

# Weddings & Civil Unions at Kinloch Lodge

*"A wedding celebration at Kinloch Lodge inevitably becomes an extended house party and the hardest thing is getting the guests to leave at the end of it"* - John & Toni Glover, Owners, Kinloch Lodge

At Kinloch we host around 8 – 10 weddings a year. There are typically 30 – 60 guests though we've had weddings & civil unions from 2 to 90 people.

The key point of difference with a Kinloch wedding is that pretty well everyone usually stays on for the night, rather than attending the reception & leaving. You'll never have enough time to spend with all your guests, but by staying at Kinloch Lodge you'll extend the big day into the morning after and all at a very affordable cost.

We can of course hold a lunchtime function in our restaurant and occasionally, during our quieter months, we also provide evening catering to groups who are not staying at Kinloch Lodge.

## **Service, service & service**

We will organise as much or as little as you like. We've 9 years experience of running functions at Kinloch and are adept at steering a clear passage through the obstacle course of details that culminate in the big day. We have a good reputation for giving great service to function groups – we're a favourite with our Queenstown locals – and we're frequently complimented on the helpfulness & friendliness of our staff. All your guests are greeted and helped to find their accommodation accommodation

## **Adding the 'wow factor'**

A string quartet on the wharf while the Bride arrives by boat; a mellow jazz vocalist over dinner; a helicopter uplift to a mountain peak for the ultimate champagne moment; the worlds most romantic vintage boat to sail you away..... let your imagination run wild and we'll suggest & organise some magic memories for you & your guests.

## **A typical wedding at Kinloch Lodge**

2.30 pm – guests start to arrive & are checked into rooms.

3.30 pm – wedding ceremony on the lake edge, in the bush, up on a mountain peak or by a flowing river

4.30 pm – 5.30 pm sparkling local wines & canapés for the guests while photographs of the wedding party are taken

6.30 pm – guests assemble for the wedding breakfast

7pm – 9.30 pm dinner, speeches cake & coffee

9.30pm – 11.30 pm - dancing

12.30 am – 1am close

Next day

8.30 am – 9.30 am – breakfast

10am check out

## **Costs**

Our accommodation is charged at our published standard rates. The following non refundable wedding booking fees are payable when the booking is confirmed:-

For groups of 12 – 34 persons \$300  
For groups of 35 – 50 persons \$600  
For groups of 51 – 80 persons \$1200

These fees cover the following activities associated with running a successful wedding and reflect the fact that larger groups require more of our time than smaller groups:-

Tours of the site for you & your families  
Discuss & plan catering & bar arrangements  
Coordinate rooming lists & guests staying additional nights  
Provide Kinloch brochures & local information map for you to include with your invitations  
Discuss & plan arrangements for settling guest accounts  
Advise on, book & supervise marquee / rental equipment set up & take down  
Setting tables in marquee  
Consider & plan wet weather alternative for outdoor wedding service  
Produce a detailed 'run sheet' for the wedding day  
Liaise with Celebrant, florist, entertainers, best man, photographers etc  
Provide room to use for make up / hair dresser / therapist etc  
Receive wedding presents, gifts, email greetings, cake  
Recommend & book transport to / from Kinloch

## **Catering**

We offer a la carte dining for groups of up to 11 persons. For groups of 12 or more, we have a range of set group menus - see: [www.xzy](http://www.xzy)

Our restaurant seats 34 and is equipped with glasses, table & silverware accordingly. Larger groups will require a marquee and table/chair/crockery/ glassware hire for which a quotation will be provided.

Up to 50 guests can be seated in a 5 x 10m marquee erected on the deck to the front of the restaurant. Allow around NZ \$3000

Up to 80 guests can be seated in a 6 x 18m marquee erected on the lawn to the front of the Wilderness rooms. Allow around NZ\$6000

Remember, a marquee can also provide a useful wet weather option for the wedding ceremony.

## **Bar arrangements**

A full bar service is provided by Kinloch Lodge. Our prices compare favourably with the Queenstown area and we are well placed to suggest suitable wine & food matches. Wines & beers chosen from our list will be charged on consumption saving you the cost of unused bottles and we will only open bottles as required.

We will also buy in wines for you that we do not normally stock if you do have a special favourite!

We do allow groups to bring their own wine onto site. A \$15 per bottle corkage fee is applied and our liquor licence requires that the wines remain under our supervision & control. The wines need to be delivered prior to the function to enable appropriate chilling etc.

## **Accommodation**

We can accommodate up to 50 persons in 18 rooms on site at Kinloch Lodge. See [www.xyy](http://www.xyy) for information on our accommodation and [www.yyy](http://www.yyy) for a site plan.

It is often the case that your guests may want to add nights at Kinloch either side of the wedding. We'll take these as separate bookings from the function booking, but we know from experience that we're best trying to keep guests in the same rooms throughout their stay as no-one wants to check out and then check back in on the afternoon of the big day!

### **Room allocations**

After you have made a confirmed booking for a number of rooms or the whole site, you will at some stage need to allocate the rooms you have booked to your guests – normally after all the rsvp's are in – and then provide us with a rooming list. We will refer any rooming enquiries back to you in the interim.

There is a rooming allocation list at [www.xxx](http://www.xxx)

A favourite off-site location for accommodation is our luxury B&B on the Glenorchy waterfront; see [www.glenorchylakehouse.co.nz](http://www.glenorchylakehouse.co.nz) – which is perfect for the Bride & Groom to spend the wedding night in luxury or for up to 9 persons if additional accommodation is required.

### **Taking payment from guests**

We're often asked to collect payments from wedding guests and are happy to do so provided we're given a list of how much is to be collected from whom & your guests are aware in advance of how much they will be paying.

### **Booking conditions for wedding functions**

These booking conditions are in addition to the General booking conditions at [www.abc](http://www.abc)

Accommodation bookings for 12 or more persons are subject to the 'Group bookings' conditions which are at [www.bbb](http://www.bbb) and specify cancellation terms, high season & other requirements.

Final choice of menu is required 1 month prior to the function. Where the booking is solely for catering – ie the guests will not be accommodated at Kinloch Lodge – 50% of the menu cost is then payable

If the function is cancelled at less than 2 weeks notice a fee of 50% of the menu cost will be charged

Final numbers for catering are required 72 hours prior to the function.

Damage (ie not normal wear or tear or soiling caused by guests) and if required, the services of a cleaning contractor and any costs in the event of any room being rendered un-lettable will be charged back to you.

In the event of your musicians/ entertainers/ entertainment systems failing to observe the 12 midnight close off or to reduce their volume prior to this time on our request a penalty of \$500 will be charged.

In the event of you or your guests consuming your/their own alcoholic beverages onto site without prior discussion a fee of \$500 may be charged.