

Wedding Contract

Wedding Day: Wednesday/Thursday/Friday/Saturday/Sunday
Date:
Month:
Year:
Booking Date: (Day/Month/Year)

Food Package Chosen (please circle): *Essentials - Simplicity - Fanciful Four - All the Extras - Cocktail Style – Intimate Package*

Contact Information (Required)

Contact no.1

Name: _____

Mobile: _____

Email: _____

Address: _____

Contact no.2

Name: _____

Mobile: _____

Email: _____

Address: _____

Terms and Conditions

Reception Terms & Conditions

1. We have **minimum** numbers of 70 adults on Fridays and Saturdays, and 60 adults for use of our function room on other days. Smaller weddings can be arranged by application and approved by management.
2. Intimate Wedding packages are available on Wednesday's only throughout the year (minimum of 20pax)
3. We take tentative bookings that we keep for 2x weeks, then we require a \$1000 preparation fee to secure the date and prepare the paper work. This is non-refundable, but comes off the final invoice (1% surcharge if paying by credit card).
4. All information on the Wedding Run Sheet is required at least 6x weeks prior to the wedding date.
5. Final seating plans must be submitted no later than 2x weeks prior with dietary requirements, children's seating allocated. Failure to send the seating plan within the time frame may mean we cannot deliver meals to your expectations without enough lead preparation time.
6. Venue Hire fee includes a ceremony any time after 3.00pm and a reception of a duration of 5 ½ hours from the start of canapes or official bar tab. If you require EXTRA TIME for the evening (reception duration included is 5 1/2hrs and finishing before 10.30pm with no room hire fee) an extra charge of \$300/half hour is applied. For example 5.00pm reception time would include a finish time of 10.30pm. If you want to start canapes at 4.30pm the reception time would be included to 10.00pm. If you still wanted to finish at 10.30pm an extra fee of \$300 would be charged.
7. You are welcome to start setting the decorations on the tables from 10.00am on the day of your wedding. Those setting up must check in with restaurant or function manager before beginning. If no function the day before you may set earlier with prior approval from management.
8. If you would like us to set your table decorations for you we are more than happy to do so. **This will be an additional cost of \$500** and includes placing prepared decorations on tables. If OVE staff are setting this will usually begin at 9.00am on the day of your wedding. We will require your decorations to be delivered at least 2 days before the event. If floral arrangements are part of your setting these must be arranged in vases to be placed on tables. These can be brought on the day to ensure freshness.

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9. Pack down of any items brought by the wedding party must be complete, within ½ hr of reception close, including DJ and Band equipment. A Charge of \$200 will apply for OVE staff to pack down & a charge of \$300 for every ½ hr for extra vendor pack down time.
10. Public holidays incur a 10% surcharge on food package prices.
11. All items must be taken off the premises by the end of reception. Ocean View Estates is not responsible for any items left on-site and these items will be discarded after 3x days if not collected.
12. Tall taper candles are not permitted to be used due to wax dripping unless encased in glass cylinders. All other candles must have a wax catcher or be in glass cylinders. If candles are dripping or guests are using candles in a way that causes a mess or danger, all candles will be extinguished.
13. No fireworks are permitted. Low lying floor sparklers are permitted. Hand held sparklers are also permitted.
14. All drones require compliance with our specific requirements to be finalised prior to wedding date.

Ceremony Terms & Conditions

1. Afternoon Ceremonies may start any time after 3.00pm. Luncheon ceremonies any time after 11.00am. Any alterations to this need to be discussed with OVE staff.
2. We only allow natural confetti (e.g. white rose petals/natural leaves at the Gazebo) this will incur a \$100 clean up charge.
3. All other forms of confetti if approved by management will be charged \$300 clean up charge to your credit card. No exceptions.

Payment

1. All Credit Card payments will incur a 1% surcharge
2. All Internet Transfers are to be made to Ocean View Estates / **BSB 633 000 / ACC 1557 68310**
3. Please use Surname and wedding date as reference or invoice number if you have one.
4. Final invoices are due 2x weeks prior to the date of your wedding, late fees of \$50/day will be applied.
5. All charges are inclusive of GST.

