



“Experience one of New Zealand’s Finest Country Retreats”

In the heart of Marlborough's wine growing area lies Old Saint Mary's Convent Vineyard Estate - a haven of tranquil ambience for the discerning traveller, where luxury accommodation and an intimate retreat may be found. Old Saint Mary's Convent Vineyard Estate is situated on an estate of 60 acres of vineyard and gardens and is surrounded on all sides by the vineyards and olive groves Marlborough is famous for.

Designed by Thomas Turnbull and built in 1901 for the Sister's of Mercy, the Convent was moved to its present location in 1994 and completely restored under the guidance of architect Sir Michael Fowler, retaining its original charm and character.

A home of stately proportions, Old St Mary's Convent Vineyard Estate provides an idyllic setting and secluded accommodation to enjoy quiet relaxation or celebrate a memorable wedding, honeymoon, or special event.

As you drive in, there's an expectant feeling that this is going to be a very special experience.

All aspects of this private retreat open to one of New Zealand's most spectacular panoramic views. A foreground of picturesque gardens and vineyards with the distant hills of Marlborough giving guests the opportunity to take in this rural environment at its best. Spring Creek, with its abundant bird life and trout, meanders lazily through the property. It is here, beneath Marlborough's azure sky, that one may spend a pleasant afternoon sipping local vintages and sampling the provincial gourmet fare.

Our guests during their stay will notice that Old St Mary's Convent Vineyard Estate combines the personal touch and services of a small establishment and the unbridled luxuries normally, and only found in five star hotels and resorts. Complementing the phenomenal views, Old St Mary's Convent's architecture, décor and ambience "speak only of elegance".

Hosts Hannah Lavender, Maria Kopp and Keith Denham prides themselves on attention to detail and the ability to deliver to individual requirements to ensure our guests' stay is memorable.

Marlborough is endowed with a magnificent beauty, made up of stunning hills and crystal clear waterways. Marlborough, which enjoys the most sunshine in New Zealand, is situated at the top of the South Island..

Marlborough holds international acclaim for being one of the finest wine regions in the world and its central location provides a base for many wine companies and burgeoning gourmet food industry. The Convent is ideally nestled among these prestigious vineyards, making vineyard tours easily accessible. Amongst the internationally renowned labels at the Convent's doorstep are Herzog, Cloudy Bay, Seresin, Huia, Montana, St Clair, Clifford Bay, Alan Scott and Spy Valley.

Guests attracted to water may visit the Marlborough Sounds for water sports or fishing, including fly-fishing at one of the many local rivers. Other local activities include horse trekking, scenic walks including the Queen Charlotte track experiencing native bush and bird life, and white water rafting. For the adventurous, you can watch and swim with the dolphins at nearby Picton or Kaikoura. Several excellent golf courses may be found in close proximity to the Convent.

Thank you for considering "Old St Mary's Convent Vineyard Estate" as the venue for your wedding and reception. Our management and staff are enthusiastic and dedicated to providing professional assistance in planning your function. We pride ourselves on attention to detail and the ability to deliver to individual requirements.

WEDDING AND FUNCTION POLICY AND **TERMS & CONDITIONS**

VENUE HIRE FOR CEREMONY ONLY

\$2,500 Chapel/Venue hire fee applies. The venue consists of the use of the Chapel for the wedding service (if this is the agreed arrangement), the grounds of Old St Mary's Convent Vineyard Estate for wedding service and drinks reception (if this is the agreed arrangement) and for wedding photographs. The venue will be at the wedding party's disposal for 2 hours prior to the wedding service unless otherwise agreed upon. Access is until 1700hrs.

To enable you to have a reception at Old St Mary's Convent, you will be required to book the Venue exclusively as below.

VENUE HIRE FOR CEREMONY- WITH RECEPTION AT THE WILLOWS

\$4,000 Venue hire fee applies. If you would like to have the Ceremony on the Convent grounds, but do not want to go for the fully exclusive package as below, we can offer you The Willows for your reception. This is a beautiful spot next to a lake, where a marquee can be erected and you can hold a full reception. Access to the grounds will be from 11am on the day of the wedding (unless pre arrangements have been made). This package includes everything in the ceremony only package, plus a reception venue. The Willows will need to be vacated by 2am, with music finishing at midnight. Please be advised that we do not supply any catering or equipment hire, this must all be organized by you with the suppliers.

EXCLUSIVE USE FOR CEREMONY AND RECEPTION

\$6,100 exclusive use rate applies to reserve all five (5)-guest suites available, ceremony venue hire and reception. A maximum of ten (10) guests (two guests per room) can stay at the Convent. The house venue will consist of the library, guest lounge, dining room and guest rooms. The inside of the Convent will be available for use by the wedding party and accommodation guests only. The gardens, decks & verandah's will be for use of wedding party, accommodation guests, photographers and guest use together with the use of the Chapel (if this has been agreed for the wedding/function). The venue will be at the accommodation guest's disposal until 11am the day after the wedding/function. The Wedding Reception can either be held on the Convent Grounds, or at The Willows. Please be advised that we do not supply any catering or equipment hire, this must all be organized by you with the suppliers.

