

FELLWORTH HOUSE

m Street
Nelson

TEL (03) 545 9986

thefellworthhouse@gmail.com

www.fellworthhouse.co.nz

Congratulations on your engagement.

We are delighted that you are considering our venue here at Fellworth House for your special day. We have two main areas within Fellworth House available for use with all of our Wedding Packages:

THE BALLROOM

Newly refurbished our ballroom is grand and spacious with polished wooden floors, floor-to-ceiling windows on the southern side with curtains and a large bay window facing west. It features a wall suitable for projector viewing, and can seat up to 75 guests for formal dining. There are two internal doorways from the main entrance and an external wheelchair accessible entrance at the rear.

THE MEETING ROOMS

The front room facing west with double doors opening onto the veranda, also connects with the sun room. The Sunroom faces north, and has entrance ways both from the veranda and internally from the meeting room. It also features a basin and running cold water tap. The second meeting room connects with the front room through an open doorway. This room features a large bay window facing north.

Our location also boasts stunning panoramic views over Nelson city across to Mt Arthur range. The heritage and deciduous trees that surround historic Fellworth House provides a natural setting and moods that change with the seasons.

If many of your guests are from out of town, we offer a package that includes private guest room accommodation that can sleep up to 16 guests including a Honeymoon suite for the Bride and Groom, for one night. There are three Queen rooms, one King room and four twin/single rooms. Full kitchen facilities and guest lounge are shared along with luxury guest bathrooms with complimentary toiletries and all linen included.

We look forward to helping you create your perfect day.

Kind regards

Valmai Palatchie

Function & Events Co-ordinator

We welcome your feedback, please let us know your thoughts on our Facebook Page:

Simply search for "Fellworth House Functions & Events", or send us an email to:

thefellworthhouse@gmail.com or post a letter to our physical address at the top of this page.

We look forward to working with you to ensure your event is a great success!!

Packages & Inclusions

All of our Wedding packages include the following:

- Use of The Ballroom (with wheelchair access)
- Use of two Formal Living/Meeting rooms with indoor/outdoor flow
- The Sunroom with basin and cold tap water
- Outdoor areas around the House
- Lower level grass area/carpark
- Lounge Furniture and piano
- Use of trestle tables and up to 100 chairs
- White Chair covers are additional \$2 per chair (optional).
- 25 litre hot water urn, 100 cups and tea spoons
- Projector
- Podium & portable staging

Any additional equipment hired is at your own expense. You will be responsible for delivery and collection of any such items. In the event of damage, breakage or loss of property, Fellworth House will accept no responsibility.

Bronze Wedding Package

Includes all of the above as listed, for a Ceremony Only. Photo's may be taken throughout the house providing existing guests are not disturbed.

\$500

Silver Wedding Package

Includes all of the above as listed, Ceremony, photo's throughout the house and early reception finishing at 9pm and accommodation in our luxury King (or Twin) room including linen for the Bride & Groom, or guest of your choice.

\$1,000

Gold Wedding Package

Includes all of the above as listed, Ceremony and reception until 11.30pm, plus the entire upstairs floor of the Golden Lodge accommodation up to 16 guests for one night including linen.

\$1,500

The Finer Details

Setting Up & Packing Down

It is the Client's responsibility for all set up and break-down of room configuration of tables and chairs, this service is not provided by Fellworth House, although assistance may be given subject to our availability. All furniture and items used from Fellworth House is to be returned to its original positions, and any additional furniture, decorations and refuse is the Client's responsibility to have removed from the Fellworth House property. The Client is responsible for cleaning the hire venue the morning after the event or Fellworth House can provide professional cleaners at \$20 per hour, at the Client's expense. The Client may commence decorating and setting up the day before the event provided there are no existing bookings for the function rooms. In the event of another customer wishing to book the function rooms the day before the Wedding, we will communicate the situation and discuss viable options and then a specified time will be given when setting up can commence.

Decorations

We do not allow permanent fixtures to any part of the building, as well as Sellotape or Blue Tack. If the Client wishes to hang decorations from the walls we allow the use of Command™ Brand Damage-Free Hanging Solution products by 3M.

Catering

Fellworth House does not provide a commercial kitchen for catering companies to create meals on-site, however we do have a small kitchen upstairs for re-heating and final touches. We have a few preferred catering companies; please talk to us about your preferences.

Alcohol

The Client can provide all alcoholic drinks for the Reception and/or Ceremony, please remember that alcohol must not be consumed by anyone under 18 years of age. Alcohol must be provided to guests for free and must not be sold on-site. Liquor bans are in place in the parks and reserves near to Fellworth House. Please drink responsibly and take care with glass.

