



*Wedding Terms
& Conditions*

2010 - 2011

Bayview Tower, Peppoon

Terms & Conditions for Wedding Function Services

PLEASE READ THIS DOCUMENT CAREFULLY IT CONTAINS IMPORTANT INFORMATION

1. DEFINITIONS

- 1.1. "Bayview Tower" means the managers and employees
- 1.2. "Business Day/s" means any day from Monday to Friday inclusive, except public holidays

2. BOOKINGS

- 2.1. Reception Room space will only be held tentatively for 14 days from the date Bayview Tower accepts your booking. After the 14 days a deposit is required or the booking will be cancelled.
- 2.2. Confirmation of your booking is required in writing to Bayview Tower, and a deposit payment made (see section 4 below) within fourteen days of making your booking. If a signed copy of this "Terms & Conditions" document and a deposit are not received by Bayview Tower within fourteen days, all space will be released and your booking may be cancelled.
- 2.3. 14 clear Business days before your function, final payment to Bayview Tower is required.

3. INFORMATION REQUIRED FOR BAYVIEW WEDDING COORDINATORS

Bride (full-name):
Groom (full-name):
Address:
Home Phone:
Mobile #:
Email:
Wedding Day / Date:
Ceremony Time / Location:
Reception Time:
Expected No. Of Guests:

Bayview Tower must receive a completed Wedding Confirmation Form

4. DEPOSIT

- 4.1. To maintain your booking a minimum deposit of \$600.00 non refundable in case of cancellation is required within fourteen days of making a booking. If function space is required inside 14 days from initial contact, a deposit of 50% of the estimated costs is required within 48 hours of booking. If the said deposit is not received within the specified time, Bayview Tower reserves the right to cancel the function room and all associated catering.
- 4.2. A further \$600.00 deposit is required at each three (3) month interval from the booking date. This acts as an affordable payment plan
- 4.3. A further deposit, 50% of the remaining balance is required 2 months before the function is to take place
- 4.4. The remaining amount owing is required to be paid 14 working days before the function date
- 4.5. Our dedicated wedding team will work non-stop with you throughout the course of your wedding preparations

5. PAYMENT

- 5.1. As stated above, full payment is required 14 working days prior to the event commencing. Services will not be provided without the final payment being received

6. WEDDING FUNCTION DETAILS

- 6.1. You are required to provide Bayview Tower in writing the particulars of all beverages, entertainment, technical requirements, room set ups, starting and finishing times in connection with your function. These details are required at least two (2) months before your function.

- 6.2. Guaranteed Numbers – final attendance numbers must be notified to the venue two (2) months prior to arrival. Any reduction in attendance numbers subsequent to notification of final numbers will be subject to charging at the full contracted amount. Should the attendance numbers decrease by 10% or more of those stated upon reservation at any stage prior to and including notification of final numbers, the venue shall be entitled to charge 90% of the contracted attendance numbers.
- 6.3. You must ensure that nothing is nailed, screwed or adhered in any way to any wall, door or other part of the building unless prior permission is granted by Bayview Tower
- 6.4. Noise restrictions apply for evening functions. Music must be turned off by midnight

7. WEDDING FUNCTION CANCELLATION

If you cancel you function booking

- 7.1. The sum of \$600.00 is non-refundable. (The first payment made)
- 7.2. Between 30 and 60 days before your function you must pay Bayview Tower 25% of the estimated function charge
- 7.3. Between 14 and 30 days before your function you must pay Bayview Tower 50% of the estimated function charge
- 7.4. Within 14 days of your function, full payment for the estimated function charge is required
- 7.5. Any cancellations; changes or additions must be received in writing

8. ACCOMMODATION

- 8.1. Accommodation for the bride and groom is NOT automatically booked by returning the Wedding Confirmation Form. You must either contact Reservations or return the Group Accommodation request to make your accommodation booking
- 8.2. For wedding guests to be eligible to receive the Wedding Guest Rates on accommodation, a Group Accommodation Request must be completed and returned by the bride and groom
- 8.3. Rooms will only be held, without a confirmed accommodation booking, until 60 days prior to the event date. After this time accommodation is subject to availability

9. ACCOMMODATION CANCELLATION

- 9.1. If you cancel or reduce your accommodation booking:
 - 9.1.1. More than 60 days before your function, or if you release more than 50% of your accommodation holdings, Bayview Tower reserves the right to renegotiate your contract
 - 9.1.2. Between 30 and 0 days before your function, or you release more than 50% of the rooms being held by Bayview Tower you will be required to pay 10% of the estimated accommodation charge
 - 9.1.3. If between 14 and 30 days before your function
 - 9.1.3.1. More than 33% of the total rooms are released you will be required to pay 50% of the estimated accommodation charge of those rooms released
 - 9.1.3.2. Between 20% and 33% of the total rooms are released you will be required to pay 25% of the estimated accommodation charge of those rooms released
 - 9.1.3.3. 20% or less of the total rooms being held are released you will incur no charge
- 9.2. If you release rooms being held for you less than fourteen days prior to your group's arrival, you must pay 50% of the estimated accommodation charge of those rooms released
- 9.3. On the day of arrival, "no shows and cancellations" will be fully charged

