



## **Lodge Hire FAQs**

We have put together some FAQs for hire of the Lodge. Please contact us if you have any other questions or would like to arrange a booking.

### **Do we have to pay a deposit or bond?**

At the time of booking, we require a \$200.00 non-refundable deposit to hold your booking. One month prior to the event, we will send an invoice for the remaining balance of the hire and a \$200.00 bond. Once the Lodge has been inspected at the end of the hire, we will arrange to refund the bond to you, subject to any deductions. For more information, please refer to your hire contract.

### **Do we get our own set of keys?**

We will issue you with keys to the Lodge either the evening before or on the day of the hire, depending on other events and other bookings. These need to be returned to the office before 10am on the following day. Any loss of keys will be taken from your bond.

### **Can we set up the night before?**

We can allow access from 4.30pm the evening before your event, however, this is by prior arrangement and depending on other bookings or events in the park.

### **What kitchen facilities are available?**

The Lodge hall has a small kitchen facility equipped with a domestic oven, fridge, and microwave, gas hot water heater, urn, and a small number of cups and saucers. The kitchen has two sliding servery windows for ease of serving food and drinks. If you require other crockery, cutlery or equipment, you will need to arrange to hire this from one of the hire companies. We can give you contacts for these if required.

### **How many chairs and tables are there?**

The main hall is equipped with up to 95 chocolate brown padded chairs and 10 matching tables, though non-matching tables may be added if required.

### **Do we need to clean the Lodge after the event?**

We have 2 options for you; you can either use our cleaning service for \$150.00 flat fee or arrange for your own cleaning. There is a list of cleaning requirements if you are doing the cleaning yourselves and this includes sweeping and mopping the floors, clean the kitchen, remove all rubbish including recyclables, pack away tables and chairs and clean the toilets. All of these areas will be clean at the start of the hire. You will need to provide your own cleaning materials. All cleaning will need to be completed by 10am the following morning and the key returned to the office.

**Can we put up our own decorations and lights?**

You are welcome to arrange to decorate the Lodge to fit your theme, however, we ask that you do not add hooks or attach items to the walls, paneling or glass. You are also welcome to add lights to the hall however please ensure that they are compliant with current electrical standards. We do not allow the use of candles in the Lodge building, so if these are required, please use a battery/rechargeable alternative.

**Where would we be able to park?**

There is parking a few minutes' walk from the Lodge building. Access is through Gate A and the parking area is the grassed space next to the lake. No cars will be allowed to park within the township area (even after the park has closed) as there are still others using the park after hours. Access to the side of the Lodge building for pick up and drop off of equipment and catering is before 10am and after 4.30pm, by arrangement. We can provide a map showing the entrance and parking areas for you to share with your guests.

**Is the Lodge wheelchair accessible?**

There is a ramp at both the front and back of the Lodge building. We also have accessible toilets in the foyer area for those with limited mobility.

**What do we need to do at the end of the night?**

Please ensure that the building is vacated by 11.30pm and all lights and heaters are turned off, windows are closed and doors are locked. If you are arranging your own cleaning then please ensure this is completed either at the end of the event or before 10am on the following morning.

If you have any other questions, please contact us on 03 384 1970 or [info@ferrymead.org.nz](mailto:info@ferrymead.org.nz)