



WEDDING TERMS & CONDITIONS

Availability

If through circumstances beyond the control of the Mawson Lakes Hotel and Function Centre (MLHFC), the function room/s hired becomes unavailable, the venue reserves the right to relocate the function to another room, within the premises. If the area cannot be made available to the hirer on the requested date, due to industrial dispute, fire, flood or any other act of God, the MLHFC shall not be liable for any loss, and/or injury suffered by the hirer, as a result of the unavailability of the venue.

Accommodation

As our gift to you, you are invited to a complimentary stay in our superb Executive Honeymoon Spa Suite on your wedding night. All Accommodation is subject to availability. Late checkin and checkouts are on a request basis only cannot be guaranteed. Your guests are also entitled to a discounted accommodation rate at the hotel, subject to availability. The complimentary first anniversary nights stay in a standard spa suite must be taken on the night of the first anniversary and is subject to availability.

Room Allocations

Wedding bookings receive exclusive use of the entire Function Centre. Function room allocations are determined by the number of guests, tables and set up requirements. Room allocations are not made until 1 week prior to each event. Requests for specific room/s will be noted, but not 100% guaranteed. Whilst we will do our best to accommodate such requests, the final decision is up to Management discretion.

Equipment Hire

All equipment hire provided by the MLHFC is at an additional cost. DJ's, data projectors, and dance floors can all be organised – POA. If providing your own entertainment such as an I-Pod, DJ or Band, you/they are required to supply all necessary cords, speakers and associated equipment. If a portable bar is requested, a setup fee of \$150 per keg is applicable, plus the cost of the beer. Setup / floor plan of your room must be given to Management 14 days prior to your event.

Bookings / Deposit

A tentative booking can be placed on a desired date, but this does not secure/confirm the booking/date. Please be aware that bookings are not confirmed until a \$1,000 deposit has been received AND the terms and conditions have been signed and returned. If you are requested to confirm a tentative booking, the \$1000 deposit and signed terms & conditions must be received 14 days after contact by Management. If a deposit is not received, and/or the signed terms & conditions are not returned, your room may be booked out to another customer without notice to you. Deposits can be paid by cheque, credit card, EFT or cash. A security deposit (bond) may also be required at the discretion of Hotel Management.

Payment

A non-refundable payment of 50% of your total estimated balance is due 2 months prior to your function. Full payment is required 14 days prior to your function date. Methods of payment include most major credit cards, EFTPOS, cheque or cash. Any extra's that are required on the day of the function must be paid at the conclusion of the function, prior to the client departing.



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Final Numbers

Final minimum numbers must be confirmed 14 days prior to your function to allow for correct catering and staffing purposes. If numbers on the day are less than what was confirmed and/or 14 days noticed has not been given by the client, the full payment quoted will be charged and the client will not be entitled to a refund of any money's already paid. NOTE: Catering numbers are required to be the same numbers to be setup for (they can be higher), otherwise an additional setup fee may be applicable.

Menu and Beverages

Food and beverage selections must be advised at least 2 months prior to your function. This needs to include any special dietary requirements (i.e. vegetarian, gluten free, etc). All food must be served before 10pm. Platters will be offered to you and your guests and then placed on a specific food table/s for your guests to enjoy. No outside catering is allowed to be brought onto the property (the only exception to this is a celebration cake where a \$45 cake cutting fee is applicable), nor is any food or beverage allowed to be taken from the MLHFC. All celebration cakes must be assembled by the client or a designated person on their behalf and if the cake is required to be cut, this can only be done by MLHFC staff (due to OHS, guests are not allowed to cut and distribute themselves). No BYO drinks are allowed. If a specific menu or beverage item is preferred, please contact the Meetings and Events Department to see if they can facilitate your request.

Decorations

You are welcome to decorate the room yourself during regular opening hours only. Only Blu-Tac may be used to affix posters, streamers, etc to walls. If you wish to use glitter or scatters (or similar), a cleaning fee will apply. Naked flames and sparklers are NOT permitted (candles are allowed, but only in the allocated areas within the Function Room).

Theming

Where stipulated that chair covers and sashes are included in the Reception Packages, these are included complimentary on the basis that the MLHFC has the required chair covers and sash colours in stock. If a particular sash colour is required to be ordered/hired in on the clients behalf, or extra's of a particular sash colour are required, a \$2 surcharge per sash is applicable, plus a \$20 delivery fee; multiples of 10 apply. All property of the MLHFC must remain on the premises. If any equipment, decorations, supplies are removed from the premises, the client will be charged for the items taken. It is the client's responsibility to confirm the availability of all required equipment, decorations, supplies with the MLHFC 2 months prior to your event.