Behaviour

Management reserves the right to evict any guests behaving in a manner contrary to our standards. We are legally bound by Resource Consent to keep noise at pre-set levels and management retains the right to reduce music noise levels. Our Resource Consent provides time limitations to a 9pm finish from Monday – Friday, 11.30pm finish on a Saturday night and 5pm on Sundays.

Loss or Damage Policy

The Client must provide credit card details which will be charged in the event of loss or damage to any part of the building, or furnishings and fixtures within the building. Unattended belongings are not our responsibility.

Smoking

Smoking is not permitted inside any part of the main or side buildings. Ash trays can be provided for

guests who wish to smoke outside.

Emergencies

A Manager will be on-site throughout the function for briefing, call 111 if in doubt.

Car Parking and Outdoor areas

There are four areas for car parking, including on-street. Our three off street parking sites can also be utilised for functions, for example a marquee could be erected on the South side of the building, the West entrance area and the grass and garden area at the bottom of the drive way is also available for use. Please instruct your guests accordingly on where abouts you would like them to park, and let us know of these plans so we can instruct our other guests and customers who may also be using our services at the time. Fellworth House is situated close to a large playing field and childrens' playground (The Botanical Sportsfield), the geographical Centre of New Zealand (bush walk up hill to a panoramic viewing point), picnic areas and swimming holes in the Maitai Valley, the Queens Gardens with the Huangshi Chinese Garden and one kilometre from Founders Heritage Park and Miyazu Japanese Gardens, all perfect for photographs and family / social activities.

Accommodation

The top floor of Fellworth House is run as a luxury guest house with private rooms, luxury bathrooms and a fully equipped kitchen complete with dishwasher, pantry, large fridge, ovens, microwave and connecting balcony. We also provide free laundry facilities, free internet, free tea, coffee, sugar, linen and complimentary toiletries. The guest lounge boasts panoramic views, a 52" Plazma television with Sky TV and DVD movies. Please refer to our website for room tariffs if you do not wish the Silver or Gold Wedding Package's.

Preferential Suppliers

We have a list of professional wedding service and product companies who come highly recommended and who even we ourselves have entrusted in for our big day and super-exceeded our expectations. Please talk to us about providing you with their contact details.

To Make a Booking

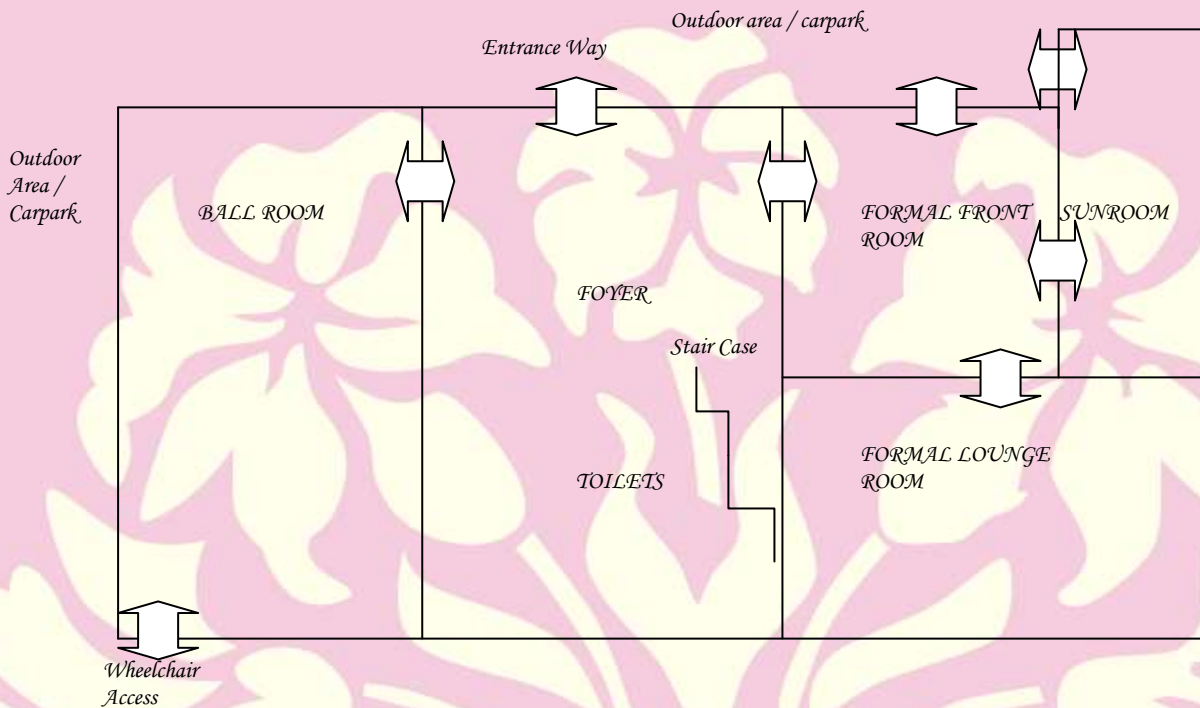
We require anon-refundable 20% deposit to make a confirmed booking. The venue is not booked until a 20% deposit has been paid, and we cannot guarantee availability until the deposit has been received. The balance of the venue hire must be paid in full by the completion of the function. We accept cash, eftpos and credit card only. No cheques.

