

the  
**Kinloch Lodge**  
Weddings & Civil Unions

“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 reasonable cost.

The Lodge can accommodate 50 people in 19 rooms. Most wedding parties book the whole site.

We do of course host wedding receptions for groups who are not staying at Kinloch Lodge.

We have 2 dining spaces - our cosy restaurant full of memorabilia that seats 30 and in the marquee on the deck in front of the restaurant, which seats 60 and looks straight out over the lake.

### Service, service & service

We will organise as much or as little as you like. We’ve 14 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

### 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 mo-

ment; 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 timeline for a 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 with live music 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

8.00 am – 9.30 am – breakfast

10am check out

## Budgeting

Our accommodation is charged at our published standard rates. A non refundable wedding booking fee of \$250 is payable when the booking is confirmed in addition to any deposit payment for our accommodation.

The fee covers the following activities associated with running a successful wedding:-

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

Setting tables in restaurant / marquee

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

The restaurant has a number of different sized tables and the marquee has long tables with bench seats.

If you prefer, we can utilise 5 round tables each of which seats 9 to provide a more formal seating arrangement for a charge of \$250. Chair hire, if required, is \$2.50 per chair.

Tablecloths and linen napkins are charged at cost of hire.

Allow \$200 for the hire of a powerful marquee heater, which we recommend in cooler months.

## 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.kinlochlodge.co.nz/portals/1/Group-Menus.pdf](http://www.kinlochlodge.co.nz/portals/1/Group-Menus.pdf)

## 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 normally agree in advance what beverages are to be provided and whom is paying for what. We will run a tab through a function and advise you when the agreed amount is being reached.

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 19 rooms on site at Kinloch Lodge. See [www.kinlochlodge.co.nz/Accommodation/tabid/108/Default.aspx](http://www.kinlochlodge.co.nz/Accommodation/tabid/108/Default.aspx) for information on our accommodation and [www.kinlochlodge.co.nz/portals/1/documents/groups/site\\_plan.pdf](http://www.kinlochlodge.co.nz/portals/1/documents/groups/site_plan.pdf) 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 its best 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.kinlochlodge.co.nz/portals/1/documents/groups/room\\_allocation.pdf](http://www.kinlochlodge.co.nz/portals/1/documents/groups/room_allocation.pdf)

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. You will need to cover any shortfall that may arise from guests failing to pay their 'share'.