

WEDDING BOOKING FORM

COUPLE DETAILS- PERSON 1

Full Name:			
Address:			
Contact Phone:	(BH)	Mobile:	
Email:			

COUPLE DETAILS – PERSON 2

Full Name:			
Address:			
Contact Phone:	(BH)	Mobile:	
Email:			

INVOICE DETAILS

Attention of Name(s):			
Company Name			
Postal Address:			
Contact Phone:	(BH)	Mobile:	
Email:			

Date of Wedding:		Time of Ceremony:	Start	
			Finish	
Number of Guests:		Time of Reception (or N/A if reception held elsewhere):	Start	
			Finish	
			N/A	
Name of Wedding Planner:		Set up date/time:	Date	
			Time(s)	
Wedding Planner Contact Phone:		Wedding Planner Email:		

Please note that from Monday – Friday the farm provides day activities, training and after school care for people with disabilities – as such, we are unable to offer weekday wedding packages.

WEDDING PACKAGE SELECTION:

OPTION 1: CEREMONY ONLY PACKAGE

Up to 6 hours of hire for your Ceremony to be held (please select):

- in your very own private outdoor Chapel
- Open lawn area
- Other area on Farm premises (please describe):

OPTION 2: CEREMONY & RECEPTION PACKAGE

Up to 12 hours of hire for both your Ceremony & Reception:

Ceremony to be held (please select):

- in your very own private outdoor Chapel
- Open lawn area
- Other area on Farm premises (please describe):

Reception to be held (please select):

- in your very own private outdoor Chapel
- Open lawn area
- Other area on Farm premises (please describe):

Both package options include full access for photographs onsite our beautiful farm.

✓	FACILITIES AND EQUIPMENT	DONATION	\$
	Confirmation of Booking – Deposit (non-refundable)	\$300 per event	\$300
	BOND (Premises and grounds must be left in a clean and respectful state following event. If required, any additional cleaning/repairs costs WILL be deducted from this bond with the residual being refunded).	\$1000 per event	\$1000
	Ceremony Only Package – Up to 7 hours	\$600 per event, flat rate	
	Ceremony & Reception Package – Up to 12 hours	\$1000 per event, flat rate	
	Multipurpose Room **Includes projector & screen	\$200 per event	
	Cottage kitchen **Includes use of oven & kitchen appliances	\$500 per event	
	Trestles – supply only (specify quantity required _____)	\$5 each per event	
	Chairs – supply only (specify quantity required _____)	\$2 each per event	
	Umbrellas -supply only (specify quantity required _____)	\$5 each per event	
	Rubbish bins ** Supplied and emptied – specify number:	\$20 per bin	
	Bathroom/toilet ** Facilities supplied	\$50	\$50
	If a cool room is required, you will need to contact external providers for a quote (ie Mildura Equipment Hire etc).	N/A	
	Cleaning – Responsibility of hirer. Refer to Bond note above.		
<i>Please note: table/chair/equipment set up/configuration is the responsibility of hirer.</i>			
Total			

Please list any other external equipment to be brought in and used on the premises (if applicable):

WEDDING PAYMENT:

CONFIRMATION OF BOOKING – DEPOSIT:

A tentative hold can be placed on your preferred date for 2 weeks. To confirm a booking, a \$300 non-refundable deposit is required, accompanied by this signed contract form. Please note that in the unfortunate event that you need to cancel or postpone your wedding, you will forfeit the deposit fee.

Deposit: \$300

Two months prior to wedding: 50% of total

One month prior to wedding: balance to be finalised

BANK DETAILS:

Name of Account: Sunraysia Residential Services Inc

Branch: 633-000

Account Number: 163 294 416

Payment Reference: '*Your Surname*' *Wedding*

please send payment remittance to: srs@srsinc.com.au

CONDITIONS OF HIRE

The hirer is responsible for ensuring that the conditions of hire are observed before submission of application.

Definitions

In these conditions the words “The Hirer” shall mean the person or persons whose application for the hire of the facilities is accepted by Sunraysia Residential Services Inc. (SRS)

The facility in these conditions shall be those stated in the application for hire.

Donation for Use

'Donation for Use' will be paid by the hirer for the facilities hired as per the schedule on hire application.