WEDDING PLANNING

We can provide you with a suppliers list to obtain quotes for the following: Caterers, Marquee and hire equipment, Musicians and Organist, Wedding Cakes, Florists, Wedding planners, Bridal Wear, Transportation. Please be advised we do not provide a wedding planning service, but are more than happy to advise of wedding planners in the area.

ACCESS TO OLD ST MARY'S CONVENT BUILDING

Access to the Old St Mary's Convent will only be permitted to the accommodation guests staying at Old St Mary's Convent and to the immediate wedding party for a limited time before and after the wedding ceremony for wedding preparation and photographs. Access to the Convent for any other wedding guests or service providers by prior arrangement.

RESERVATION AND SECURITY FEE

A \$1,000.00 reservation and security fee confirms the wedding venue hire and reservation date. This fee is non-refundable. This fee also combines as a Security Fee to be held in bond to cover any loss or damages to the Old St Mary's Convent Retreat grounds or property by you or your guests. The Reservation and Security Fee will be deducted from your final account on payment of your final invoice which must be settled 1 month prior to the function date.

PARKING

Limited parking is available at Old St Mary's Convent Retreat. Old St Mary's Convent Retreat encourages you to arrange transport for your guests e.g. Shuttle buses/transport, buses or taxis. Drink driving charges carry serious consequences for all and we ask that you carefully consider your guests' safety and promote car-pooling or alternative transport arrangements. Access for service vehicles is via Giffords Creek Lane off Hammerich's Road.

PAYMENT OF ACCOUNT

At a date between 1 month prior to your wedding or function, a time will be scheduled to confirm and finalise details of your event. Final payment of the balance outstanding is required within 1 month prior to the wedding date. Payment may be made by cash, bank cheque, Visa or Mastercard and is payable to 'Old St Mary's Convent Vineyard Estate'. Additional charges, if any, will be included in your final invoice and invoiced to you within 24 hours after the conclusion of your wedding or function. The wedding party remains liable for all accommodation costs until all accounts are settled, however rooms can be invoiced individually by prior arrangement.

Please be advised that all international money transfers will be charged a clearance fee of \$30.00 per transaction.

CANCELLATION POLICY

Our Wedding Cancellation Policy is outlined below:

- If your wedding function is cancelled 12 months or more prior to the date of the function, there will be a 50% cancellation of the total booking fee charged.
- If your wedding function is cancelled 12 months or less prior to the date of the function, there will be a 100% cancellation of the total booking fee charged.
- **Cancellation policy for accommodation: (This does not include rooms where Old St Mary's Convent has been booked for exclusive use)** If rooms are cancelled within 90 days prior to arrival there will be a 100% cancellation fee charged.

DELIVERIES

Delivery of any floral arrangements must be made by your florist or designated person no less than 4 hours prior to your wedding or special event and in consultation with Old St Mary's Convent Vineyard Estate. Please advise all delivery times.

MUSIC

A portable CD player is available for your use. Any special requirements for particular tracks or music must be co-coordinated by a person elected by you. This system is not available for any evening dancing entertainment. Please be advised all music must end by midnight.

ENTERTAINMENT PROVIDERS

Any sound systems, public address equipment and visual audio equipment must be delivered and set up by the owner or person(s) designated to do so no less than 4 hours prior to the wedding or special event. Bands or DJ's, in prior consultation with Old St Mary's Convent Retreat must be aware of their set-up times and set-up location. Loud music will cease at midnight although, at a level acceptable to Old St Mary's Convent, background music may continue to be played until Old St Mary's Convent Vineyard Estate closes at 2am.

POWER AND RUBBISH

Please be advised that Old St Mary's Convent does not provide power for catering or entertainment suppliers unless previously arranged (charges will apply). It is the responsibility of the booker to ensure that there are suitable and adequate generators if required, and extension leads. It is the responsibility of the booker to ensure that all rubbish is cleared and that rubbish bins are provided.

CHILDREN

Old St Mary's Convent Vineyard Estate grounds feature extensive gardens, a spring fed creek and lake. We require children to be supervised by parents or guardians at all times. We do not discourage children but advise that Old St Mary's Convent Vineyard Estate staff cannot mind or be responsible for children.

PHOTOGRAPHY

Old St Mary's Convent Vineyard Estate reserves the right to photograph or video its premises for promotional purposes during your wedding or special event unless otherwise agreed. Permission of the Bride or Groom or event organiser will be obtained before any photographic material containing any recognizable images of the person or persons photographed is published or used in any promotional manner.

Please read all the above terms and conditions and sign the below in agreement.

Client: Date:

Venue: Date: