



Sue Jarvis Gallery Garden
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Wedding Bookings Terms & Conditions

These Terms & Conditions cover your use of the Sue Jarvis Gallery Garden for your wedding function and are to be read together with the Weddings Function Booking Form/Quotation provided to you. These terms and conditions apply once you have accepted our Weddings Function Booking Form/Quotation.

1. Wedding Package

Standard Wedding Packages include:

- a) Exclusive access to the Sue Jarvis Gallery Garden, and the services chosen by you
- b) The services outlined & confirmed in our Weddings Function Booking Form/Quotation to you
- c) Sue Jarvis Gallery Garden Onsite Manager for the duration of your event
- d) Use of 30 wooden garden chairs, 30 umbrellas, Gazebo for guest use or bridal party use, arbour, toilet facility, gallery for informal bridal party use pre-service, registry table & chairs.
- e) Onsite car parking for 30 cars (see car parking map). Parking not permitted on the lane.

2. Booking fee & Bond

To accept our Weddings Function Booking Form/Quotation and secure the wedding function date, you must:

- a) Complete & return the Weddings Function Booking Form/Quotation and accept our terms & conditions by email. We will hold the date for your wedding for **30days only** from the date of our quotation emailed to you.
- b) Pay to us a Booking Fee of \$200 (non-refundable) & a bond of \$250 with your booking form and acceptance of our terms & conditions within 30days from the quotation quotation date.
- c) Upon receipt of your booking fee & bond, acceptance of our Weddings Function Booking Form/Quotation & signed terms & conditions, we will forward you a personalised Sue Jarvis Gallery Garden wedding kit to assist you leading up to and on the day of your wedding.

2. Terms

One (1) month prior to the Wedding Date, you must pay to us the balance of the full quoted price. You acknowledge that our obligation to provide the goods and services

under these terms and conditions is subject to you first making a Booking payment fee and bond.

3. Access and Decorations

Sue Jarvis Gallery Garden will be available for set up 2 hours prior on the day of the Function. Access for set up can be arranged with the onsite Manager in advance. Any decorations proposed to be secured to the gallery (internal or external) must be first approved by the onsite Manager.

4. Parking

Guests and suppliers are to use the approved designated parking area only (see map). In wet weather, all parking is to be on sealed or gravelled areas. Disabled parking is available in marked zones near gallery. All parking must be on site.

5. RSA, Smoking, Children, Animals

Service of alcoholic beverages are subject to responsible service of alcohol in accordance with RSA requirements and managed through external providers only. Parents will be held responsible for the actions of their children. Animals are permitted on the condition that they are securely tethered at all times.

6. Celebrant, Entertainment & a Contact on the day of the Function

You are responsible for the engagement of entertainment. Please be aware that there are no electricity points in the garden. Musicians and celebrants must provide their own broadcasting system, if required. We comply with residential zone noise level restrictions in the area; no music noise is allowed past 6pm. It is important we have a contact/s other than you to liaise with/act on your behalf on the day of the Function. Can you please ensure you provide us contact details (name & mobile) of the person/s for our records.

7. External Suppliers

You must provide us with the details of any external suppliers or contractors and their requested access requirements seven days prior to the Function date. We accept no responsibility for your use of external suppliers. Photographers may inspect the site prior to the event on arrangement with Sue Jarvis Gallery Garden,

8. Onsite Manager

Sue Jarvis Gallery Garden Onsite Manager will be present for the duration of the function. This person will be available to assist you with technical aspects of the site. You must follow the reasonable directions of the Onsite Manager during your function. The manager can suggest when shelter is required due to sudden inclement weather.

9. Loss & Damage

You are responsible for any loss and/or damage to the Sue Jarvis Gallery Garden, including but not limited to facilities, furniture, fixtures and fittings, equipment, umbrellas, and gardens caused by you, your guests, or suppliers, in connection with the function.

You indemnify and hold us harmless against any liability, cost or loss (including legal costs on a solicitor-client basis and consequential loss) incurred by us arising from your breach of these terms and conditions or misuse of the Sue Jarvis Gallery Garden and from any claim against us by any third party, including your guests, in connection with the function. You warrant that all contractors or sub-contractors providing services to you for your event at the Sue Jarvis Gallery Garden hold current workers compensation and public liability insurance.

10. Payments

Payments can be made by direct deposit into Sue Jarvis Gallery Gardens account. Bank BSB 063 733, Account 1048 4225. Credit card privacy laws are respected.

11. Bond

You agree to pay a bond of \$250 at the same time you pay your Booking Fee. The Bond is to cover any damages that may occur to the gallery venue, equipment, furniture, fixtures and fittings, gardens and surrounds at the Sue Jarvis Gallery Garden, if applicable. The Bond will be refunded seven (7) working days following the Function Date, and if activated, less any costs incurred due to damage.

12. Cancellation and Refunds

Following acceptance of our quotation, if you cancel your Function at any time, the Booking Fee is non-refundable. Your bond paid will be fully refunded. We reserve the right to cancel your booking if monies due for payment under invoice have not been received within 14 days of the invoice date. Cancellations must be in writing.

13. Emergencies

Sue Jarvis Gallery Garden is located in the Eastern Dandenong Ranges, a bushfire prone region. In-line with our bushfire policy, and emergency management authorities advice, we close on catastrophic & Code Red days. These circumstances are out of our control and means your Function can't go ahead. We will advise you as soon as possible following the advice of emergency management authorities. The full amount paid by you will be refunded, or another available day can be booked.

We have read and understood Sue Jarvis Gallery Gardens above wedding terms and conditions:

Partner 1

Partner 2

Sign:

Sign.....

Print:

Print:

Date:

Date: