



## BOOKING AGREEMENT

### **CLIENT INFORMATION**

Name:

Bride/Groom:

Bride/Groom:

Email:

Event:

Phone:

### **INFORMATION**

Date:

Ceremony Time & Location:

End Time: (Evening receptions conclude at 11pm)

Post ceremony canapés or Charcuterie:

Number of Adults:

Reception Venue:

Children:

### **CREDIT CARD**

Type: Visa / Mastercard

Card Number: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Expiry Date: \_\_\_\_/\_\_\_\_

CCV: \_\_\_\_

Name on card:

Signature:

### **DEPOSIT**

☐ Credit Card (from above) + 1.5% surcharge

☐ Cheque payable to: PO Box 478, Nichols Point, Victoria, 3501

☐ Bank Transfers: Willow & Ivie BSB – 083-764 ACCT – 74-404-8605

### **BOOKING CONFIRMATION**

A non-refundable deposit of 30% of the overall quote is required to secure your event date, accompanied by a signed copy of our booking agreement. Please note your booking is not confirmed until payment of the deposit is received and receipted by Willow & Ivie.

Please note Saturday functions in March, April, October and November incur a minimum package spend of \$15,000+gst. Minimum spend for weddings on any other day of the week is \$7,500+ gst.

Prices are subject to increase by up to 10% year on year.

### **PAYMENT**

Your food, beverage package, final guest numbers and any dietary requirements must be confirmed and paid for no later than three weeks prior to your event date. No refunds will be made for any guest reductions after this date. Additional guests can be added at a later date and will be charged accordingly. Credit card payments will incur surcharges of 1.5%.

### **BOND**

A valid credit card will be held as security on all bookings. Deductions from the credit card will occur in the case of any damaged or missing items, or cleaning costs incurred such as dry cleaning. Willow & Ivie reserves the right to recover all costs associated with replacement or repair including

## **B O O K I N G   A G R E E M E N T**

broken glassware. Crowd control and/or security guard costs may be passed on to the client depending on the nature of the event.

### **C A N C E L L A T I O N**

In the unfortunate event of a cancellation, Willow & Ivie must receive written notification from the client. Deposits are non-refundable. Refunds will not be given under any circumstances.

Willow & Ivie considers a postponement of an event as a cancellation. To secure another date, a new booking agreement must be completed and returned with the required deposit, deposits can be transferred to another date if used within 12 months.

If any part of the event is cancelled, abandoned or postponed, in whole or in part, for any reason whatsoever that is beyond Willow & Ivie's control, including, without limitation, due to adverse weather conditions, epidemic or pandemic, there is no right to refund and no obligation is assumed by Willow & Ivie for the arrangement of a substitute event. Under no circumstances will Willow & Ivie be liable to the client if Willow & Ivie is unable to perform its obligations to the client due to any event, frustrated or cause of force majeure being any event or act beyond the control of Willow & Ivie.

The client accepts this agreement, once the deposit is paid.

### **S M O K I N G**

Smoking can only be undertaken in the designated smoking areas.

### **O U T S I D E   F O O D**

No outside food may be brought into the venue. External products are not permitted and will be confiscated and disposed of upon entry to the venue. The only exception is the celebration cake or bombonieres where prior arrangements have been made and approved by Willow & Ivie. Please note additional cakeage may be charged accordingly (excluding weddings).

### **F A R M I N G**

Please note that the vines surrounding Willow & Ivie are a privately owned working vineyard and at certain times of the year these vines are covered. Disruptions from the farm are very unlikely, however Willow & Ivie accepts no responsibility.

### **T R A N S P O R T**

As part of Mildura Rural City Council regulations, it is a requirement that relevant transportation is arranged to transport guests from Willow & Ivie at the conclusion of your event for bookings with guest attendance of 100 persons or more. Please let your event coordinator know if assistance is required in making these booking arrangements. If the client fails to make these arrangements a \$440 booking fee will be charged to the nominated credit card to cover a one-way bus booking from Willow & Ivie into Mildura CBD at the conclusion of your event.

### **I N V I T A T I O N S   &   A D V E R T I S I N G   M A T E R I A L**

Willow & Ivie must approve all invitations and material. Your Willow & Ivie coordinator must approve a proof. A map can also be provided for your guests.

### **R E H E A R S A L**

Please note that rehearsal times are strictly limited to one hour only.

### **C E R E M O N Y**

Ceremonies can be scheduled at Willow & Ivie from 4.00pm onwards. Pop-up and custom weddings are exempt, please discuss with your wedding coordinator. A fee of \$500+gst per half hour will be charged for a ceremony extension.

Confetti or confetti balloons are not permitted on the premises. Real flower petals and biodegradable alternatives are acceptable **outdoors only**.

### **P O S T   C E R E M O N Y   –   I V I E**

Canapés or Charcuterie is compulsory when choosing to utilise Ivie for your pre dinner drinks prior to a Willow reception. This charge also forms part of Ivie's venue hire. Alternatively, Willow bar can be opened after your ceremony for your guests to purchase drinks at a fee of \$700+gst (4.30pm-6pm)

# BOOKING AGREEMENT

## **RECEPTION – IVIE**

A minimum of 60 adults is required for an Ivie reception. Intimate weddings can be arranged for guests under 60, please contact us for a customized quote.

## **RECEPTION – WILLOW**

A minimum of 90 adults is required for the use of Willow for your reception without extra charge. \$1,500+gst venue hire will be charged if you wish to use Willow for guest numbers between 80 & 90.

## **DECORATIONS**

Burning candles are not permitted unless they are enclosed in a jar. These will need approved by Willow & Ivie.

Confetti balloons are discouraged. A cleaning fee will be charged for a burst balloon.

## **BRIDAL ROOMS**

Bridal rooms can be accessed up to 1 hour prior to your chosen ceremony time without hire charges.

## **LIQUOR LICENCE**

Willow & Ivie is a fully licensed venue until **11.00pm**. The bar and all music must cease at 11.00pm sharp. Guests must have vacated the premises by 11.30pm without charge. No BYO is permitted.

## **MUSIC**

Willow & Ivie staff reserve the right to control music levels.

## **RESPONSIBILITY OF GUESTS AND CONDUCT**

The person who has signed the booking agreement is responsible for the behavior of guests. That person will be liable for the cost of any damaged or missing equipment and damages incurred to the venue or in the grounds during the function. This includes broken glassware at \$25 per glass.

**The terms of this contract is accepted by:**

**Client's Signature:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Willow & Ivie Coordinator:**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_