

Terms & Conditions

Deposits

A non refundable deposit of \$500.00 is payable within two weeks of making your booking. This deposit will secure your booking.

Final Numbers and Payment

Final numbers are required five (5) working days prior to your function and this will be the minimum number of guests you are charged for. Full payment is required prior to the day of the function and can be paid by bank cheque, cash or credit card. There will be a 2.5% surcharge for amex and diners credit cards.

Personal cheques are accepted, however payment must be made ten (10) working days prior to the date of your wedding.

Credit card details will need to be supplied prior to the commencement of your wedding for bar accounts. Additional charges will be finalized at the conclusion of your wedding and charged to the credit card along with credit card charges.

Public Holiday

All functions booked on a public holiday will incur a 10% surcharge to cover penalty rates of our staff.

Personal Property

Bay Views Weddings & Functions cannot accept responsibility for guests personal effects or valuables. Please ensure all personal property is taken with you at the conclusion of the function.

Responsible Service of Alcohol

Bay Views Weddings & Functions supports the responsible service of alcohol and we reserve the right to refuse service of alcohol to anyone who we believe is intoxicated. Anyone we believe to be under the age of 18 years will be asked to present photo identification. We would appreciate your cooperation to ensure that persons under the age of 18 do not consume alcohol.

Damage to Bay Views Function Centre and Property

Any damage to any part of the centre by the organizer or their guests is the responsibility of the organizer. Please check with us before attaching any materials to walls, ceilings etc to ensure that no damage is sustained.

Cancellation

Bookings cancelled will result in loss of deposit.

A change of date less than sixty (60) days prior to the function will also result in the forfeit of the deposit.

Brides Name: _____ Phone No.: _____

Grooms Name: _____ Phone No.: _____

Address: _____

No. of Guests: _____

Wedding Date: _____

Wedding Package Required: _____

Colour of Sash/Bow for Package 1 or Package 2: _____

I have read and understand the above terms and conditions and have enclosed my deposit of \$500.00.

Signature: _____ Date: _____

Print Name: _____

Please Note: Your \$500 deposit is allocated as follows:- \$220 for room hire, \$280 deducted from your final bill