Liquor Licensing Requirements

1. In booking the wedding you agree to the responsible service of alcohol requirements of Ocean View Estates and take full responsibility of any undue damage caused to property (including extra cleaning costs) or theft of, or damage to items by guests at this function, or in the cottages
2. No alcohol is to be brought on site to be consumed by guests or the bridal party during the ceremony, or reception (for liquor licensing reasons).
3. Drink Packages are to be paid prior to the day and if additional bar tabs are required, these must be paid for in full on the day. No exceptions.
4. Fines are applied if outside liquor is bought onsite
5. Shots, double shots or any quick form of intoxication is not permitted, staff reserves the right to refuse service & remove any disorderly guests as per the liquor licensing act.
6. If a guest, or guests become unduly intoxicated, aggressive, or uncontrollable according to the Function Manager, family members of the person or people in question will be asked to remove or control them. If this does not happen the parents of the Bride and Groom will be asked to take matters into their hands. If the situation starts to get out of control the event music, lights and bar will be shut down until the people in question are removed. Police will be called if staff feel under threat that they feel is unreasonable. It will never be considered acceptable for any guests to pick a fight or threaten any staff member and we will treat this with zero tolerance to the point of ceasing the function if the situation is extreme.
7. Ocean View Estates must adhere to the liquor license requirements regarding excessive noise, which are as follows:
 - Before 6pm – 102dB
 - Between 6pm and 10pm – 94dB
 - After 10pm – 92dB

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8. Ocean View Estates Liquor Licensing is from 10.00am-12.00am
9. Ocean View Estates management and team will at all times reinforce the principles and practices for the responsible management of a licensed venue. This includes but is not limited to responsible service of alcohol, following, all guidelines in relation to the Liquor Act, hours of trading and noise. All licensed areas and venues must be vacated and closed by midnight.
10. A range of non-alcoholic beverage options are available & are served at all weddings & functions.
11. If any form of illegal drugs are seen or suspected to be present or in use, people involved will be excluded from the property.

Hire equipment

1. In extreme weather conditions, or if guests deemed disorderly the fire pit will not be available.
2. Lawn game hire will not be used during wet weather events.
3. Use of the fire pit & lawn games requires full adult supervision of children at all times. OVE is not responsible for injuries or burns caused by the fire pit or lawn games.

Accommodation

1. If you require accommodation for your wedding it can be booked via our website (www.oceanviewestates.com.au) or by phoning 3425 3900. Your wedding deposit does not include any accommodation booking.
2. Booking for your reception **does not** include cottage bookings. These must be done independently as they operate on an on-line booking system. We recommend you book the cottages as soon as they become available online.
3. Cottages are released online two years in advance.
4. Unavailability of accommodation will not be deemed a valid reason for a wedding cancellation and no refund of wedding deposit will be applicable.
5. Damages, breakages & extra cleaning charges will be charged to your credit card which is supplied upon check-in if cottages & grounds are not left in an orderly manner with dishes washed, etc or if extra time for cleaning is required.
6. Checks in is from 2.00pm. Check out is 10.00am.
7. Cottages will be made to the number of guests that you have provided prior to the day. Extra guests will be charge at \$30 per person per day.

Booking Fee paid \$ _____ Date: / /
(non- refundable charge)

Name _____ Signature _____ Date / /

Name _____ Signature _____ Date / /

We require your credit card details for security purposes; these will be collected prior to the event. (All extras including undue cleaning costs and damages following the wedding will be taken off this card). Details are collected 2 weeks prior to the wedding date on payment of invoice.

Name _____ Number _____

Expiry _____ Security Code _____

Signature _____

If you are filling out this form independently, please return completed to Ocean View Estates, 2557 Mt Mee Road, Ocean View Qld 4521
info@oceanviewestates.com.au