

Extended Terms and Conditions

McLeod Services PTY Ltd T/a House of Laurels caters for weddings, functions and accommodation. Following are the terms and conditions that we trade with and require signed acknowledgement. We look forward to hosting your special day with outstanding professionalism and first class service. We are able to arrange or co-ordinate as much as or as little you require to fulfil your needs.

Tentative Bookings & Deposits

1. Tentative bookings will be held for 7 days only. The date is only confirmed when the minimum deposit of \$1500.00 is received together with a signed Terms and Conditions Function Booking form. We reserve the right to cancel your tentative booking and allocate the venue to another client if the deposit is not received within the 7 days.
2. Please note that your deposit will act as a bond and will only be refunded within next 3 - 5 business days after your function date. It is not deducted off the total price of your function. This bond acts as a security against any damages caused or any last minute extras you may require.

Cancellations

If cancellation occurs, the following conditions apply:

1. The deposit is non refundable or transferable for any reason even if the date is re-booked.
2. Cancellations must be submitted in writing.
3. Any Cancellations under 180 days of date of function will be required to pay 50% of the expected revenue costs and a debt will be occurred by all signed parties.
4. Any Cancellations under 90 days of date of function will be required to pay 75% of the expected revenue costs and a debt will be occurred by all signed parties.
5. Any Cancellations under 21 days of date of function will be required to be pay full amount of expected revenue costs and a debt will be occurred by all signed parties
 - Please note if cancellation occurs you will be charged the current price for the Ultimate Package at the minimum number required for your date.
6. House of Laurels reserves the right to cancel booked functions due to unforeseen reasons beyond our control. Any monies paid to us will be refunded in full.
7. House of Laurels reserves the right to cancel booked functions if all or parts of our booking requirements are not met. Any monies paid will not be refunded or negotiated.

Minimum & Maximum Numbers

1. Minimum 75 adults for Saturdays and minimum 60 adults for Fridays & Sundays in March, April, May, September, October & November
2. Minimum 60 adults for Saturdays in January, February, June, July, August & December
3. Minimum 80 adults for all public holidays, Easter weekend, Christmas Eve and New Year's Eve
4. Build Your Dream is minimum 85 adults for Saturdays and minimum 60 adults for Fridays & Sundays in March, April, May, September, October & November
5. Build Your Dream is minimum 70 adults for Saturdays in January, February, June, July, August & December
6. Minimum 50 adults for all other days of the week at anytime during the year
7. Smaller numbers may be accepted upon negotiation & booking or due to late cancellations
8. Maximum capacity is 140 seated, 200 stand up cocktail style

Children/Minors/Professionals

1. Children meals 3yrs and under are free of charge, children between 4yrs to 12yrs are charged at \$25.50 and minors between 13yrs to 17yrs will be charged at the non-beverage price dependant on which package you have chosen. However should you child or minor not require a meal but be required to have a seat at the main reception a \$15 set up fee will apply.
2. Any activities supplied for children at tables during a function must be void of markers or any other items that are able to permanently stain Laurels property. Any damages will incur a replacement cost to the host.
3. All children must be strictly supervised and remain with parents or guardians at all times during the function. No liability will be taken with regards to the Pool/Fountain in the Courtyard. Children must be supervised at all times around this.
4. Any damages caused by children or minors to the property at any duration of their stay will be charged to the host.
5. House of Laurels can provide DJ, photographer, etc professional meals at a cost of \$44.00 which consists of an entree, main and non alcoholic beverages. Should you wish for your professional to be seated with the main reception guests then they must be included in your final number of adult guests.

Accommodation Requirements

1. We have four rooms in the main guesthouse available for you and your guests and it is a requirement that these rooms are booked the night of your function. Laurels four rooms are subject to availability for the night(s) prior to your function date in case another function is to book on that day. If interest is shown in acquiring the House for additional nights, notification will be given as soon as possible.
2. Only guests staying at Laurels are permitted to use any of our facilities after reception. Before service only, Bridal Party and guests staying at the premises are permitted into Laurels. Checkout is at 10am for all rooms except the family room which is 9am should we have another bride wanting to check in to get ready.
3. Main House rooms booked are inclusive of breakfast. Outside guests are welcome to join Houseguests for breakfast at a cost of \$18.50 per person, House of Laurels cottage guests at \$15.50 per person. Breakfast is served at 9:00am and all additional numbers booked for breakfast will be the number charged.
4. For insurance purposes, all Houseguests are required to complete a registration details on arrival.
5. The Bride & Groom are responsible for those who stay at Laurels

Prices & Menus

1. Due to market conditions menus and beverage list are subject to change without notice.
2. Package prices will be retained upon payment of security deposit
3. All prices are inclusive of GST, unless otherwise stated.
4. Menu selection needs to be confirmed 21 days prior to function.

