



Eynesbury Wedding Terms & Conditions

Congratulations! We are delighted to have this opportunity to present our wedding event services to you. Our dedicated Wedding Manager, management and staff pride themselves on the provision of quality service to ensure your special day is successful. To assist in the smooth planning and execution of the day we ask that you consider, understand and adhere to the following terms and conditions.

Booking & Cancellation Policies

A booking will only be confirmed after receipt of the deposit along with a completed booking form. All prices are subject to change.

Deposit & Payment Terms

A \$1000 deposit is required to secure your ceremony and reception booking.

For ceremony-only, full payment is required to secure your date.

A surcharge of 2.5% is calculated on all Diners Club and American Express Cards, cheques not accepted.

Settlement of the total known confirmed amount must be made no later than thirty days prior to the event. Any outstanding amounts accrued on the day of the function must be settled on the day.

Electronic payments are to be made to:

Eynesbury Homestead & Golf Unit Trust

BSB 063 012

Account 10768391

Payment method via cash, master card or visa card

In addition to your deposit, 50% of the estimated spend will be due no less than six months prior to your event.

Minimum Numbers

Minimum numbers are agreed and charged accordingly.

Final numbers must not vary below 3% of this booking agreement and must be submitted thirty (30) days prior to the event date.

Minimum Spend

For weddings from 1st January 2018 onwards, a minimum spend of \$10,000 applies for dates booked in February, March, April, September, October and November 2018 & 2019 on a Saturday.

Cancellations

Cancellations must be made in writing, and will be dated at the time of receipt. We recommend you hand deliver, email or register post any such cancellation. If your function is cancelled, the \$1000 deposit or \$1200 Ceremony Fee is non-refundable.

A - Cancels a booking between 60 and 30 days prior to the day on which the function is to be held, the client shall forfeit the entire deposit and in addition shall, upon demand of Eynesbury in writing, pay up to 50% of the estimated spend

OR

B - Cancels a booking between 29 and 8 days prior to the day on which the function is to be held, the client shall forfeit the entire deposit and in addition shall, upon demand of Eynesbury in writing, pay up to 65% of the estimated spend

OR

C - Cancels a booking 7 days or less prior to the day on which the function is to be held, the client shall forfeit the entire deposit and in addition shall, upon demand of Eynesbury in writing, pay up to 80% of the estimated spend

Change of date entails \$500 fee.



Liquor Licensing Conditions

Eynesbury Homestead & Golf Unit Trust operates under a general licence which authorises the licensee to supply liquor on the licensed premises. Evening Events must conclude by 11.00pm. In special circumstance, we may agree to vary these conditions (however fees will apply).

Eynesbury Homestead & Golf Unit Trust liquor licence is displayed in the café bar adjacent required notices by the Director of Liquor Licensing. These notices include 'Intoxication', 'No Proof No Entry', 'No Proof No Purchase', and 'Be Safe in Public Places'.

Responsible Service of Alcohol

Eynesbury Homestead & Golf Unit Trust practices Responsible Service of Alcohol, and is required to ensure alcohol is served responsibly and that a range of non alcoholic beverages are available at all times.

Eynesbury Homestead & Golf Unit Trust has a zero tolerance for drug use.

Eynesbury reserves the right to vary or terminate any event where it is deemed or observed that the staff; facility or third party may be at risk of harm or injury under the Occupational Health and Safety Act. In specific circumstances, individual or group behaviour may affect an event termination.

In the case where an event is varied or terminated, the General Manager or representative will notify the organiser and if necessary inform the police. Refunds will not be entertained or discussed.

House Policy

- Our policy is to serve you in a responsible, friendly and professional manner
- We encourage you to drink in moderation, particularly if you are driving
- Staff will not serve any person who is under the age of 18 years or in a state of intoxication
- Staff may request proof of age to any patron
- No patron/visitor/guest to Eynesbury Homestead & Golf may bring their own alcohol onto the premises without written consent from the General Manager/Nominee

Security

It is a condition that Eynesbury Homestead & Golf Unit Trust will engage a static security guard with every evening night celebration event with 80 or more guests. Clients are not entitled to engage their own security guards. The security staff are engaged as staff of Eynesbury Homestead & Golf Unit Trust.

Room Hire

Additional "private" rooms may be provided for private convenience, please speak to our Wedding Manager for more details.

Insurance

Eynesbury Homestead & Golf Unit Trust will take all necessary care but cannot accept responsibility for damage or loss/theft of any gifts or other possessions left on premises before, during or after the reception. Responsibility for arranging any insurances lies with the client if they so desire.



Photography

You may invite your own photographers to capture your wedding day. If you require assistance in procuring a suitable photographer, please do not hesitate to request help from your Wedding Manager.

Eynesbury Homestead & Golf would appreciate the opportunity to take random photographs of your function and reproduce for its own marketing purposes. Should you be adverse to this please indicate such in writing to your event coordinator. In the absence of such written advice, we will assume implied consent.

Confetti, Glitter & Sparkles

Throwing or using confetti, glitter and/or sprinkles is not allowed. A cleaning fee of \$150 will be charged. Real rose petal scatters and bubbles are allowed at the ceremony area.

Damage

The undersigned client is financially responsible for any damage suffered to Eynesbury Homestead & Golf property during the function, as well as pre/post function for set up/clean up.

Fire Safety

Fire safety laws prohibit the use of heaters, heat producing devices, open flames, lamps, lanterns or pyrotechnic displays inside the building and only permitted outside the building under strict professional supervision and also accompanied with permission from the Eynesbury Homestead & Golf Unit Trust insurers.

Smoking Policy

Smoking is not permitted inside any indoor area, including the Homestead, marquee, Pro Shop, and change rooms.

Music

We adhere to the EPA noise regulations.

Golf Carts

Should the bridal party or anyone associated with an event chose to take advantage of the use of Golf Carts (provided arrangements have been made with the event coordinator), full care and responsibility for the carts lies with the respective driver(s). No glass is permitted on the golf course or grounds.

Personal Property

Table centrepieces, candles, bonbonniere, flowers, pictures frames, wishing well etc must be collected immediately after your event. Any items left behind will be disposed of at the discretion of Eynesbury Homestead & Golf Unit Trust.

Change of details

Please advise in writing any change to personal contact details.



Booking Confirmation Form

Event Date ___ / ___ / 201__

Full Name:

Bride: _____

Groom: _____

Mobile #

Bride: _____

Groom: _____

Work #

Bride: _____

Groom: _____

Email

Bride: _____

Groom: _____

Address:

Approximate # Guests Adults _____ Under 12 years _____

Deposit \$ _____

Payment Details Date ___ / ___ / ___

(Cheques are not accepted)

Direct Deposit BSB 063 012 A/c # 10768391 Reference: MM (number) provided in email

EFTPOS

Cash

Credit Card VISA MasterCard (2.5% Surcharge on Diners/Amex)

No. _____ Exp ___ / ___ CCV _____

I acknowledge having received, read and understood all aspects to the terms and conditions for events and associated activities at Eynesbury Homestead & Golf Unit Trust. I further agree to comply with all aspects of such conditions.

Signed _____ Date ___ / ___ / ___

Print name: _____

Initial Here: _____