



5 Rose Street, Wilberforce NSW 2756
Wedding Co-ordinator: Louise Dewar
Mobile: 0427 147 156
Email: info@rusticweddingssydney.com.au
Website: www.rusticweddingssydney.com.au

WEDDING & SPECIAL OCCASION BOOKING FORM

Party 1: Bride/Groom/Partner

Contact Email: **Contact Mobile:**

Party 2: Bride/Groom/Partner

Contact Email: **Contact Mobile:**

Wedding Date: **Contact on the day:**

Please select the following occasion:

- Engagement
- Pre Wedding Shoot only
- Ceremony only
- Wedding Photos only
- Reception only
- Ceremony and Reception

Location of Ceremony:

Time of Ceremony:

Location of Reception:

Time of Reception:

Expected Bridal Party numbers:

Expected Guest numbers:

Wedding Theme and colours:

.....

Vendors onsite:

.....

The APV and RWS's management has the absolute right to decline/cancel any booking and/or refund any payment at any time should an unforeseen event beyond their control occur-including major incidents, natural disasters, terrorist or criminal activities. All verbal advice is given based upon the best intention and information available, under no circumstances should verbal advice be acted upon or deemed final, without written confirmation.

TERMS AND CONDITIONS

Thank you for choosing The Australiana Pioneer Village as the venue for your Wedding. To confirm your event, please sign your agreement to the following Terms and Conditions and return with your security Deposit. A seven (7) day tentative booking may be placed without any obligation. Once the tentative booking period lapses, RWS and the APV reserves the right to release the tentative reservation and allocate the venue to another person without further notice.

DEFINITIONS For the purpose of these terms and conditions, the following definitions apply:

“Booking Form” means the form provided to you prior to your event stating all details of your function.

“RWS” means Rustic Weddings Sydney and its managers, supervisors and employees

“APV” means the premises situated at the Australiana Pioneer Village, Wilberforce.

1. BOOKINGS

- 1.1. Your chosen date will be held tentatively for seven (7) days, from the date RWS accepts your booking.
- 1.2. Confirmation of your booking is required in writing to RWS, and a security bond deposit payment made (paragraph two (2) below) within seven (7) days of making your booking. If a signed copy of this “Terms and Conditions” document and a deposit are not received the date will be released and your booking may be cancelled. Exceptions and extensions may apply at management’s discretion.
- 1.3. Thirty (30) days before your function, final payment to RWS is required.

2. DEPOSITS AND PAYMENTS

- 2.1. A \$750 non-refundable deposit is required within seven (7) days of booking. The deposit is to be paid with terms and conditions signed and returned before your booking is guaranteed. Tentative bookings without a deposit paid and terms and conditions signed will only be held for a period of seven (7) days. RWS reserves the right to release any tentative bookings after the seven (7) days.
- 2.2. Nine (9) months prior to your wedding date, 25% of your estimated wedding cost is required to be paid
- 2.3. Six (6) months prior to your wedding date, 50% of your estimated wedding cost is required to be paid
- 2.4. Three (3) months prior to your wedding date, 75% of your estimated wedding cost is required to be paid
- 2.5. One (1) month prior to your wedding date, 100% of your wedding cost is required to be paid
- 2.6. Services will not be provided without the final payment being received.
- 2.7. Credit card details are to be supplied if the security bond deposit does not cover incidentals or damage

3. WEDDING CANCELLATION AND CHANGES TO ORIGINAL BOOKING

- 3.1. All cancellations are required in writing. If the wedding date is changed but not cancelled, any payments will be forfeited unless the venue is hired out by another wedding. Change-of-mind from wedding to ceremony will be subjected to the full contracted amount regardless the circumstances. You agree to begin your ceremony or wedding at the schedule time and have all guests vacate the premises at the time agreed.
- 3.2. All deposits / payments are non-refundable.
- 3.3. Notice within nine (9) months of your wedding date, 25% of the wedding cost will be charged.
- 3.4. Notice within six (6) months of your wedding date, 50% of the wedding cost will be charged.
- 3.5. Notice within three (3) months of your wedding date, 75% of the wedding cost will be charged.
- 3.6. Notice within one (1) month of your wedding date, 100% of the wedding cost will be charged.

