized for two wedding cars. Guest parking is located in the front parking lot. Special access arrangements can be made for elderly or disabled persons upon request.

Pets – No pets are allowed with the exception of guide and service dogs.

Photography – The use of the site for photography is included with a ceremony rental. Photographer and subjects may not stand or walk in the flowerbeds or disturb the animals in their habitats. Please do not block pathways or prevent other visitors from accessing any area of the centre. The photographer is the responsibility of the client.

Wedding Photography Package (without ceremony) - Must be booked through the office. All wedding photography is scheduled between 10:00 am and completed by 5:00 pm.

Services – The photographer, the caterer, the musicians, the officiator, and all other service providers are the responsibility of the client.

Set-Up/Take-down – Bridal parties wishing to decorate the ceremony site can begin one hour before the ceremony start time on the day of the event or earlier with agreement of the Administrative Officer. Removal of decorations must be completed by 2 hours post ceremony. A charge of \$50.00 plus applicable taxes per half hour for late removal of wedding related items will be levied. Please leave the centre clean and undisturbed. Balloons, confetti, rice, birdseed, or flammable devices of any type are not permitted. The release of doves and butterflies is not permitted. Flower petals are welcome. Floral arrangements are the responsibility of the client and are welcome at the centre.

Site Rental - includes access to washrooms and staging area for bridal party. Please do not block pathways or prevent other visitors from accessing any area of the centre.

Site Viewing – Regular admission fees apply unless pre-arranged with a wedding assistant or Administrative Officer.

Smoking – Fire hazards are high in this region. Smoking is prohibited.

Third Party Rentals – bridal parties are welcome to rent tents and other supplies from off-site suppliers, however Administrative Officer approval for set up of such items should be sought beforehand. North Island Wildlife Recovery Centre staff and volunteers do not set up or remove third party rental items.

Initials

Weather – It is the bridal party’s responsibility to plan ahead for inclement weather. Ceremonies are held rain or shine.

Pricing (all prices are subject to applicable taxes)

	Amount paid	Date paid
Wedding Photos Only, Wedding party and guests, up to 25 people during regular centre hours.....	\$300.00	_____
Each additional person.....	\$10.00	_____

Included in the following wedding ceremony booking is a one hour wedding rehearsal which includes the wedding party and guests.

Centre Wedding Ceremony (includes photography) 3 hour rental - 10am-5pm - Monday through Sunday:

21 to 100 people maximum.....	\$600.00	_____
Small Wedding, up to 25 people.....	\$300.00	_____
For each additional half hour.....	\$50.00	

Reservation Deposit, Non-Refundable (Paid at time of booking) \$200.00 _____

Event Cost \$ _____ Tax \$ _____

Total Event Cost \$ _____

Balance Due (one month before event)..... \$ _____ _____

Security Deposit (Visa/MC/Amex authorization, cheque or cash) received with the balance one month before the event.....\$200.00 _____

Refunded \$ _____

Security deposits are held until a site assessment after the event.

Cheques/credit card details for security deposits will be shredded unless any charges are incurred.

Charges against security deposit will include: any identified damages, additional charges incurred by NIWRA.

Fill in blanks and/or notify office of choices before wedding date.

Will music be provided? _____ Musician's Name _____

Power requirements for music _____

Describe type of music and plan (e.g. violin harp or flute) _____

Layout description _____

Client agrees to be bound to all terms and conditions set out in the foregoing. Client acknowledges that the North Island Wildlife Recovery Centre contains potential hazards, including but not limited to an open pond. Client agrees to assume all responsibility for and the risk of all harm to the property or persons present at the event. Client assumes all liability associated with the safety and sobriety of all persons present at the wedding and all losses, damages or injuries arising during or following the event. North Island Wildlife Recovery Centre's first priority is to the animals in our care and client is contractually bound to respect all rules of the centre and its officers.

Client acknowledges that he/she has inspected the North Island Wildlife Recovery Centre facilities and has found them suitable for Client's intended use and agrees to advise all persons connected with the wedding of all rules governing the use of the property and facilities as set out herein.

Client agrees to indemnify and save North Island Wildlife Recovery Centre and its officers, directors and employees harmless from any and all losses or claims whatsoever arising out of or connected with client's use of the North Island Wildlife Recovery Centre property or its facilities and/or the Event.

**** Please read & sign to confirm that all the above is correct **** **CLIENT** _____

Signed
Client _____ **Date** _____

NIWRA
Signed _____ **Date** _____
Administrative Officer