10. CIRCUMSTANCES BEYOND THE CONTROL OF BAYVIEW TOWER

- 10.1. If Bayview Tower is unable to provide the facilities or any other requirements for your function of any part thereof, or to otherwise perform the terms of this agreement and Bayview Tower's failure to is due to circumstances beyond its decision or control, Bayview Tower is not responsible for any costs, damages or expenses that you may suffer or incur
- 10.2. Bayview Tower cannot guarantee the same co-ordinator throughout the planning process. In the result of c co-ordinator ceasing employment a new co-ordinator will be allocated at our discretion

11. CONDUCT OF THE FUNCTION

- 11.1. Your function must be conducted in an orderly manner and in accordance with the conditions attaching to Bayview Tower's licenses granted under the Liquor Act, 1982. A copy of these conditions is available from Bayview Tower on request
 - 11.2. Bayview Tower may terminate your function if we reasonably believe that your function is not being conducted in an orderly and lawful manner
 - 11.3. Bayview Tower has no responsibility to you for any costs, damages or expenses that you may incur in relation to Bayview Tower's termination of your function
 - 11.4. Bayview Tower may exclude or remove any persons or possessions from you function or from Bayview Towers premises. No food or beverage of the kind, other than those provided by Bayview Tower will be permitted onto Bayview Towers property without the consent of a representative of Bayview Tower.
 - 11.5. Bayview Tower practices principles or responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premises.
12. SPECIAL EFFECTS
Smokes machines or pyrotechnics cannot be operated without the prior authority from Bayview Tower. Should the smoke detectors be set off and the Fire Brigade respond to the alarm, which has been set of by an unauthorised use of smokes machine, or pyrotechnics, you will be liable to any charges incurred by Bayview Tower.
13. ITEMS NOT COLLECTED
Any items not collected after the event will be disposed of within fourteen (14) days
14. LOSS & DAMAGE TO BAYVIEW TOWER PROPERTY
You are responsible for all loss and damage to the property of Bayview Tower (including the premises and any fixtures, furnishings or goods) caused by arising from any act or omission by your, your guests or any other persons attending your function or present in Bayview Tower Rooms.

IMPORTANT NOTICE

Please read these terms & conditions carefully. If you do not understand any of the terms & conditions or have any question please discuss them with your appointed Wedding Coordinator.

If you have read and understood the terms set out above and accept them, please sign the terms. In signing the terms, they are binding upon you.

Wedding Confirmation Form

BRIDE:..... GROOM:

ADDRESS:

HOME PHONE: MOBILE:

EMAIL:.....

WEDDING DATE:

CEREMONY LOCATION:

CEREMONY TIME: RECEPTION TIME:

APPROXIMATE NUMBER OF GUESTS:

(Final Numbers required two months in advance)

DEPOSIT PAYMENT	DEPOSIT <i>please advise amount:</i>	\$
<input type="checkbox"/> CREDIT CARD	<input type="checkbox"/> CHEQUE	<input type="checkbox"/> DIRECT BANK DEPOSIT <i>Please complete details below</i>
<input type="checkbox"/> CREDIT CARD	Card Type:	
	Cardholder's Name:	
	Card Number:	
Card Expiry Date:		
DIRECT BANK DEPOSIT <i>Please fax a copy of the bank receipt to 07 4939 3915</i>	Please phone (07) 4939 4500 for Direct Bank Deposit Details	
FINAL ACCOUNT PAYMENT		<i>(Required 14 working days prior to event)</i>

Note: Regarding the Direct Bank Deposit, you must use the BRIDE and GROOM's surname as a reference when transferring payment

I agree that I will be liable for the payment of any charges directly related to my wedding at Bayview Tower and I have read and understand the Bayview Tower Terms & Conditions.

Signature: Date:

Name (print):..... Date:

Please return this form, along with the group accommodation request within 14 days of making a tentative bookings.

Thank-you.

Wedding Accommodation Request

BRIDE:..... GROOM:

ADDRESS:

HOME PHONE: MOBILE:

EMAIL:.....

WEDDING DATE:

Bride & Groom's Accommodation

ARRIVAL DATE:..... DEPARTURE DATE:.....

WEDDING PACKAGE

- Bayview Luxury Wedding Package
- Bayview Necessity Wedding Package
- Bayview Sea Breeze Wedding Package
- Bayview Renewal of Vows Package

Accommodation Room Type:

- Bayview Room
- Skyline Room
- Deluxe Suite

Credit Card Details:

Card Type:

Cardholder's Name:

Card Number: Confirmation Number:

Expiry Date: (Bayview Tower Reservations to insert)

Guest Accommodation Block

Majority of Guests – Arrival Date: Departure Date:

Please write in the table provided the number of rooms to be reserved for your guests to book.

ROOMS WILL ONLY BE HELD TWO MONTHS PRIOR TO WEDDING DATE

Required Rooms	Queen	Queen Single	Family (Q, S, S)
Bayview Room			
Skyline Room			

** We cannot guarantee availability on all room types*

** Trundle beds are available at \$20 extra*

** Bookings for more than five (5) rooms receive a 10% discount*

*Your guests are required to contact our Reservations Department on **07 4939 4500** or email*

enquiries@bayviewtower.com.au to book their accommodation

Credit card details will be required to guarantee reservations

Please inform your guests to quote the Bride & Groom's names