Cancellation

In the unfortunate event that the Wedding must be cancelled after a confirmed booking has been made, the 20% deposit is non-refundable and is therefore the cancellation fee. However, there will be additional cancellation fees depending on how close to the booked date the Wedding is cancelled, as we may have turned away other bookings:

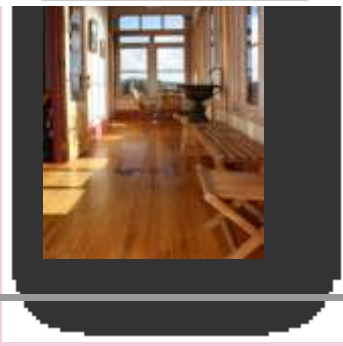
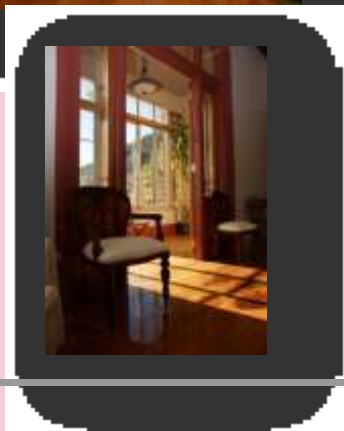
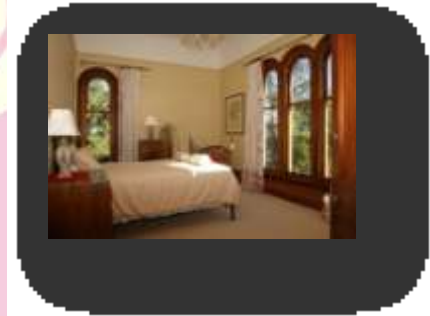
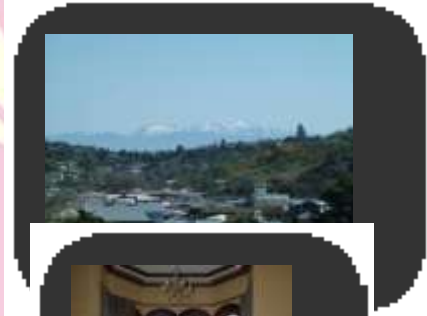
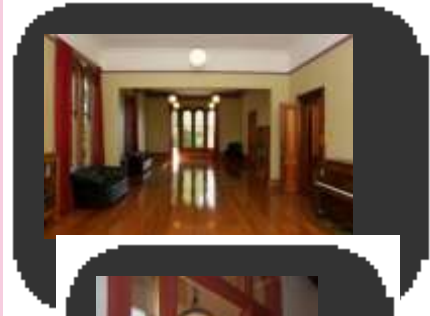
Anytime up until 8 days before the day:	A total of 20%
Within 7 days to 48 hours before the day:	A total of 40%
Within 48 hours to 12 hours before the day:	A total of 60%
Within 12 hours and the day it's booked for:	A total of 80%

Photo's & Floor Plan



Measurements

Main door front entrance:	1.25 metres wide
All other door ways	1 metre wide
Ball Room	15 metres long / 5.5 metres wide
Formal Front Room	5.4 metres long / 4.8 metres wide
Formal Lounge Room	5.3 metres long / 4.4 metres wide (plus a bay window)
Sun Room	8.2 metres long / 2 metres wide



Booking Form

Name:

Address:

Phone: Mobile:

Email:

Date of Wedding: From time:

Wedding Type: GOLD SILVER BRONZE

Number of Guests:

Special Requirements: (eg Parking, set up time etc).....

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20% Deposit Paid: CASH EFTPOS CREDIT CARD Amount: \$.....

Balance to Pay by the end of the Function: \$.....

Once all the details on this form is complete, then the booking is confirmed

I/We agree to all of the terms, conditions and policies outlined in this Information Pack;

Signature: Date:

Credit card details are required to cover damage / loss relating to any part of Fellworth House. These details are filed separately, and the information is destroyed on completion of inspection after the function and any damages / loss (if any) has been charged and paid for.