

# TERMS & CONDITIONS

To help ensure that your wedding reception is a success we provide you with our terms and conditions:

## 1. Booking your Reception

To confirm your booking you must sign and return the Booking Form along with payment of the booking fee. A non-refundable booking fee is required to secure the date for your wedding.

**Conservatory Garden** (up to 150 guests) - \$1200 booking fee (\$650 room hire charge & \$550 to come off the final invoice)

**Whole Venue** (150+ guests) - \$2200 booking fee (\$2200 whole venue hire charge)

Radcliffe's pricing generally remains stable throughout the year, however we may offer discounts for weddings held Monday-Thursday or during June, July & August. Public Holidays will incur a \$1000 surcharge.

## 2. Minimum Spend

Minimum spend is required during peak season, from October-December and March-April, and on other Saturdays throughout the year. The minimum spend is calculated on food and beverages only (excludes venue hire or other hire items).

Saturday in peak season           \$10,000

Any other Saturday                 \$7,500

## 3. Final Numbers

Final guest numbers are required 14 days prior to the wedding, along with any floorplans and guest seating lists. At this time please also advise us of any dietary requirements for your guests. These final numbers will be the numbers billed for even if there are late cancellations. Once final numbers are received by Radcliffe's no alterations to the invoice will be made so please allow for extra guests if you are unsure of their attendance. Please be advised that credit card payments will incur a 2% service fee.

## 4. Final Payment

All payments should be paid directly in to our account 10 days prior to the wedding date. Bank details can be found on your invoice. Credit card payments will incur a 2% surcharge.

## 5. Menu Selection and/or Tasting

Menu items are samples only as our menus change frequently. A current menu can be provided 4 to 8 weeks prior to the reception. Tastings are available on selected days for a minimum of 5 guests at \$65.00 per person and includes a two course lunch for each guest.

## 6. Outside Food & Beverages

Radcliffe's is a fully licenced and catered venue. No outside food or beverages will be allowed inside the venue with the exception of your wedding cake.

## 7. Set-Up

Setting of the room with round tables is included in the booking fee. If you would prefer to have trestle tables there is a \$150 set-up fee. Access to the venue for set-up will vary depending on availability. You may be able to set up a day or two before if the room is available, and in peak season you may not have access to the room until 12pm on your wedding day. Radcliffe's staff are happy to assist in setting out your decorations. Please speak to our functions coordinator if you have any concerns.

## 8. Flowers/Greenery

Only flowers or greenery from reputable florists will be allowed inside Radcliffe's Conservatory Garden. This is to protect the vines from diseases, pests, and other elements which may have a negative impact on the living vines.

## 9. Children

Children attending must be fully supervised by an adult at all times. As part of Radcliffe's house policy, all minors under the age of 18 are not permitted to consume alcohol on the premises.

## 10. