

TERMS AND CONDITIONS – WEDDINGS

We wish to ensure that your wedding is a complete success, therefore the following terms and conditions have been established to ensure both parties are aware of their obligations.

Tentative Bookings

A tentative booking will be held for fourteen (14) days only. All bookings are subject to availability and are considered "tentative" until the full deposit is received.

Confirmed Bookings

A deposit of \$1500 is required to confirm your booking along with an original acceptance document (Terms and Conditions), signed by both parties. This document is to be lodged with Woodlands of Marburg at the time your confirmation payment is made.

Cancellations

Cancellations must be made in writing and the following conditions apply:

If cancellation occurs 6 months outside of your confirmed date an administration fee of \$500 is non-refundable (i.e. an amount of \$600 will be refundable).

If cancellation occurs within 6 months of your confirmed date, Woodlands of Marburg will retain the full deposit amount of \$1500.

If cancellation occurs within 30 days of your confirmed date, an amount of \$1000 will be payable to cover costs incurred by Woodlands of Marburg in preparation for your event. This is in addition to the original \$1000 deposit. If postponement occurs at any stage, an administration fee of \$300 will apply.

Verbal Advice

Verbal advice by either party on any fundamental or important issue that is not confirmed in writing shall not be acted upon and therefore will not apply.

Final Event and Payment Details

Final details must be confirmed 21 days prior to the event. Full payment must be received no later than 14 days prior to the event.

Credit Card payments over \$2999 will incur a 2% surcharge (American Express 3%). All Weddings will incur a 10% surcharge on total costing on Public holidays.

Required information is as follows:

Total guest numbers – Confirmation of final guest numbers must be advised no later than 14 days prior to the function.

If expected numbers fail to attend no credit applies. For increased numbers (dependent upon venue) further payment will be required.

Menus – desired selections and any specific dietary and allergy concerns i.e. coeliac, vegetarian, diabetic, children, band/DJ/photographers/videographers.

Health regulations prohibit surplus food being removed from the property.

Wedding cakes – Notify of supplier (Commercial product only).

Beverage – specify in-house selections or package options. **NO BYO.**

Entertainment – band/dj arrival/departure times and meal requirements (if any), audio visual requirements.

Room set-up – seating and table arrangements. N.B. availability of access to venues may depend upon prior and following functions.

Start and Finish times – No function can proceed past 12 MIDNIGHT. **Venues must be vacated within 15 minutes of the specified pre-arranged time.**

Staying longer - We are happy for you to extend your function duration (beyond 5 hours) up until midnight;

however this will incur a fee of \$150 per hour (prearranged 14 days prior to scheduled function) or \$200 per hour or part thereof within 7 days of the function.

N.B. Once your times and schedules are agreed upon, these are considered to be firm and binding. For catering purposes it is essential nominated times are adhered to.

It is a requirement that this agreement be signed by both parties.

Bar Tab (i.e. alcohol consumed) is required to be finalized and paid outright on the night of your function- cash, credit/card accepted.

Photography

It is recommended that photography times and locations be discussed with management to avoid conflict with other parties and this must be finalized 21 days prior to your scheduled date.

Final Payment

Full payment must be received 14 days prior to the confirmed function date.

Should there be any outstanding charges these must be paid within 24 hours of the event.

A Late fee of 10% per week will be applicable for any outstanding accounts beyond 24 hours.

Loss and Damage

No responsibility or liability will be accepted for loss and/or damage to any property left at the venue before, during or after any function, this includes any Flowers, Bouquets & Centerpieces.

Damage or breakages, either accidental or deliberate, will be paid for by the client.

Clients will assume responsibility for any/all damages which may be caused by their guests or any other person attending the function whether in the rooms reserved, or any part of the establishment.

Glitter, sparkles, rice, confetti, poppers or sparklers ARE NOT PERMITTED. Cleaning fee of \$250 will apply.

Liquor Laws BYO – NOT PERMITTED

The 1992 Liquor Act of Queensland, states that patrons are prohibited from bringing alcohol onto a Licenced Site as is the sale of alcohol & supply of alcohol to minors. These rules apply to Woodlands of Marburg as a Licenced Premises. Subsequently no alcohol may be brought onto the premises and evidence of proof of age is mandatory.

WE REQUEST THAT YOU NOTIFY YOUR GUESTS OF THESE REQUIREMENTS.

IF BREACHED, SUBSTANTIAL FINES APPLY &/OR EVICTION FROM PROPERTY.

Compliance/Liability

Clients are responsible for ensuring orderly behaviour of their guests.

In line with responsible service of alcohol laws, Woodlands of Marburg reserves the right to intervene when appropriate, and refuse service to anyone suspected of being intoxicated.

Other Events

Woodlands of Marburg reserve the right to book and hold other events to run concurrently in adjoining venues. **All prices quoted are inclusive of GST.**

Terms and Conditions Acknowledgement

I/WE.....HAVE READ,
UNDERSTOOD AND ACCEPTED THE TERMS AND CONDITIONS AS SET OUT BY WOODLANDS OF MARBURG.

DATE OF FUNCTION..... AREAS TO BE USED.....

PRINT NAME

DATE

PRINT NAME

CLIENT SIGNATURE

DATE

CLIENT SIGNATURE

PRINT NAME

(On Behalf of Woodlands of Marburg)

DATE

REPRESENTATIVE SIGNATURE

(On Behalf of Woodlands of Marburg)