

# So you're making a booking at The Apple Farm....



**The following is an agreement for you to sign regarding our policies for hiring the venue.**

Please sign read through and sign and return via email ASAP. We are happy to receive scanned copies or a photo of the document.

Please provide the following information:

Names:

Address:

Email:

Date of Event:

Approx number of guests:

Type of Event:

{A wedding, engagement, birthday, hen's, bucks, baby shower etc?}

A booking fee of \$250 is due straight away to secure the date for your event. This works like a 'bond'. This is refunded after the event providing that there is no excessive mess or breakages. While we understand that some 'tom foolery' happens at any type of event, it is up to the manager's discretion on whether or not it is excessive. This can range from excessive breakages, cigarette butt untidiness, vomit in bathrooms or other unpleasant areas, disrespecting property or staff, BYO alcohol which is against our licensing agreement, amongst other disparaging behaviour. Please be aware that whilst we do everything to make sure your guests don't get you penalised for ill behaviour, it's often unseen from us until after the event is over.

If you are entitled to receiving your bond back, there are 2 ways that this can be refunded. Either by a direct debit bank transfer into your nominated account, or we can subtract it from your final food/drinks tab.

Further hire fees are due 1 month, 3 months or 6 months prior to your event - depending on your hire fee terms. Invoices will be sent out once this agreement is returned and a file for your event is created.

I/We ..... understand the conditions of which our bond will be refunded and commit to the hire fees outlined in The Apple Farm's information sheets.

Signed .....

Date .....

# Booking Agreement

## WEDDING HIRE FEES

### **\$250 Bond (Payable after inspection)**

This bond secures your date. Once you have made contact with the Apple Farm and chosen your available date a \$250 non-refundable bond is required to secure your booking. This bond however is credited to you after your event providing that there is no excessive mess or breakages, or can be used to pay your final drinks bill.

### **\$700 Function Room Hire Fee (Payable 6 months prior to wedding)**

This includes planning and assistance {up to 6 meetings} leading up to your day. It includes assistance in setting up the venue mostly the day prior and final touches on the day of. All Apple Farm plates, cutlery and glasses, bathroom supplies, power, furniture, firewood and clean up are included. It also includes any required staff and cake cutting. Any other special requests will be open for negotiation for your occasion.

### **\$500 Ceremony fee (Payable 3 months prior to wedding)**

This includes all Apple Farm furniture, seating, an arch/alter/stage, power to the site {for music/microphones}. It also includes the morning set up of basic decorations as advised for the day. All other pre-arranged decorations and enhancements are at your own cost.

The tearooms will be made available the day before your wedding to set up decorations. Collection of your items must be the day after or your bond may be forfeited unless negotiated prior. All extra costs {ie grazing table, bar tab deposit} are due 2 weeks prior to wedding.

## FUNCTION HIRE FEES

**\$350 Function Room Hire Fee** {Saturday Night + Sunday Sessions}.

**\$300 Function Room Hire Fee** {Friday night and Saturday Day Sessions}.

**Weekend Hire Fees** are for 5 hour sessions {for example 7pm-midnight} - additional hours for hire fee is \$50ph.

**Weekday Hire Fee** \$50ph, minimum 3 hour hire. Capped at \$250 for 6 hours.

## CANCELLATIONS

If a function or wedding is cancelled with more than 6 months' notice, your booking fee is refunded.

If a function or wedding is cancelled within 6 months, your booking fee is forfeited.

If your function is cancelled within a month, your entire paid fee is forfeited.

If wedding is cancelled within 6 months prior to wedding a \$500 cancellation fee as well as the \$250 booking fee is forfeited {totalling \$750}.

If a wedding is cancelled within 3 months you will incur a \$1100 fee but your original booking fee will be refunded to you.

We are happy to swap dates with no penalty if you give us 3 months' notice.

# Booking Agreement