

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 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:

Phone:

Date of Event:

Approx number of guests:

Type of Event:

{A wedding, engagement, birthday, hens, bucks, baby shower etc?}

Why might you lose your booking fee?

There are a few simple reasons where we may choose to not refund your bond after your event. It all comes down to common sense and respect.

Revolting toilets. Vomit. Disrespecting staff or property. Cigarette butts. Excessive glass breakages. Bringing in your own alcohol. Helping yourself to firewood. Underage guests drinking. This is a few reasons, but you get the picture. To be honest, it doesn't happen often, but it is up to the manager to decide when the line has been crossed. We are here for a good time, mess and breakages do occur, but we also expect that guests respect our space and behave in accordance with our values.

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 and terms and conditions outlined in The Apple Farm's information sheets.

Signed Date

Booking Agreement

WEDDING HIRE FEES

\$450 Bond (Payable after inspection)

This bond secures your date. Once you have made contact with The Apple Farm and chosen your available date a \$450 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.

\$900 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.

\$650 Wedding 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

\$300 Bond (Payable after inspection)

This booking fee secures your date. Once you have made contact with the Apple Farm and chosen your available date a \$300 non-refundable fee 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. Please be aware that this is not a part of your hire fee.

Function Hire Fees:

\$450 Function Room Hire Fee {Saturday Night + Sunday Sessions}.

\$350 Function Room Hire Fee {Friday night and Saturday Day Sessions}.

Weekday Hire Fee: \$50ph, minimum 3-hour hire {\$150}. Capped at \$300 for 7 hours.

NOTE: Saturday Day Hire Fees are for 5-hour sessions {for example 11am-4pm}.

Additional hours for hire fee are \$50ph.

Hire Fees are payable one month prior to function. Included in these costs are planning assistance and meetings leading up to the event. All Apple Farm crockery and glasses, bathroom supplies, power, furniture, firewood and set up and clean up and staffing requirements are also included.

CANCELLATIONS

Functions: In the event of a function cancellation the booking fee is forfeited. If cancelled within a month of the event, the entire fee paid {including the hire fee} is forfeited.

Weddings: In the event of a cancellation greater than 6 months prior to the wedding the booking fee is forfeited.

If wedding is cancelled within 6 months prior to wedding your reception fee and booking fee is forfeited.

If a wedding is cancelled within 3 months your booking fee and reception fee is forfeited, but your ceremony fee will be refunded within 90 days.

Booking Agreement

COVID Cover: If you do have to cancel due to COVID {lockdowns and border closure reasons only}, we promise to look after you the best and most sincere way as possible. We have had to cancel and postpone many weddings and events in the past due to COVID - and it's never easy. If you decide to cancel your event entirely, rather than postponing, your entire booking fee is forfeited and 50% of the hire fees already paid will be refunded. All bar and catering money will be refunded.

The Apple Farm will refund all money owed in 90 days. We are happy to swap dates with no penalty if you give us 3 months' notice.

THE LEGAL STUFF.....TERMS & CONDITIONS

Indemnities

1. The Hirer agrees to indemnify and keep indemnified The Apple Farm venue, The Apple Farm (ABN 80 267 293 477), its employees and/or agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against any of them arising out of or in relation to any activities under The Hirer agreement or arising out of breach of any condition attaching to The Hirer agreement.
2. No hirer will do or permit to be done anything on the premises whereby the policy or policies of insurance on the premises and/or its contents against damage by fire or otherwise may become void or voidable or whereby the rate of premium thereon may be increased and shall indemnify The Apple Farm in respect of all sums for which it may become liable by way of increased premiums and all expenses incurred in connection with or incidental to any such policy or policies by reason of any breach of this clause;

Insurance

3. Where The Hirer is a business or venue hire is associated with a revenue raising activity, incorporated body or corporate function, The Hirer shall take out and keep current a public liability insurance policy in the name of The Hirer insuring The Hirer for the minimum sum of \$20 million (\$20,000,000) in respect of any negligent act or omission of The Hirer in relation to any activities under the hire agreement.
4. Where The Apple Farm agrees to grant a hire agreement to an un-insured party for the purpose of non-commercial, non-revenue raising or private functions, applicants agree to reimburse The Apple Farm the excess payable on The Apple Farm's public liability insurance policy should a claim arise or be lodged in relation to the hire.
5. The Hirer is responsible for ensuring that any agents, contractors and sub-contractors engaged by them to work, supply goods or services at The Apple Farm shall take out and keep current a public liability insurance policy in the name of agent, contractor or subcontractor insuring same for the minimum sum \$10 million (\$10,000,000) in respect of any negligent act or omission of the agent, contractor and sub-contractors in relation to any activities under the hire agreement.
6. The Hirer is responsible for insurance coverage of all their, their agents, contractors, employees, licensees and invitees property equipment and goods that are used, left or stored in our buildings. We accept no responsibility for loss, damage or theft of anything owned by you, on loan to you or on deposit with you.

Booking Agreement

Relevant Licenses and Legislation Compliance

7. The hire agreement is not transferable.
8. The Hirer shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this hire agreement.
9. The Hirer shall comply with applicable laws and also give all notices required by any legislation relating to an activity under the hire agreement.

Supervision

10. Hirers are responsible for ensuring that at all times their agents, contractors, employees, licensees and invitees are properly supervised and under the control of a representative of The Hirer. Any such person(s) shall observe and comply with all instructions given by The Apple Farm management and ensure compliance with the Booking Agreement/Venue Hire Agreement.
11. The Hirer shall at all times observe and comply with the provisions of all industrial agreements, awards and determinations as regards any person or persons engaged or employed in connection with the agreed use.
12. The Hirer is responsible for providing adequate duty of care and supervision for all persons under the age of 18 brought onto the premises as a result of their activities undertaken at The Apple Farm.

Liquor Licensing

13. The Hirer will not for the purpose of resale bring onto or receive or provide in the premises any liquor. All service and consumption of alcohol must be in line with the Liquor Licence conditions imposed on The Apple Farm by the SA Consumer and Business Service. A copy of these conditions is available upon request; and,
14. Hirers and all associated staff, third parties, machinery operators, trades staff and technical operators are not permitted to consumer be under the influence of alcohol while undertaking any professional duty.

Plant and Electrical Installations

15. Hirer shall not carry out any work on, interfere with or overload any fittings, connectors or equipment relating to the supply of water, gas, electricity, heating, cooling or lighting to any part of the premises;
16. Where any of the things referred to above have been damaged in The Hirer is responsible therefore, The Hirer shall be deemed to have failed, neglected or refused to make good repair such damage and The Apple Farm management shall be at liberty to proceed accordingly.

Electrical Equipment

17. Any electrical equipment brought onto the premises must be tested and tagged as per Australian standards (AS 3760). The Hirer is liable for any costs associated with their, or their agents, contractors, employees equipment being inspected, tested and maintained.

Booking Agreement