



INFORMATION, GUIDELINES AND CARE OF HIRE

Please use our pricelist as a guide for the hire items you may need for your wedding or event. If there's something you can't find on the pricelist, please contact us as we may be able to source it for you.

We offer free advice and have an open-door policy regarding communication via phone and email. If you have any questions or need to make changes to your booking, just let us know.

If you require us to plan your event an event management fee will be charged depending on the size of the event.

If you require a wedding planner we highly recommend Debra Shand. Debra can be contacted by calling 027 434 1767 or (09) 405 9645, or by emailing debrashand@ihug.co.nz. Her website is bayofislandsweddings.co.nz.

If you require your hire to be set up for your wedding or event, Keri Party Hire offers this service for \$100 per hour for a minimum of three hours (includes three people). Travel costs will be charged if the event is outside Kerikeri.

When you book the hire for your wedding or event, please ensure the quantities cover the maximum number of guests to be invited. This will avoid disappointment when adjusting your guest list closer to the event date; our hire items can become fully booked very quickly so increasing your hire may not be possible.

Delivery is not included. If you need your hire to be delivered please let us know early on as this service is subject to availability. The minimum delivery charge is \$70 + GST.

Please contact us at least two weeks before your event regarding the collection of your hire. We will advise you of the amount of hire you will be collecting and the type of transport you'll need. We will not be responsible for unsafe loads and damage due to poor securing of hire while being transported to and from the event. As per our terms and conditions all damage to hire while in your care will be charged for.

Please take care to read our care of hire documents for specific items such as self-erect marquees and curtain lights. To keep these items in an as-new condition we appreciate you following the instructions.



As a safety precaution we recommend the hirer obtain advice from an electrician or lighting specialist when hiring lighting. We recommend checks be made by the lighting specialist after installation by the hirer or by Keri Party Hire.

Please take care not to leave tables and chairs outside uncovered as water damages the mechanisms. Please put them undercover or cover them with a tarpaulin. You will be charged a cleaning fee if they are returned wet.

Please wipe all tables before returning them.

Please rinse cutlery, crockery and glassware thoroughly. Soiled items are extremely difficult to wash if not done immediately after the event. A rate of \$50 for the first hour and \$20 per additional hour thereafter will be charged for returning items that are not rinsed. For outdoor events please make sure you have access to water to rinse your hire, especially at a beach or park where it may not be readily available.

Returning your hire. It is essential to return your hire as soon as possible due to our high turnaround rate. Please return weekend hires to our premises on the following Monday between 10:00 and 10:30am. If the hire is not returned by midday a late fee will be charged. If you would like to return your hire earlier please make arrangements when you collect it.

It is the hirer's responsibility to replace any Keri Party Hire property that is damaged while in the hirer's care.

Our marquee hire fee includes the setting up and dismantling of the marquee, with the exception of the smaller self-erect marquees. Delivery is charged if your event is in Russell or outside the Bay of Islands area. The delivery of the marquee, turf and dancefloor is inclusive in the hire fee. Delivery of other items you may hire from Keri Party Hire is charged separately.

Cancellation fees. The following charges will apply if confirmed hire bookings are cancelled close to the event date.

- Deposits of 10% will not be refunded within two months of the event date if the hire is cancelled.
- Cancellation of hire within 30 days of the event will incur a 30% charge of the total hire booked.
- Cancellation of the hire within two weeks of the event will incur a 50% charge of the total hire booked.



Please read all conditions of hire documents carefully. It is the hirer's responsibility to read all documents before signing. Our full terms and conditions are available on our website.

Finally, thank you for choosing Keri Party Hire for your event. We look forward to making it an occasion to remember.