



Contract agreement for Weddings / Functions / Group Accommodation

Thank you for selecting Yering Gorge Cottages as the venue for your special event.

We are looking forward to assisting you with finalising all details that will contribute to the overall success of the function.

This exclusive agreement/contract replaces any previous advertisements or conditions that are published for Yering Gorge Cottages accommodation in print or on any website.

Please read the following contract, initial each page, then detach and sign the last page and return it with your security deposit payment.

Rates Include Goods and Service Tax

Function Preparation Schedule

- Basic client and booking details will be taken at the time the inquiry is made.
- The initial hosted inspection - Includes confirmation of the booking date, payment of security deposit, signing of the terms and conditions contract.
- Subsequent appointment/s - Running sheet details, menu and beverage package choices, ceremony arrangements etc... will be discussed during an appointment made at the discretion of the functions department.
- The final appointment - usually one-week prior to the event date when the account is paid, confirmation of the running sheet and final numbers are received along with the table plans, alphabetical listing, place cards and other items required.

Prices & Confirmation

- Quoted prices are an indication only and the function reservation and cost are confirmed only when the deposit is paid.
- *Security Deposit* - 25% of the estimated function value or \$1,000.00 (whichever is smaller) is required to confirm all bookings unless prior arrangements are made with the functions department.

Group Accommodation Security Deposit (12 cottages)- \$1,000.00



The deposit is due within 14 days of making the reservation. After that time Yering Gorge Cottages will be at liberty to release the reservation to wait-listed parties.

- Yering Gorge reserves the right to adjust menus and beverage package contents at any time, due to product availability and seasonal change.
- Any block booking made for accommodation must be honored in full. Should a cancellation be made for part of a booking the balance of the accommodation will be cancelled also?

Initials:

YGC:

Cancellation - Functions / Weddings

- All cancellations must be made in writing.
- **Less than 14 days** - Functions, conferences or weddings cancelled or postponed within 14 days of the event will incur the full cost of the conference/wedding, including accommodation costs.
- **14- 60 days** - Functions/weddings cancelled or postponed between 14 and 60 days of the event will incur the 50% cost of the function/wedding, including 50% of accommodation costs.
- **60-90 days** - Functions/weddings cancelled or postponed between 60 and 90 days of the event will forfeit the security deposit paid.
 - **> 90 days** - Functions/weddings cancelled or postponed more than 90 days before the event date will receive full refund of their security deposit paid minus a \$350.00 administration fee.
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Cancellations - Accommodation

Yering Gorge Farm Cottages will charge 50% of tariff cancellation fee for cancellations between 7 days and 72 hours prior to arrival and 100% of tariff if booking is cancelled less than 72 hours before arrival. Cancellations made before 7 days will incur a 10% administration fee of the total booking amount/tariff. (not 10% of the deposit amount)

Partial cancellation of bookings will not be accepted - If a booking of more than one evening is made the whole booking will be cancelled upon request.

- If Yering Gorge Cottages is unable to hold the function due to circumstances beyond their control including by reason of an act of God, or other interference with work, fire, if the Fire Danger Rating reaches “Code Red – Catastrophic” in the Yarra Ranges Region, earthquake, storm, flood, explosion and any other cause whether of the kind specifically enumerated



above or otherwise which is not reasonably within the control of Yering Gorge Cottages (“force majeure event’’) then Yering Gorge Cottages reserves the right to cancel the function at any time up to the commencement of the function and is indemnified against any claims and liability in relation to the cancellation of the function. Any monies paid (except the deposit) in relation to the function will be refunded.

Exclusivity

- Exclusive use of an area within Yering Gorge Cottages is at the discretion of the functions department and may incur a hire fee. Function guests do not have access to all areas of the property and requests for photograph locations or access to specific areas should be discussed at the final hosted appointment.

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Menus

- Please be aware that function menu options change seasonally, in order to offer our clients the freshest produce available throughout the year. Whilst every endeavour is made to keep these dishes consistent, Yering Gorge Cottages reserves the right to change dishes at any time.

