

MAWSON LAKES HOTEL

Weddings

TERMS AND CONDITIONS

1. Availability

If through circumstances beyond the control of the Mawson Lakes Hotel, the room hired becomes unavailable, the venue reserves the right to relocate the function to another room, within the premises. If the area can not be made available to the hirer on the requested date, due to industrial dispute, fire, flood or any other act of God, the Mawson Lakes Hotel shall not be liable for any loss, and/or injury suffered by the hirer, as a result of the unavailability of the venue.

2. Bookings, Confirmation and Payment

Any tentative booking made, must be confirmed within 14 days with a deposit and completed 'Terms & Conditions' form.

Confirmation of booking must be made by completing and returning the 'Terms & Conditions' form provided together with a deposit of \$1,000 within 14 days of the original reservation. The Mawson Lakes Hotel & Function Centre reserves the right to cancel the booking if the completed 'Terms & Conditions' form and deposit of \$1,000 is not received by the due date. Deposits can be made by cash, cheque, credit card or EFT.

50% of total payment is due 2 months prior to the function.

Final payment is due 14 days prior to the function and must be paid in full. Payment can be made by cash, cheque, credit card or EFT.

Any extras required on the day of the function must be paid for at the conclusion of the function.

Confirmation of final numbers/attendance must be given to your function coordinator, 14 days prior to your function. The confirmed attendance numbers will be charged for - or whichever is greater on the day of the function. In the event that the final numbers decrease, the Client will not be entitled to a refund of any money's already paid.

3. Cancellation of Booking

All cancellations after deposit has been receipted incur a \$500 cancellation fee.

Cancellation of up to 6 months – forfeit deposit.

Any cancellation less than 14 days prior to the function will be charged full price for the function, or as agreed by Management.

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4. Legal Obligations

The client will be responsible for any damage to or sustained to the Mawson Lakes Hotel & Function Centre by the client and their invitees, as determined by Management. The Mawson Lakes Hotel & Function Centre will not accept any responsibility for any injuries sustained by any person as a result of equipment installed at the venue by the client or parties acting on behalf of the client. We accept no responsibility for any goods or gifts at the function or any goods or gifts left behind at the conclusion of a function. The Management of the Mawson Lakes Hotel & Function Centre reserves the right to exclude or eject any or all objectionable persons from the function or Hotel premises without liability.

5. Cleaning & Breakages

General cleaning is included in the cost of the function. If cleaning requirements following your function are judged by Management as excessive, additional cleaning charges will be incurred.

Confetti and rice grains are not permitted in our function rooms at any time. Rose petals may be used at the discretion of Management. This needs to be negotiated with your function coordinator before your function.

The signatory/ies of this agreement will be held responsible for any breakages or damage to any Mawson Lakes Hotel & Function Centre property.

General Conditions

Menu

Details of menu selections, dietary requirements and vegetarian options must be completed 30 days prior to the function in order for our Chefs to ensure quality and availability of foods and beverages selected.

Smoking

Smoking is not permitted anywhere inside of the function building. Smoking is only allowed in the designated smoking areas outside of the function centre.

Food/Alcohol

Food and/or liquor are not to be brought in to the function room for consumption at the function, without prior arrangement with Management. Wedding Cakes are the only exemption to this clause and a \$45 cake service fee will apply. By law, we are required to refuse the service of alcohol to excessively intoxicated persons. Management reserves the right to evict any intoxicated person from a function and the Hotel.

Theming

Where stipulated that chair covers are included for the ultimate and platinum packages, these are included complimentary on the basis that we have the sash and chair cover colour in stock. If a particular sash colour is required to be ordered in on the clients behalf, or extra's of a particular sash colour are required, a \$2 surcharge per sash is applicable, plus a \$20 delivery fee. Multiples of 10 apply.

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To confirm your function booking, please sign and date this agreement and return to the Mawson Lakes Hotel & Function Centre with your \$1,000 deposit. The "Understanding Your Due Dates" form on the following page is also to be returned to confirm your booking.

Sign: _____ Dated: _____

Names of Bride & Groom: _____
Please print

Address: _____
Please print

Contact telephone: _____ Mobile: _____

Email Address: _____

Number of guests: _____

Date of Function: _____ Function Room/s: _____

Function Start Time: _____ Function Completion Time: _____
(5 Hour duration unless otherwise specified)

Package: _____ Package Price: _____

Dance Floor required at \$100 setup / hire: YES / NO (please circle)

*We thank you for your booking and look forward to making your day,
A memorable event.*

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UNDERSTANDING YOUR DUE DATES

- Confirmation of booking is made by paying your deposit and returning your signed "terms and conditions" agreement within 14 days of your original reservation

Due Date: _____

- 50% of total payment is due 2 months prior to your function.
Details of menu selections, dietary requirements and vegetarian options must be completed 2 months prior to your function.

Due Date: _____

- Confirmation of final numbers / attendance numbers must be given to your function coordinator 14 days prior to your function.

Due Date: _____

- The floor plan must be completed by the client and submitted to your function coordinator 14 days prior to your function

Due Date: _____

- Final payment must be made in full 14 days prior to your function. Any extras required on the day of your function, must be paid for at the conclusion of your function. In the event that the final numbers decrease, the Client will not be entitled to a refund of any money's already paid.

Due Date: _____

Sign: _____ Dated: _____

Names of Bride & Groom: _____