4. WEDDING DETAILS

- 4.1. You are required to provide the RWS in writing, particulars of all vendors, beverages, entertainment, technical requirements, room set ups, starting and finishing times in connection with your wedding. These details are required at least two (2) months before your wedding.
- 4.2. Guaranteed numbers – final attendance numbers must be notified to the RWS thirty (30) days prior to your wedding. Any reduction in attendance numbers within twenty-one (21) days prior to your wedding will be subject to charging at the full contracted amount.
- 4.3. 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 RWS
- 4.4. All guests are required to observe housekeeping rules, trespass, noise (music is to be finalised by 10.00pm, guests, vendors to be departed by 10.30pm) and general behaviour, particularly at night. No vehicles or persons are to remain on site after 10.30pm. Anyone in your party creating nuisance may be asked to leave the premises immediately and will be liable for any damages caused either to other guests or the proprietor.

5. PRICE VARIATIONS

- 5.1. Whilst every effort is made to maintain prices as printed or quoted, they may be subject to increase without notice to cover unforeseen price rises. Please note: each package is increased on January one (1) each year.
- 5.2. If your wedding date is changed to the next year for any reason, the new wedding package prices and venue hire fees will apply.

6. OPERATING HOURS

- 6.1. The APV operates from 10.00am to 4.00pm on Sundays. Other operating hours are by agreement between the APV and RWS only.
- 6.2. Ceremony packages are permitted in the morning only, total time onsite is two (2) hours. Weddings only total time is five (5) hours. Combined Ceremony and Wedding Packages total time of six (6) hours. The RWS will provide a quote for an extended hire period if requested.
- 6.3. All functions are to cease by 10.30pm, with all guests, vendors and hire items removed from premises and gates secured. Failure to do so will forfeit your security bond deposit.
- 6.4. A fee of \$100.00 per 15 minutes is payable if your event does not end at the time advised on your booking form.

7. SUBSTITUTION OF SITE

- 7.1. RWS may assign you to another ceremony site or reception area in the event that the area or room originally designated for your wedding area is deemed inappropriate.

8. WET WEATHER

- 8.1. We cannot guarantee a suitable wet weather option if maximum numbers are expected in the shearing shed. Five (5) days’ notice is needed if you wish to transfer the ceremony into the school house. In the event you choose to hold your wedding in the open and the weather becomes inclement prior to the commencement or during your ceremony and you request the RWS to move to another site, a fee of \$1000 including GST will be charged.

9. CIRCUMSTANCES BEYOND THE CONTROL OF RUSTIC WEDDINGS SYDNEY AND THE AUSTRALIANA PIONEER VILLAGE

- 9.1. If the APV is unable to provide the facilities or any other arrangements for your wedding or any part thereof, or to otherwise perform the terms of this agreement and the APV failure is due to circumstances beyond its decision or control, such as Fire, Water Damage, or other circumstances outside the control of The Australiana Pioneer Village which make it impossible to fulfil the agreement, entitle The Australiana Pioneer Village to cancel the arrangement without any responsibility to reimburse indemnification or any other compensation to the customer. RWS is not responsible for any costs, damages or expenses that you may suffer or incur.
- 9.2. RWS cannot guarantee the same co-ordinator throughout the planning process. In the result of a co-ordinator is unavailable or ceased employment a new co-ordinator will be allocated at RWS discretion.

