

House of Laurels
Function Booking Form

We _____, _____ wish to reserve House of Laurels for our Wedding / Function on ____ day of _____ 20__ . We have read, understand and agree to the terms and conditions set out below in addition to extended Terms and Conditions supplied in House of Laurels Wedding Pack _____ (Please initial).

We can be contacted on the following details:

Bride's Full Name	
Groom's Full Name	
Home Telephone/s	
Mobile Telephone/s	
Work Telephone/s	
Email Address/s	
Postal Address	

- ❖ Cancellations must be given in writing, deposits are non refundable for any reason even if date is re-booked. _____ (Please initial)
- ❖ Cancellation of guests within 21 days prior to wedding will not be refunded or negotiated.
- ❖ We have read and agree to the minimum number of adult guests as set out in our extended terms and conditions. _____ (Please initial)
- ❖ \$1500.00 deposit/ bond payable with booking form will be refunded within 3 -5 business days after function and is not taken off total price of your function
- ❖ Final numbers, menu and beverage selections must be given by 28 days prior to function date.
- ❖ Final payment is to be made 21 days prior to function date. Final numbers stated at 21 days prior will be number of guests charged & not negotiable
- ❖ A 5% surcharge on total bill will apply to any late settling of account
- ❖ All Special Offers apply only at time of booking confirmation. Subsequent advertised offers will not apply.
- ❖ Any menu or beverage list supplied late could result in a chef selection
- ❖ House of Laurels does not take any responsibility for loss or damage to guests property prior, during or after the function and will be the Bride & Groom's responsibility
- ❖ Full booking of main guesthouse accommodation is required
- ❖ If excessive cleaning is required after the function a fee will be applicable
- ❖ Management prohibits the sale or consumption of alcoholic beverages on the premises other than those supplied by House of Laurels
- ❖ All Credit Card payments are subject to a 2% surcharge
- ❖ Prices are inclusive of 10% GST unless otherwise stated
- ❖ Package prices will be retained upon payment of security bond
- ❖ Due to market conditions menus and beverage list are subject to change without notice

Bride Signature: _____ Groom Signature: _____

Print Name: _____ Print Name: _____

Date: ___/___/____

Date: ___/___/____

Thank You For Choosing House of Laurels