**Tax invoices will be issued and full payment is requested 30 days BEFORE the event.

Care of Facilities

The hirer shall (in addition to the agreed hire charge), meet any reasonable costs of any additional cleaning costs to restore the facilities in a proper order after use (where the bond payment is found to be insufficient).

The hirer shall be liable for and make good any damage done to the facilities, including furniture, fixtures, fitting and equipment.

It is a requirement that organisers clean up after they have finished with use of the facilities, leaving the premises and grounds in a clean and respectful state following the event.

Please ensure that the room and kitchen is how you found it:

- Wash and dry all cups/plates/cutlery etc.
- Remove all rubbish
- Return all furniture & equipment to how you found it
- Please turn off all lights and appliances
- Leave floors clean
- Check external doors are locked.

A bond of \$1000 will be held and returned following an inspection. The bond must be paid 30 days prior to the event. An invoice will be raised for the bond separate to the hiring invoice.

Equipment

The hirer shall specify equipment requirements on the wedding booking form, and subject to availability these will be provided.

Any other external equipment hire/catering hire are the responsibility of the venue hirer.

Approval is required where the hirer's equipment is intended to be used.

Security & Access

All persons coming onto these premises must take care for their own safety and of other persons accompanying them for whom they are responsible or over whom they exercise authority and must supervise and control such persons accordingly. No Liability will be accepted for loss or damage or injury to persons or vehicles (Including contents), however such loss or injury be caused.

Prior to the use of the facilities, acceptable arrangements must be made regarding access to the premises and other security. SRS Inc takes no responsibility for personal security of the hirer, or any employee of the hirer or any person on the premises by invitation or with the authority or permission of the hirer.

The hirer should familiarise themselves with the facilities prior to use.

SRS shall not be responsible for any property which the hirer or other persons connected with the organisation may bring into the facilities.

Event security is the hirer's responsibility. It is suggested that the hirer register the event with Victoria Police Partysafe Initiative – www.police.vic.gov.au/party-safe

Organisers are financially responsible for any damage caused by the organiser's guests, invitees or other persons attending the function. Damages should be reported to SRS on 03 4014 9505 or 03 5022 1741 (9.00am -4.30pm, M-F).

SRS is unable to accept any responsibility for loss of property before, during or after the meeting/function.

Vehicle Access

The hirer is to advise if vehicle access is required. Driving/parking on grassed areas is not permitted. Parking is available at the front of the farm or alongside the road.

Housekeeping

Smoking is not permitted in any of the hired facilities.

Permission to consume alcohol is required by the hirer. A temporary limited liquor licence is generally not required for private events where liquor will be supplied free of charge. If liquor is being supplied through a catering company, the catering company will require a liquor licence. For further information please visit:

https://www.vcglr.vic.gov.au/sites/default/files/uploadLiquor_licensing_fact_sheet_-_Temporary_limited_licence.pdf

Any unusual incident relating to the hired facilities is to be reported to the SRS Reception on the first working day following hire.

Hirers must be aware of and conform to the Emergency Evacuations Plan for the hired facility.

DECLARATION:

I have read the conditions for hire of facilities. I agree to be bound by the conditions of hire agreement as attached and indemnify SRS against any damages and losses resulting from the hire of facilities.

I fully understand that in the event of any disputes or differences arising as to the interpretation of these conditions or any matter or thing contained therein, the decision of SRS Inc Management be final and conclusive.

Businesses/Organisations Only: I have attached a copy of our public/professional indemnity insurance (private individuals hiring the venue for weddings do not require public liability insurance).

Signed:

Date:

Name: (print)

RETURN COMPLETED FORM TO:

via email to srs@srsinc.com.au

Or

SRS Consulting Suite
877 Fifteenth Street, MILDURA 3500

Administration Use Only:

- Admin: Check availability (advise applicant if available, make and confirm booking (if applicable)).
- Finance – 2 invoices to be raised – separate bond, total wedding cost (including note about deposit).
- Admin: Calendar booking sent to hirer and Benetook Farm Team
- Admin: Set follow up in 2 weeks (for tentative bookings)
- Admin: Set follow up 1 month prior (check fee payment)