

OCEAN VIEW ESTATES

WINERY, BREWERY, RESTAURANT & COTTAGES

Ocean View Estates Wedding Contract

Wedding Date _____
(Day/Month/Year)

Wedding Package Version _____

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 Saturdays, and 60 adults for use of our function room on other days. Smaller weddings can be arranged by application
2. We take tentative bookings that we keep for 2 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).
3. All information on the wedding planner is required 1 month prior to the wedding date.
4. Final seating plans must be submitted no later than 2 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.
5. If you require EXTRA TIME for the evening (reception duration included is 5 1/2hrs and finishing before 10.30 with no room hire fee) an extra charge of \$300/half hour is applied.
6. You are welcome to start setting the decorations on the tables from 10am on the day of your wedding. Those setting up must check in with restaurant or function manager before beginning. **If early set up at 9am is required an additional cost of \$200 will apply.** If no function the day before you may set earlier with prior approval from management. 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 \$200** and includes placing prepared decorations on tables. If OVE staff are setting this will usually begin at 11am on the day of your wedding. We will require your decorations to be delivered at least 3 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.
7. 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.

8. Public holidays incur a 10% surcharge on food package prices.
9. 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 3 days if not collected.
10. Tall taper candles are not permitted to be used due to wax dripping. If other candles are used they must have a wax catcher and if seen to be dripping or guests are using candles in a way that causes a mess or danger, all candles will be extinguished.
11. Any use of fireworks or drones requires compliance with our specific requirements to be finalised 4 weeks prior to wedding date.

Ceremony Terms & Conditions

1. Afternoon Ceremonies may start any time after 3pm, breakfast ceremonies any time after 8am and lunch ceremonies any time after 9.30am. Any alterations to this need to be discussed with OVE staff.
2. We only allow natural confetti (e.g. white rose petals, leaves), use of paper & synthetic confetti will be charged a \$300 cleaning fee 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 633000 / ACC 155768310
3. Please use **Bride's surname and wedding date as reference or invoice number** if you have one.
4. Final invoices are due 2 weeks prior to the date of your wedding, late fees of \$50/day will be applied.

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. Bar tabs are to be paid for at the end of the evening and cannot be left until the next day.
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. 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
7. Ocean View Estates Liquor Licensing is from 10am-12am
8. 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.
9. A range of non-alcoholic beverage options are available & are served at all weddings & functions.
10. 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 34253900. Your 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 will be released online approximately a year in advanced.
4. You will be notified before the accommodation becomes available online. If you chose not to book when notified, OVE holds no responsibility. 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 2pm. Check out is 10am.
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.

Deposit paid \$ _____ Date / /

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, outstanding bar tab amounts 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