

Wedding & Function Booking Form

To confirm your venue booking, please complete this form and return it, along with your booking deposit and a signed copy of the Terms and Conditions (sign at the bottom of the form)

Contact Names _____

Phone number Home: _____ Cellphone: _____

Email address _____

Postal address _____

Date of Event _____

Number of guests (approx.) _____

How did you hear about us? (please tick all that apply)

Glenfalloch website From family/friends ODT's wedding guide

Facebook attended a wedding/
function at Glenfalloch Other _____

Which of the following Lawns (\$200.00) would you like to hire?

Bridal Lawn (up to 80) Front Lawn (up to 200)

To confirm and secure the date above, a non-refundable deposit of \$750.00 (Mondays to Thursdays), \$1200.00 (Fridays) or \$1500.00 (Saturdays & Sundays) and the completed booking form are required. A receipt will be issued on confirmation of your booking.

Deposit payment method (please tick your preferred method below)

Visa MasterCard Direct credit
 EFTPOS Cheque Cash

Please note: a surcharge of 2% will apply to payments by VISA or MasterCard.

Account details (for cheque/direct credit payments)

Glenfalloch Catering LP

Account details **03-0905-0207276 001**

Please use the surnames and event date as a reference (E.g. Williams, Smith)

I agree for the above information to be used to guarantee my booking and I accept the Terms and Conditions set out overleaf

Signature _____

Terms & Conditions

1. Venue hire confirmation

To confirm and secure a venue date, a completed booking form and deposit \$750.00 (Mondays to Thursdays), \$1200.00 (Fridays) or \$1500.00 (Saturdays & Sundays) are required. A grace period of 14 days will be given from the time of the reservation until a completed booking confirmation form and deposit are received. Reservations are not binding on either party. Glenfalloch Restaurants reserves the right to accept bookings from other clients after this grace period, should the deposit & documentation not be received.

2. Confirmed numbers & arrangements

General details can be discussed at any agreed time prior to your wedding day, but a guaranteed number of 50 guests attending and table plan is required 10 days prior to your wedding date.

3. Venue Hours

Except by request, the premises must be vacated by 5.00pm for day functions. For afternoon/evening functions the premises must be vacated by 1.00am. A surcharge of **\$150.00** per hour/ per staff (minimum of 2) will be charged for overtime.

4. Food & beverage selections

Please confirm your beverage & menu selections at least (20) days prior to the event or as otherwise advised, so that we can confirm pricing prior to your wedding. Our menu items are subject to seasonality and may not always be available at certain times of the year.

5. Payment

Full payment is due on departure. Payment can be made by cheque, cash, EFTPOS or credit card (credit cards incur a 2% surcharge). In the event of non-payment of any account you shall become liable for all costs incurred by us in recovering the amount including debt collector's fees, solicitor's costs, charges & expenses.

6. Cancellation

Cancellations need to be made in writing and be acknowledged by the team at Glenfalloch. The initial deposit made at the time of booking is non-refundable.

7. Responsibilities

No dangerous goods are to be brought on site, no decorations or displays are to be erected without the prior approval of management. The client takes responsibility for any excessive breakages, or damage caused by guests and agrees to cover costs for repair or replacement. Glenfalloch Restaurants and grounds are fully licensed and as such, the Sale of Liquor Act & Smoke Free Environments Act are respected.

Signature _____

8. Prices

All prices are current at the time of printing, however may be subject to change due to product price increases beyond our control.

\$750.00 (Mondays to Thursdays), \$1200.00 (Fridays) or \$1500.00 (Saturdays & Sundays)

Lawn Hire Fee \$200.00.

Venue hire on statutory public holidays incur an additional surcharge of **\$1500.00**

Corkage fee for Sparkling Wines or Champagne \$18.50 per bottle.

Frequently asked Questions

-Due to insurance issues, all gifts must be taken home after your event

-Even though Glenfalloch is fully licensed, you are welcome to provide your own Champagne or Sparkling Wine at a corkage fee of \$18.50 per bottle.

-Provisional bookings will be held for 14 days

-We are able to cater for vegetarians and all other special dietary requirements

-Children's menus are available on request; please enquire about our rates and options

-We have an easel and board available for displaying your room seating plan

-Additional hire charges may apply should booking numbers exceed 130

-The access time for florist's and other set up is from 12.00am on the day of the event or after appointment the day prior event

-All linen, napkins, crockery, cutlery, glassware, service staff & the room setting are included

-The set up / take down of chair covers will be charged with \$2 per Chair cover

-All menu and wine list prices include a GST of 15%

-Extension time after 1am \$150 per every started hour per staff (minimum of two staff is mandatory)

-Glenfalloch can provide a list of suppliers we have worked with and can recommend to assist you in planning your event.

-Supplier & Entertainment Meals \$35.00 per Person (Main course and non-alcoholic beverages)

-Service Fee for BYO-Cake \$2 per Person

-Please note that all our menus are subject to change on a seasonal basis without notice

Signature _____