

TURNERS VINEYARD MOTEL & FUNCTION CENTRE

TERMS AND CONDITIONS

(Required to be returned)

The following terms are applicable: -

Deposit:

- 1.1 A Deposit of \$500.00 is applicable to confirm your event
- 1.2 Deposits are non-refundable
- 1.3 Deposits will only be banked and recorded on receipt of Terms and Conditions agreed upon by 'you'

Provisional Bookings:

- 2.1 Provisional (Tentative) bookings may be held for a period of no more than seven (7) days. Non business days are included
- 2.2 'We' will only secure your event on the receipt of confirmation as described in clause 1.
- 2.3 'We' reserve the right to remove, cancel or release bookings without notice after seven days if a deposit has not been receipted

Cancellations:

- 3.1 "We" will only confirm cancellation on the receipt of "our" cancellation form.
- 3.2 "You" will forfeit your \$500.00 deposit automatically (per section 1.1)
- 3.3(a) Cancellations for wedding receptions within six (6) months of the scheduled event date will incur the full 100% charge applicable. The full charge will be based upon the most recent numbers given in writing prior to the cancellation of the event as outlined in clause 3.1. Full payment will be applied and settled by the client within 7 days of cancellation.

Terms of Payment:

- 4.1 Deposit Payment may be made in cash, personal cheque, bank Cheque, Eftpos or direct deposit.
- 4.2 **Final payment for event will be seven (7) days prior to your event**
- 4.3 Additional charges shall be settled by client no later than the next business day.
- 4.4 Late payment charges over 14days will be charged at 2.5% per day late.

Credit Cards:

- 5.1 Payment via credit card is accepted for all events and motel transactions.
- 5.2 Charges apply for credit card transactions through the events department (as below)

Visa, MasterCard	-	2.00% per transaction
American Express	-	3.00% per transaction
Diners Club & JCB Cards	-	4.00% per transaction
- 5.3 A credit card is required to "hold" event as a security device. Failure to pay within terms will result in the designated credit card being charged the full rate plus associated fees.

Catering:

- 6.1 We reserve the right to supply all catering and beverage requirements

Surcharge:

- 7.1 A 15% surcharge will apply to all Sunday and Public Holiday events

Non-Smoking Venue:

- 8.1 Management has ruled that Turners Vineyard is a Non-Smoking Venue

Price Changes:

- 9.1 "We" reserve the right to alter, amend or increase prices without further notice for all events, rates and accommodation pricing.

Insurance / Public Liability:

- 10.1 Turners Vineyard accepts no responsibility for damage, loss of merchandise, personal affects or articles left on premises before, during or after an event

Misconduct:

- 11.1 It is understood that "you" and "your guests", will conduct their function or event in an orderly manner
- 11.2 Turners Vineyard management reserves the right to direct and advise patrons to comply with application laws and terms of use.
- 11.3 "We" reserve the right to exclude eject any person(s) or patron(s) from the facility without liability.

Damage:

- 12.1 "You" are responsible and financially liable for any damage to fittings, fixtures, and property whilst caused by you and your guests (including subcontractors or entertainers)
- 12.2 "you" are not to nail, screw, adhere, staple items to the walls, doors or surfaces which are a part of the event or function room
- 12.3 "We" take no responsibility for property hired for your event at no stage of the event process (before, during or after) Property left in on site will be removed immediately unless otherwise arranged in writing with management

Decorations:

- 13.1 "You" are responsible for the hire & return of all decorations before during and after your event
- 13.2 We" take no responsibility for property hired for your event at no stage of the event process (before, during or after)
- 13.3 Property left in on site will be removed immediately unless otherwise arranged in writing with management
- 13.4 Candles must be non-drip and enclosed for fire safety
- 13.5 'We' reserve the right to request a sample candle for testing prior to your event date
- 13.6 Should wax spill or damage surfaces (including carpet and drapes), a cleaning fee of \$250.00 will be applied to "your" account – for labour and removal
- 13.7 Confetti & Dust Sprinkles are not accepted on premises – A cleaning fee of \$60.00 will be applied to" your" account – for labour and removal

Entertainment:

- 14.1 All entertainment shall be responsible for care of own equipment during set-up, performance & pack-down (load-out). "We" accept no responsibility for damage, or loss of equipment whilst hired to perform.

Validity:

- 15.1 Quotes are subject to validity for a period of one (1) month from date of issue.

Motel (Lodge) Bookings:

- 16.1 "you" may request bookings directly with Motel Reception during office hours **Monday to Friday 9-5.00pm**
- 16.2 All Reservations are subject to availability
- 16.3 All reservations are subject to a cancellation policy of 24 hours (prior to 2pm)
- 16.4 Reservations are subject to Inn Keepers Act
- 16.5 Discounts, Lodge rates and rack periods are subject to alteration without notice
- 16.6 Confirmation via credit card is required for all reservations

Scheduled Times:

- 17.1 "You" agree that patrons will vacate the event area at the designated scheduled times.
- 17.2 Evening Functions or Events will start at 5.30pm and conclude 12.00midnight
- 17.3 Liquor Laws dictate last drinks at 11.45pm.

Removal & Pack Down of Items:

- 18.1 Any items that have been in the room for your event must be removed by 12pm (noon) the next day (applies to weddings and night functions only)
- 18.2 Prior arrangements must be made with Management if items need to be collected outside above times
- 18.3 Changes to agreed room layout or set up on day of event will incur a \$250.00 surcharge
- 18.4 Items, including personal belongings and 'gifts' are the responsibility of the individual. Turners Vineyard takes no responsibility for any loss or damage of items whilst onsite at Turners Vineyard.

I have read and understood the terms and conditions and agree:

Client Name	<input type="text"/>
Event Date	<input type="text"/>
Room Name:	<input type="text"/>
Client Signature:	<input type="text"/>
Agreement Date:	<input type="text"/>