Payment & Final Numbers

1. Final payment is required 21 days prior to function in addition to final numbers and menu & beverage selection. This will be the minimum number charged to your account.
2. Final numbers are to be confirmed 28 days prior to function.
3. Any menu and beverage selections supplied after the 21 day period could incur a selection made by in house chef due to availability of supplies.
4. Any late payment to settle account will incur a 5% penalty charge on total cost.
5. Payment can be made either by cheque, payable to House of Laurels, by credit card (please note a 2% surcharge apply to all credit card transactions), or by direct debit to House of Laurels, BSB 014 645, A/C 107766567.

Wet Weather

1. If the weather is inclement on the day of your function our Roman Courtyard is our wet weather option as this area can have a marquee erected. Should you choose to have your ceremony or pre dinner drinks in this area under the marquee you are subjected to a \$650 fee for hire, erecting, dismantling and cleaning of marquee. The decision to erect the marquee can be made no later than 4 hours prior to your package starting time. However should your number of guests be 50 or less you may redirect your service and pre dinner drinks to our pre erected marquee for no additional surcharge.

Excessive Cleaning, Damages or Loss of Property

1. A fee for excessive cleaning to accommodation or function areas will apply if required.
2. Any damage caused before, during or after the function of participants will be the Bride & Groom's responsibility.
3. No metal cut sprinkles, glitter or confetti allowed in main function room or grounds.
4. McLeod Service Pty Ltd trading as House of Laurels will not accept any responsibility for damages to or loss of merchandise left in the function area prior to, during or after the function. Clients are financially responsible for any damages sustained to Laurels by the client, client's guests, invitees or other persons attending the function, whether in the area reserved or another part of Laurels.
5. Our onsite cottages are fully self-contained and therefore the washing up of dishes is the responsibility of the guests. Please assure the above is done to prevent cleaning charges to be charged to the Bride & Groom.

Food & Beverages

1. For Main House guests, food and beverages may only be brought into the premises with prior consent and only to be consumed in preparation to the start of your function. Beverages will not be allowed in rooms after the completion of your function and any disregard of this request will incur loss of bond. Please note there are no refrigerators in the rooms or main house; however should you wish to use one during office hours please see management, unfortunately this refrigerator is not available after hours.
2. Cottage guests may bring additional beverages and food as these premises are self-contained.
3. No food, non-alcoholic or alcoholic beverages are to be brought onto House of Laurels grounds or premises once your Wedding Package has started. Any of these to be found will be confiscated and will incur loss of bond. This is a non-negotiable term due to Liquor Licensing.
4. McLeod Services Pty Ltd trading as House of Laurels is very concerned regarding guests consuming alcohol and then driving. If we are aware of over the limit drivers, we request that all concerned realise that we are within our rights to arrange alternative transport. There is a Mini Bus service can be arranged to take guests back to their accommodation. If you wish to book this service please contact House of Laurels management.
5. House of Laurels takes no responsibility for intoxicated guests after leaving our premises.
6. Any guests displaying objectionable behaviour will be requested to vacate the premises.
7. As we are not a restaurant and do not trade every day we are unable to offer food tastings.

Smoking

1. Smoking is strictly prohibited in all buildings and function area and is only allowed in the designated areas.

Package & End of Function

1. Package times - quarter of an hour before your package time limit is to finish, you will be required to farewell and all guests are to leave at the required time. Should you wish to extend your package time you will be required to pay a surcharge of \$150.00 per half hour exclusive of beverages. Beverages may be charged by per consumption, bar tab or \$4.75 pp per half hour excluding spirits.
2. Guests are required to exit the premises no later than a ½ hour superseding end of package time or a \$500 surcharge will automatically be incurred and deducted from security deposit/ bond.
3. Laurels ask all guests to respect the surrounding neighbourhood and ask that guests leave with a minimum of noise. Also that all amplified music must be decreased to an acceptable level after 11.00pm.

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