



## Terms & Conditions for the Hire of this Venue

Thank you for considering Plunkett Villa as the location for your special day.

We can offer you an affordable wedding package, allowing you to enjoy your ceremony with family and friends, celebrating your day, your way. You can choose to have your ceremony under the trees in "The Glen", beside the historic house of "Plunkett Villa" or in any location on the 230 acre property. The reception can be held in our 20m x 10m marquee or even open-air under the stars if you wish. Your guests can enjoy drinks from our mobile caravan bar while enjoying the views of Mt Tamborine.

### TO CONFIRM YOUR BOOKING

☑ A non-refundable booking deposit (of \$1500) is required along with your signed contract within 14 days of your tentative booking to confirm the dates.

Hire is for buildings and equipment in as is condition.

### **1. Booking Process**

If you would like to make a booking, please contact us by email [info@plunkettvillatamborine.com.au](mailto:info@plunkettvillatamborine.com.au) to confirm that the weekend you are thinking of is available. To confirm your booking, the following payment schedule applies:

### **2. Payment Schedule**

Within 14 days of making your tentative booking Deposit a payment of \$1500

By 12 weeks prior to your event Venue Hire payment of \$3000

And by 4 weeks prior to your event Venue Hire, the balance \$ must be received together with a \$1000 refundable deposit

Payment by Visa or MasterCard attracts a 1.5% additional surcharge. Payment by direct deposit into our bank account does not attract an additional fee. Cheque payments are not accepted.

### **3. Cancellation**

If you cancel your tentative booking within 14 days of making it, you will not be liable for any costs, however, your booking will expire and your date will be made available for others to book.

If you cancel your confirmed booking after any payment has been made to Plunkett Villa you will forfeit all payments made and your booking will expire and your date will be made available for others to book.

#### **4. Event Duration**

The following event durations must be strictly adhered to. A wedding at Plunkett Villa is not permitted to commence before 10am or finish later than 10pm at night – all guests must depart the property by 10.30pm.

All music and amplified sound must cease by 10pm.

#### **5. Conditions of entry**

There will be no hooning in the street or excessive noise as respect to our neighbours and surrounds. The street is private but is monitored by Police Security Cameras at the entrance & at the end of the cul-de-sac. Any instances of hooning in the street will be reported and video evidence will be forwarded to the police.

#### **6. Security Bond**

Plunkett Villa requires payment of a \$1000 security bond included in your final invoice.

We reserve the right to make deductions from your security bond if any person working on your behalf or attending your function causes any of the following;

- Damages to buildings or landscaping.
- Damages to hire items, and fittings or fixtures

Any balance of the security bond after allowing a reasonable estimate of such loss or damage (if any) shall be refunded to you within 14 days by electronic bank transfer or credit card provided. Should any charges listed on your Adjustment Note need to be discussed; your bond refund may be delayed.

If the security bond is insufficient to pay for such loss or damage, additional charges will be made to your nominated credit card or in the event this method is unsuccessful or unavailable, an invoice will be issued.

#### **7. Conduct at an event**

You agree to begin your event at the scheduled time and agree to have all guests, invitees and other persons vacate Plunkett Villa (including the car park) at the closing time of 10.30pm.

You and your guests must conduct yourselves in an orderly manner and in full compliance with applicable laws. You must ensure no disturbances or nuisances will be caused to any guests, visitors or neighbours of Plunkett Villa.

Management reserves the right to remove any guest from the event whose behaviour is objectionable or undesirable.

You are required to nominate a responsible person to be the contact point for any concerns regarding the venue and conduct of your guests for the night of your wedding. You will be required to provide the name and contact number for this person on arrival at the Plunkett Villa.

Also, in the instance where Plunkett Villa deems it necessary to call security for assistance during your event for any disturbances or unruly behaviour the hirer will be responsible for all associated costs.

Amplified music outside the function room or in the grounds is not permitted. Amplified music within the function room must not exceed 90db. The management reserves the right to control the quality, style and volume of any entertainment booked.

