



On your earliest convenient Please sign it and return it Linton gardens
General Booking Terms & Conditions

The following general Terms & Conditions are agreed to in respect of the designated usage of Linton Gardens Reception & Function Centre and in associated areas and facilities

Name. _____

Address. _____

Telephone No. _____ **(H)** _____ **(W)**

Function Date. _____ **Time.** _____

Confirmation and Bookings

Confirmation of your wedding date, together with a deposit / booking fee of \$1000.00 is required within fourteen days from the day your tentative booking is confirmed. Confirmation cannot be guaranteed unless your booking fee has been paid. **\$500.00** of the booking fee will be retained after the function as a security deposit against loss or damage to Linton Gardens property for which the organiser of your wedding is financially responsible. The security deposit held, less any charge for loss or damage if applicable, will be returned to you within fourteen working days. Should the signed contract not be received by Linton Gardens prior to the commencement of the event all deposits paid are seen as acceptance of the contractual terms and conditions noted herein. Any credit card payment over \$1000 will incur a 3% fee.

Food and Drink

No food or drink is to be brought on to the premises without the agreement of the management and similarly no purchased drink is to be taken from the Centre. Linton Gardens will observe all responsible service of alcohol obligations. Staff may start to remove the bottles of wine from the tables when the Bridal Waltz begins. These bottles will remain behind the bar to be used to serve your guests. You will not be recharged for these bottles.

Payment

The balance of your account is to be paid at least fourteen days prior to your wedding date or a penalty rate of \$1000 may be incurred. A prepayment against beverage consumption is also due at this time. The prepayment is based on an average consumption price determined by

Linton Gardens at the time of prepayment (\$30.00pp) or where a total package is chosen, payment is required in full either by cash, cheque made out to Linton Gardens, credit card (3% fee will incur over \$1000 payment) or by EFTPOS. Balance of any outstanding fees (hire, food or beverages) must be arranged with the manager prior to function date.

Cancellations

In the event of a cancellation of your booking, the following refund policy will apply to your booking fee.

- If cancellation occurs in one month prior to the function the amount of the package [agreed or adjusted] needs to be paid in full.
- If the cancellation occurs less than 90 days prior to your wedding date, no refund will be available.
- If the cancellation occurs in excess of 90 days, but less than 180 days to your wedding date, 50% of the booking fee will be refunded.
- All other cancellations will attract a cancellation fee of \$220.00.

Objectionable Material

Confetti and rice are not allowed on the grounds. Sprinklers, glitter, magic mist or candelabras without containers, are not allowed on the tables. Cleaning charges of \$75.00 per hour may apply should you use any of the above. Wedding bubbles are only allowed on the grass and not on the surrounding verandah or inside the building.

Duration

Unless otherwise agreed by Linton Gardens management, the function duration is for a maximum period of five (5) hours

Three (3) hours if it is Cocktail Wedding

The period of time commences with the service of food or drink to the guests at the function, whether its prior to the meal or as part of the main meal and is inclusive of service either external to or within the function room and its surrounding areas

Smoking

Smoking is not permitted within the reception building - smoking is permitted in any of the outdoor areas

Insurance

Insurance is the responsibility of the organiser of your function. Whilst we at Linton Gardens will take every care, we are not responsible for damage or loss of goods or merchandise left on our premises before, during or after your function. Insurance cover is available commercially to cover the function cost etc.

Conduct

Its understood that the organisers of the function will conduct the function in a lawful and orderly manner and will abide by all direction given and requests made by Linton Gardens' management in relation to the function

Variation or cancellation

Any alteration to or cancellation of the booking as originally made must be confirmed in writing to Linton Gardens

Prices

Prices and quotations are current at the time, i.e. 1st January 2010, and include GST, but are subject to alteration without notice.

Minimum number of guests per room applies as follows:

- Brushfield Room – 50 people
- Hunter Room - 75 people
- Kewita Room - 100 people

Inclusions

As part of our friendly, efficient service that we offer you, the following items are included as standard items, free of charge.

- White valance on the bridal table
- Bridal change / preparation room (if available)
- White linen tablecloths and serviettes
- Microphones and sound system
- Candelabras at the rear of the bridal table
- A guaranteed experience to be remembered

I/We the organisers of the said function declare that I/We have read, understood and do accept the Terms and Conditions above in relation to the designated function

Bride's Signature.....

Groom's Signature.....

Witnessed for and on behalf of Linton Gardens