



## Booking Application form with Terms & Conditions: Outdoor Events

To book your event with us simply complete the booking sheet below and return it together with the attached Terms and Conditions sheet (signed) to our office with your deposit cheque. Please make the cheque payable to Werribee Park Reception Centre.

<b>Name of Organization</b>		<b>Day of Event:</b>	
<b>Main person to contact:</b>		<b>Date of Event:</b>	
<b>Position:</b>		<b>Time of Event?</b>	
<b>Address:</b>		<b>Proposed number of Guests for your event</b>	
<b>Tel. Wk:</b>		<b>Minimum number (as per brochure/quote)</b>	
<b>Fax :</b>		<b>Site</b>	
<b>Mobile :</b>		<b>Deposit Cheque or EFT ?</b>	<b>\$ Cheque/EFT (circle)</b>
<b>Email :</b>		<b>Bank details for EFT payment of deposit</b>	Stephens Catering Services P/L BSB Number: 063194 Account number: 10021159 Reference: The date of your event e.g Event 24Sep13
<b>Brochure Price Or Quote Ref.</b>			

I have read and agree to the accompanying terms and conditions. A copy of this booking sheet with the Terms and Conditions attached will be sent to you as part of your booking confirmation letter.

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	



## Terms & Conditions

### 1. Deposit:

A deposit of \$1500 is required for all events unless otherwise specified. The deposit is payable within seven (7) days of making a tentative booking. If your deposit is not received within seven (7) days, we reserve the right to offer or book the venue to other clients. Deposits are not transferable to other dates or clients. On receipt of the deposit and this form, completed and signed, a full booking confirmation document will be issued to you.

### 2. Cancellation:

Cancellations will only be accepted once written confirmation has been received. From this time we will endeavour to rebook your date. If your date and time is rebooked, your deposit less a \$250 booking fee will be refunded to you unless the cancellation is within six (6) calendar months of your event in which case the whole deposit is forfeited. For cancellation periods of less than six (6) calendar months, the following fees become due and payable at the time of cancellation:

No of days:	Value of your event that is due and payable
6 months – 3 months	20 %
3 months – 60 days	35%
60 - 15	50%
14 - 8	55%
Less than 8	The total value of your function less any cost savings

**Note:** The amount of the fee due is calculated by multiplying the brochure menu price as contained in the brochure at the time of your booking by the number of guests you estimated at the time of booking as indicated on this agreement. You will also be charged for any hiring's or contractor fees we may incur on your behalf. Also note, the above fees are due at the time you notify us of your cancellation. Cancellations will not be accepted unless accompanied by the fees due. In the case of a cancellation less than 8 days prior to the event, the total value of the event is due and payable. However, we will attempt to identify cost savings as a result of the cancellation of your event. These cost savings will be refunded to you on the first business day following the date of your event. The refund of costs will be to a maximum of 45% of the value of your event. The cost savings will be under the headings of "Casual staff wages not incurred", Food and Beverage expenses not incurred" and finally, "Hiring expenses not incurred". The refund amount will be determined solely by WPRC. However, we will endeavour to ensure that there is no "windfall" for us. We will attempt to retain the gross profit only plus any expenses already expended for the event.

### 3. Final Numbers and Payment:

Final numbers for your event are due ten (10) days prior to your function. This number will represent the minimum number of guests for which you will be charged. The payment for your event is payable in full 48 hours prior to your function. The payment must be in the form of Company check or a direct debit.

### 4. Guest's behavior and Damages:

The clients named below are responsible for the demeanor and behavior of their guests and outside contractors and for any damage or theft caused by these people to the premises, fixtures, fittings and grounds of Werribee Park. The management reserves the right to exclude or eject any and all objectionable persons from Werribee Park Reception Centre and its grounds without liability.

### 5. Limited Liability:

For the duration of the event, the client agrees to indemnify the management against any claim by themselves or their guests for any loss, damage or injury whatsoever suffered by the clients listed below and their guests. The management is also not liable for any loss or damage to guest's property left on the premises prior, during or after a function. In the event that the venue cannot be used for the function it was booked for due to fire, flood, damages due to whatever cause, industrial dispute or any other reason, the management of this Centre will not be liable for any loss, damage or injury whatsoever suffered by the clients listed below and their guests. Please also note that the use of the grounds of The Mansion at Werribee Park is not exclusive to the clients listed below.

### 6. Responsible serving of alcohol:

Werribee Park Reception Centre follows the National Alcohol Beverage Industries Council guidelines for the responsible serving of alcohol. Our staff members are instructed not to serve any alcoholic beverages to guests under the age of eighteen years or to guests in a state of intoxication. Our policy is to serve our guests in a responsible, friendly and professional manner.

### 7. Access:

Bands, event organizers and suppliers have access to the venue for bump in and bump out at Werribee Park Reception Centres discretion and will be subject to availability. Additional venue hire fees and/or labour charges may apply. All access and deliveries must be arranged in advance.

### 8. Musical Entertainment:

The Musicians Award stipulates that all band members on a job of four (4) hours or more must receive a full meal. For the costing of band meals please refer to your brochure. Please ensure that your Band or DJ is completely self-sufficient. Werribee Park Reception Centre is unable to provide tables, linen, power leads etc for use for the Band/DJ.

### 9. South Gate Access and Parking:

Guest entry is via the South Entrance unless stated other wise in your quotation. Due to the historic nature of the grounds, vehicles are not permitted to enter the Formal Gardens.

### 10. Smoking:

Under Victorian government law, from the 1<sup>st</sup> of July 2001, the Ballroom is a non-smoking venue. Guests are able to smoke in the garden areas. Marquees are also designated non-smoking areas.

### 11. Outdoor hiring's:

**Please note that all outdoor equipment hiring's must be booked through Werribee Park Reception Centre.**

### 12. Bringing Food and Beverages onto the premises:

**No food or beverages of any kind is permitted to be brought onto the premises for consumption by the organizers of the function or their guests.**

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	