All entertainment in every form must be discussed and approved prior to your event. We reserve the right to refuse approval of entertainment in any form prior to the event if it does not conform to our guidelines.

### **8. Venue access, equipment & deliveries/pick ups**

Plunkett Villa will not be open to hired contractors or deliveries prior to the scheduled event commencement time of 2pm Friday. All service providers arriving on site must ring the office on arrival.

Deliveries may only occur from 2pm Friday and collection of hire items must be either Sunday or before 10am on the Monday following your function. Plunkett Villa does not accept responsibility for damage, or loss of, any client's property left in the premises prior to, during or after a function. Please note that any items left onsite and not collected with 1 week from your event date shall be discarded.

### **9. Loss or damages**

The client shall be responsible for any loss or damage to the premises, its fittings and/or equipment or injury to any staff member caused by any guest of or contractor engaged by the client, or his agents prior to, during or after the function. The client shall also be responsible for loss of or damage to their property and or the property of any guest or contractor engaged by the client or his agent, left on the premises prior to, during or after the function; and shall indemnify Plunkett Villa in respect of any such loss or damage.

### **10. Ceremonies**

Ceremonies can only be held at Plunkett Villa in conjunction with a reception and full function hire costs apply.

### **11. Smoking policy**

Smoking is restricted to an outdoor designated area on the Western side of the property close to the street boundary near the storage containers. By law no one is permitted to smoke within 6 meters of a building's entrances. Smoking bins have been provided for this purpose. No smoking is permitted near the Historic Plunkett Villa building itself. If cigarette butts are collected from the grounds by cleaners or staff after your departure you will incur a cleaning charge of \$50 per 1/2 hour period.

### **12. Forces of Nature**

If a circumstance arises that your event must be cancelled, relocated or is interfered with due to a force of nature (circumstances beyond our control), Plunkett Villa shall not be liable for the financial expense of your event.

### **13. Venue Care**

Any items you brought in for the styling of your event on Saturday must be removed by the Sunday. You are responsible for leaving the venue in the way it was on your arrival. Anything not done, which is then required to be completed by Plunkett Villa, will be charged to you, and deducted from your bond or invoiced.

**14. Safety & Responsibility**

Every care has been taken to ensure the safety of you and your guests. We, however, do not take responsibility for accidents that may occur at your event. We recommend that you nominate a main person (as per Section 7) to ensure all guests act within standard safety guidelines.

**The following is not permitted at Plunkett Villa:**

- Any pyrotechnics e.g. fireworks, fire crackers
- Party poppers or flutter guns
- No confetti except rice or lavender
- Images or signage attached to any part of the buildings
- Candelabra or any open flame candle. Tea lights in jars or vases are permitted.

**Check list of completion**

Contract signed and sent in via email - info@plunkettvillatamborine.com.au or post to 26-70 Albert River Place, Tamborine Q 4270

A deposit of \$1500 and signed copy of this contract is required within 14 days of making a tentative booking to confirm the dates.

\$1500 for the booking fee

12 weeks prior to the event the 2nd payment of \$3000 is required.

4 weeks prior to the event the final payment of \$balance & a \$1000 refundable security bond is required.

All payments can be paid over the phone 0412370698 via credit card (incurs 1.5% surcharge) or direct deposit to ANZ BSB 014227 A/C 228452556 Plunkett Villa Tamborine \*Please mark the banking reference with the name & date of wedding.

As soon as confirmed, but no later than 14 days prior to the wedding, please have following form (Plunkett Villa Booking Contract) below filled out and returned.

Brides Full Name .....

Grooms Full Name .....

Function date .....

Preferred Contact phone .....

Email address .....

We ..... have read and fully understand this contract provided by Plunkett Villa and agree to abide by the terms and conditions, cancellation and deposit policy outlined in it.

\$1500 deposit paid on .....(date) by credit card / direct deposit (please circle).

Bride signature ..... Groom signature .....

Date .....

Please complete and return by email to info@plunkettvillatamborine.com.au