

TERMS AND CONDITIONS

- It is the responsibility of those entering into this contract to inform their guests of Maddies of Bolwarra's Terms and Conditions. Those entering onto this contract will be liable for any damage caused to the premises and theft of property owned by Maddies of Bolwarra.
- **Tentative bookings** are only held for **14 days**.
- For wedding ceremony-only bookings, full payment is required at time of booking.
- **A deposit of \$1000.00 is required on booking** your function otherwise your reservation cannot be guaranteed.
- At least 50% of your account must be paid by six months prior to your function.
- At least 75% of your account must be paid by three months prior to your function
- **A \$750.00 security bond** is required 21 days prior to your function. This bond is refundable by direct deposit 7 days post function less any unexpected or ancillary costs incurred (e.g. excess cleaning, breakages, additional drinks and overtime penalties).
- Times arranged for commencement of food service are fixed due to staffing constraints and maintaining food quality. Delays in commencement of service may result in overtime penalties.
- Overtime penalties will be charged at the rate of \$150 per 30 minutes.
- If you require staff to provide service for guests arriving prior to the agreed commencement time of your function please let us know. Staff hire will be charged at an hourly rate.
- Final numbers and menus should be confirmed at least 21 days prior to your wedding. This will be the number catered for and will be the minimum number invoiced at this time.
- Due to fluctuations in produce costs, we can not guarantee menu costing until numbers and dietary restrictions are confirmed 21 days prior to the wedding date.
- Any menu or procedure change occurring on the day of your function is to be negotiated by the pre-arranged function organiser and management **only**.
- If the menu item is unavailable we reserve the right to replace the menu item with a dish of similar quality.
- Additional meals for musicians and photographers will be charged and must be included in the final guest numbers. These meals will be provided at a reduced rate and will be a main course dish only.
- We reserve the right to intervene if a guest's activities are considered illegal, noisy, dangerous or offensive. This intervention may result in the ejection of the guest/s.
- Maddies holds no responsibility for personal injury due to the negligence of clients, guests and or visitors whether they are attending your function or in another part of the Maddies venue.
- Maddies accepts no responsibility for any loss or damage to the property of any guest.
- Any decoration type, location and fixture must be approved by management prior to your function.
- Rice, tinsel and confetti are not permitted. Please ask about biodegradable alternatives.
- Children must be supervised at all times.
- Unexpected non-gazetted public holidays will result in a change of costs and will be passed on to you. We will consult with you to endeavour to reduce the financial impact where possible.
- Failure to meet our Terms and Conditions may result in the cancellation of your event.

CANCELLATION FEES

- If cancellation is made less than 180 days prior to your function 50% of your function cost will be retained.
- If cancellation is made less than 90 days prior to your function 75% of your function cost will be retained.

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CANCELLATION FEES-continued

- If the cancellation is made less than 21 days prior to your function date your total function cost will be retained. Due to extenuating circumstances, postponement will be considered and can be arranged directly. Fees may apply.
- All cancellations must be notified in writing.

VACATION OF PREMISES

- All music is to cease no later than 10.00 PM. Service of alcohol will also cease at this time.
- The dining room and rotunda are to be vacated by your guests no later than 10.30PM.
- All decorations and wrapping are to be removed and taken away or packed away for collection at a later time.
- Hire times of our venue must be strictly adhered to. Functions running overtime will be charged at the penalty rate of \$150.00 per 30 minutes.

BREAKAGES AND CLEANING

- All breakages or damage will be charged at replacement cost.
- Excess cleaning will be deducted from your security bond. This will include picking up cigarette butts and other items discarded in the gardens. Smokers are provided designated smoking areas with ashtrays.

BEVERAGES

- Maddies of Bolwarra upholds the Responsible Service of Alcohol requirements and reserves the right to refuse service. Legislation prohibits under age drinking in any public place or the service of alcohol to intoxicated persons.
- Provision has been made in your hire charge for the staff to open bottles of wine at guest tables only. If table service of wine is required, drinks waiters will be provided at an additional charge. Penalty rates apply for weekends and public holidays. Bar service will cease half an hour prior to the close of your function.
- Maddies of Bolwarra is BYO. Bottled wine and beer only. No spirits are permitted.

PARKING

- Onsite parking at Maddies of Bolwarra is limited to 13 parking bays.
- Roadside parking is limited to the Maddies-side of Paterson road only. There is no parking permitted opposite Maddies.
- We recommend carpooling wherever possible or group transport.

FIRE AND SAFETY

- Exit doors must be kept free from blockages
- The use of open flames is not permitted. Candles must be in an enclosed candle holder.
- During total fire bans, no candles or sparklers will be permitted.

NON GAZETTED PUBLIC HOLIDAY

In the event of a previously non gazetted holiday being announced, Public Holiday rates will be applied and the additional cost will be passed on.



CHILDREN

Children must be supervised at all times. Under no circumstances are children permitted in the water gardens, to walk over garden beds, climb trees or play near water gardens. Please do not allow children to float things in the water streams. Please not allow children to throw or move rocks, pebbles and sand.

Extra care must be taken during meal service as staff may be carrying hot and breakable items.

If children are in attendance at your function you might consider arranging a designated child-supervisor and advising us who you have selected. If parents or guardians disregard our requirements they will be asked to vacate the premises.

Host Signature _____

Dated _____