



## WEDDING TERMS & CONDITIONS

Tentative bookings will be held for maximum of one (1) month.

A non-refundable deposit of \$500.00 is required to confirm all bookings.

An additional advance payment of \$500.00 is required eight (8) weeks prior to the event. Confirmation of details and prices will be discussed at this time.

Guarantee of the minimum number of guests is required one (1) week prior to the function. This will constitute the minimum charge.

The minimum number for all wedding packages is 60 adults.

100% of all food costs and the specified beverage limit are payable one (1) week (seven working days) prior to the date of the Wedding Function.

A credit card is required as a guarantee of payment should numbers or charges increase on the day, cash or credit card payment will be required prior to the commencement of the wedding. The credit card provided shall be pre-authorized for \$500.00 on the day of the wedding. If a credit card is not available an additional refundable bond of \$500 is required to be paid one (1) week (seven working days) prior to the date of the Wedding function.

The Hotel reserves the right to request additional payment, excluding the bonds held, if it deems necessary on the day of the Wedding Function. Refusal to comply could result in additionally requested services not being provided.

In the event of a confirmed booking being cancelled the Hotel reserves the right to retain any non-refundable deposit. Bonds or deposits are not transferable within Hotel outlets.

In the event of package prices and contents being updated less than 6 months prior to the confirmed date, the Client will have the option to select both a new package and price, or stay with the original price for the new relevant package.

As the Hotel regularly updates menus and wine lists according to seasonality and availability, the Hotel at its sole discretion reserves the right to substitute items of Food and Beverage with like product where necessary.

Whilst every measure is taken to maintain prices and menus, these may be subject to change at the Hotel's discretion.

No food or beverage of any kind will be permitted to be brought into or removed from the Hotel by the Client or any of the Client's guests or invitees.

A Service fee of \$100.00 inclusive of GST may apply for Cash Bar arrangements where the final spend does not reach a minimum of \$700.00.

The Hotel does not accept responsibility for damage to, or loss of any property left in the hotel, prior to, during or after any function.

In the event of any damages, the Client assumes responsibility for any and all damages caused by the Client or any of the Client's guests or invitees or other persons attending the function.

The Hotel must be informed if the client intends to use smoke machines or pyrotechnics - due to the effect on Hotel smoke detectors. Should the Fire Brigade respond to an alarm in the function room, which has been set off by unauthorized use of smoke machines or pyrotechnics, the client will be liable for any charges incurred by the Hotel.

The client is not permitted to exceed any noise levels, which in the opinion of the Hotel, may disturb other guests of the Hotel, or disrupt the normal operations of the Hotel.

Clients agree to begin and complete their function at the scheduled time outlined in their confirmation.

When a conference venue or accommodation room cannot be made available to the Client for causes beyond the control of the Hotel, the Hotel reserves the rights to substitute similar or comparable function venue and or accommodation for the function. The Hotel must give the Client prior notification of the change where possible.

March to December bookings:

Due to the nature of the Hotels Business during this period, we are unable to confirm which venue can be offered until 3 months prior. We would be happy to note the preferred venue and update you should venue availability change prior to the 3-month venue confirmation date.

As per your instructions, only the person/s named are authorised to charge to the function account.

It is imperative that signatory names are advised prior to the commencement of the function.

Please sign below to confirm that you have read, understood and agreed to be bound by the terms and conditions listed above.

Client Signature:

SIGNATURE REQUIRED OF PERSON(S) WHO WILL BE RESPONSIBLE FOR PAYMENT OF THIS WEDDING ACCOUNT

Date: \_\_\_\_\_