

Booking Terms & conditions

Terms and Conditions for Booking

Confirmation: All Booking must be confirmed with deposit within 7 days of the initial booking, management reserves the right to cancel any unconfirmed bookings.

Deposit: At the time of confirmation a deposit of \$1000.00 will be required to hold the requested date. Part payment of this deposit will hold the date, but not confirm it.

Cancellation: Any cancellations must be advised in writing. PART of your deposit will be refundable provided notice is given no less than 32 weeks prior to booking date, **AND we are able to resell the room for a similar event.** \$400.00 of the deposit will be kept to cover any expenses. Any cancellation within 18 weeks of the function date will result in the forfeit of any and all monies paid.

Guaranteed Numbers: Guest numbers are to be confirmed 10 days prior to the wedding and must meet minimum requirements. If numbers fall under the required amount, payment of minimum numbers will still apply.

Menu Selection: Menu selection will and must be confirmed 1 month prior to the event.

Final Payment: Final payment is required 10 days prior to the reception along with final numbers, no exceptions will be made after this time. Any additions to the numbers will be charged on the night. Any additional charges are to be payed in full at the conclusion of the reception before departure. Payment is to be made by cash or cheque, credit card payments will incur a 2% surcharge. Cheque payments are not permitted on the night of the function.

Table arrangements, seating etc: Final seating layout is required 10 days prior to function. Layout of tables including decorations and place cards on the function day is the responsibility of the person accepting these terms and conditions unless other arrangements are made and confirmed in writing.

Vacating the premises: The finishing time of the function is stated in this agreement and it is expected that all guests will have vacated the premises no later than 15 minutes from the finishing time. There will be no time extensions given unless agreed prior to the event.

Wedding Reception Booking Form

Name Of Bride: _____

Name Of Groom: _____

Date Of Wedding: _____

Person Responsible For Payment: _____

Address For Correspondence: _____

Phone Number: _____

Mobile Number: _____

Additional Information: _____

Packaged Booked: _____

Number of Guests: _____

Start Time: _____

Finish Time: _____

Deposit Amount: \$ _____

Date Paid: _____

Balance Owing: _____

Final Payment Due: _____

Declaration »

I the undersigned have read and understand the above terms and conditions and agree to all items mentioned.

Signed: _____

Name in print: _____

Date: _____