10. CONDUCT OF THE WEDDING

- 10.1. Your wedding must be conducted in an orderly and lawful manner.
- 10.2. RWS may terminate your wedding if RWS reasonably believes that your wedding is not being conducted in an orderly and lawful manner.
- 10.3. RWS has no responsibility to you for any costs, damages or expenses that you may incur in relation to the RWS 's termination of your wedding.
- 10.4. RWS may exclude or remove any persons or possessions from your wedding or from the APV premises.
- 10.5. The APV is BYO. We ask you to take responsibility for the sensible consumption of alcohol at your own event. We request all alcohol is in cans with the exception of wine bottles. We prefer no glass onsite. RWS has the right to remove intoxicated persons who are disturbing the peace
- 10.6. If security is deemed necessary at your event this cost is incurred by you.
- 10.7. Smoking is not permitted inside the shearing shed or village greens or anywhere that food and beverages are being served. Smoking is only permitted within the designated area.

11. SURCHARGES

- 11.1. A surcharge of \$250 per hour is applicable if a ceremony and wedding continues longer than six (6) hours.
- 11.2. A surcharge of \$500 per hour is applicable if a ceremony and wedding continues longer than six (6) hours on Public Holidays.
- 11.3. A cleaning fee of \$250.00 will apply if rubbish or cigarette butts are not disposed of in the supplied waste bins and sand pails. This includes but not limited to the retrieval of all cans, bottles, cigarette butts and waste left within the shearing shed and village grounds. If the venue is not left in a satisfactory state and additional cleaning is required, this cost will be taken out of your security bond deposit.

12. EXTERNAL SUPPLIERS

- 12.1. Where goods or services are supplied from an external supplier additional terms and conditions may apply, such as additional deposits, earlier confirmation of final numbers or cancellation fees. You are responsible for any fees that may apply in relation to the supplier's terms and conditions.
- 12.2. RWS acts as an agent for external suppliers, such as Caterers, Decorators, Cake Supplier and others, therefore the suppliers hold all responsibility for their services.
- 12.3. We recommend that you arrange your own wedding insurance. You are financially liable for any damage sustained to The APV's property whether by your own action or through the action of your guests or sub-contractors. The APV does not allow anything to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of their Historical Buildings. The use of naked flames is not permitted. Confetti, rice, streamer poppers, sequent scatters and glitter is not permitted.
- 12.4. All external suppliers are to have public liability of ten (10) million or greater a copy is required before they can attend site. Caterers are to hold all health and safety certificates.
- 12.5. The APV supplies, electricity, lighting and hot water to caterers. If other requirements are deemed necessary (shelter, preparation area, trestle tables, etc) further costs will be incurred. This decision will be at the discretion of the APV and RWS.

13. DELIVERY, SETUP AND PICKUP

- 13.1. Outside vendors bump in is only allowed at the agreed time with the RWS.
- 13.2. Alcohol is to be dropped off on the morning of your wedding at 9.00am
- 13.3. Additional items to be brought in at the agreed time with the RWS
- 13.4. APV and RWS cannot guarantee access the day before your wedding for additional setup.
- 13.5. All items are to be removed on finalisation of your wedding.
- 13.6. Any items that have not been collected after the event finalises will be disposed of within seven (7) days.

14. RWS WAIVERS RESPONSIBILITY

- 14.1. For theft, damage or loss of any goods brought onto the APV Premises
- 14.2. Any introduction of food to the wedding and the effect of thereafter.

15. LOSS AND DAMAGE TO THE APV PREMISES

- 15.1. You are responsible for all loss and damage to the property of the APV and RWS (including the APV premises and any fixtures, furnishings or goods and the decorations supplied by RWS) caused by or arising from any act or omission by you, your guests or any other persons attending your wedding or present on the premises

Please read these terms & conditions carefully. If you do not understand any of the terms & conditions or have any questions, please discuss them with our Wedding Co-ordinator. In paying the Security Bond deposit, these terms and conditions are binding upon the client.

Please return by email: info@rusticweddingssydney.com.au this completed form along with your remittance advice for the Security Bond Deposit Electronic Funds Transfer (EFT): Rustic Weddings BSB: 012-625 Account: 254304813

By signing your name below, you acknowledge the fact that you have filled out the booking form as completely and accurately as possible and that you have read, understood and agree to our terms and conditions.

.....
 Bride/Groom/Partner's Signature

.....
 Date

.....
 Bride/Groom/Partner's Signature

.....
 Date

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