Smoking / Fire Alarms

Smoking is not permitted anywhere inside of the Mawson Lakes Hotel & Function Centre. Please note that any actions by the organisers, their guests, invitees, suppliers or any other persons attending the function that causes the fire alarm to be triggered including, but not limited to, the use of smoke machines, dry ice or sparklers will cause the MFS "call out fee" to be charged to your account.

Security

A security guard will be on Hotel premises at required days and times; but not strictly designated to only the Function Centre at all times. Additional security is available at \$50 per hour per security guard.

Cancellations

In the unfortunate event of a cancellation, the following will apply;

- All deposits and payments paid to date are non-refundable. Deposits are forfeited and all monies paid to date are retained by the venue.
- Cancellations within 2 weeks of the function date will be charged the full price for the function as per the Event Order, or as agreed by Management.
- Cancellations will incur a \$100 administration/cancellation fee.
- Cancellations must be received in writing by all parties concerned.

Cancellations during peak periods may incur further charges due to loss of business.



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Responsibility

The client will be responsible for any damages / breakages to, or sustained to the Mawson Lakes Hotel & Function Centre and / or equipment owned by, or sub-hired by the Mawson Lakes Hotel & Function Centre, by the client, invitees, external suppliers or any other persons attending the function, as determined by Management. The MLHFC will not accept any responsibility for any loss or injuries or death sustained by any person as a result of equipment installed at the venue by the client or parties acting on behalf of the client. Patrons utilize the facilities at their own risk. The MLHFC accepts no responsibility for any goods or gifts at the function or any goods or gifts left behind at the conclusion of the function. Hotel Management reserves the right to exclude or eject any or all objectionable persons from the function and / or Hotel without liability and to cease or close down any function if;

- Misleading information is supplied upon booking.
- The law or governing body acts / requirements are caused to be in breach by a guest or attendee of the function.
- If any inappropriate behavior occurs towards other customers, general public, staff or any other Hotel representatives.

This may also cause your security deposit to be withheld (if applicable).

Further charges may also apply due to damage or loss of business. If the contact person on the day of the function is different to the client (organizer), it is the client's responsibility to communicate these terms and conditions to the alternate contact person/s and guests attending.

Changes to Setup

Setup is to be confirmed by the client 14 days prior to your event taking place. If a major change to event setup is required that is different to the final Event Order and/or Floor plan provided, on the actual day of an event, or less than 48 hours notice has been given to Management, a minimum room alteration charge of \$100 per room is applicable. Examples are, but not limited to: changes to room setup and chair/table configuration or moving entirely to an alternate function room. Additionally, any task required and performed by our staff outside of their normal duties will incur a labour charge. Final pricing is subject to Management; determined by the operation undertaken.

Cleaning & Breakages

General cleaning is included in the cost of the function. If cleaning requirements following your function are judged by Management as excessive, additional cleaning charges will be incurred. Confetti are any kind; rice grains, table scatters, glitter cannons, and smoke machines are not permitted in the function rooms at any times. Certain flower petals may be used at the discretion of management. This needs to be negotiated with your meetings and events coordinator before your function. The client will be held responsible for any breakages or damage to any Mawson Lakes Hotel & Function Centre property.

Understanding Your Due Dates:

- Booking confirmations are made by paying the \$1000 deposit and returning the signed "terms and conditions" agreement within 14 days of a verbal confirmation.
- 50% of the total event amount is due 2 months prior to your function.
- Your Planning Sheet/Document (including the floor plan, itinerary, menu selections, dietary requirements, sash colour, equipment and decoration hire) is required 2 months prior to your function.
- Confirmation of final numbers (all guests in attendance), along with your allocated seating plan / usher list and must be completed by the client and submitted to your function coordinator 14 days prior to your function.
- Final payment must be made in full 14 days prior to your function. Any extras required on the day of your function, must be paid for at the conclusion of your function. In the event that the final numbers decrease, the Client will not be entitled to a refund of any money's already paid.

All pricing, equipment and menu items, details and terms & conditions are subject to change at the discretion of Hotel Management.



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Your Event Details

Bride's Name: _____ Contact #: _____

Email Address: _____

Groom's Name: _____ Contact #: _____

Email Address: _____

Postal Address: _____

Wedding Day and Date: _____

Start Time: _____ Finish Time: _____

(5 Hour duration, includes pre-dinner drinks unless otherwise specified)

Package: _____ Package Price: _____

Approximate Number of Guests: _____

Colour Theme: _____

Decorations / Equipment Required: _____

Please sign below to accept the details and pricing as stated above.

I, _____ (client)

hereby agree to the terms and conditions as stated within this document.

Signed: _____

Date: ____ / ____ / 20

Please return by post (10 Main Street, Mawson Lakes, SA 5095), deliver in person to the Hotel, or by fax (08 8360 3599) or scan and email to functions@mawsonlakeshotel.com.au

Thank you for your booking and we look forward to making your special day, a memorable event.