Stationery

- Yering Gorge Cottages will provide menus for the function event however any other stationery requirements (such as placecards and bonbonnière) need to be made by the client and delivered prior to the function.
- Clients must provide Yering Gorge Cottages with an alphabetical guest list in order to seat your guests at the appropriate tables.

Final number of guests

- The client must confirm final number of guests 7 days prior to the function date. Any increase or decrease in attendance numbers after these seven days must be conveyed to the functions department as soon as possible for arrangements to be made. Final numbers MUST be decided 96 hours prior otherwise a decrease in numbers will not be credited to the account.

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Wedding Accommodation - Ceremonies & Receptions

Yering Gorge Farm Cottages Pty Ltd
215 - 217 Victoria Road , Yering, Victoria, 3770, Australia. Telephone 613 97390110
Facsimile 613 97390118

Website: www.yeringcottages.com.au Email: info@yeringcottages.com.au

ABN 007 299 041



A total of 6 Cottages - 2 Deluxe 2 Bedrooms & 4 Queen Single cottages must be taken for a minimum of 2 nights for either Friday / Saturday or Saturday / Sunday. This is a condition of booking. For all other cottage accommodation booked with minimum number of nights i.e. Friday / Saturday or Public Holiday stays cottages must not have change on ownership. Additional cleaning charges will apply.

A credit card imprint for security purposes will be required upon check in for all guests. Irrelevant of accommodation paid in full.

We ask that all rubbish that does not fit inside our recycle bins supplied, be placed in our skip located near our function room. Should excess rubbish be moved by our staff or excess cleaning be required a fee of \$60 will be incurred.

All mini bar not settled upon check out will be the responsibility of the guest registered at check in.

Confetti

- Please inform your guests that the use of confetti is not permitted within the grounds of Yering Gorge Cottages. Rose petals or rice may be thrown in the garden area.

Interior / Exterior Decoration

- Care has been taken in designing and furnishing Yering Gorge Cottages and the surrounding gardens to reflect a particular theme.

Smoking

- Smoking is only allowed in the external areas allocated and butts to be placed in ashtrays provided.

Music

- Music to be played during functions/weddings must be arranged by the client but approved by the function department and in some cases the Manager.
- If the band has a drum kit, it is required to be a reduced drum kit and no drum solos will be accepted.
- Please note that Disc Jockeys are also acceptable, however the curfew for all entertainment will be 11.00pm.



Function Duration

- Functions may run for up to 5 hours. Extensions past the 5 hours must be negotiated with the function department and the Manager. A surcharge of \$600.00 per hour will apply as well as the cost of any beverages consumed, charged at restaurant prices.

Payments

- The total function including accommodation costs MUST be paid at least seven (7) days prior to the event by credit card or direct transfer into our bank account, usually during the final appointment with Sharon Campbell. The account balance for functions only must be completely settled on departure by bank cheque or credit card. No invoices will be issued unless by prior arrangement with the Manager.
- You are welcome to use credit cards for paying deposits, pre-payments and final balances however a surcharge of 3% applies for payments over \$1,000.00

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Damages

- Financial responsibility for any damage to the premises, fittings and equipment or surrounds caused by guests in the course of a function, lies with the client.



- A fee of \$150 will apply where special, heavy duty cleaning is required due to the negligent behaviour of any guest at a function.
- Your initial deposit of \$1,000.00 will be held until payment of all cottages has been made - also until final check of each cottage upon checkout has been completed

Loss of Property

- Yering Gorge Cottages will not accept any responsibility for damages or loss of property left on the premises prior to, during or after the function. This responsibility lies solely with the client.

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**Please read the six pages of the contract carefully,
Then detach and sign this page**

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ABN 007 299 041



And return it with your deposit payment

I/we understand and agree to abide by
The above terms and conditions.

(Name/s)

(Signature/s)

(Date)

Updated September 29, 2011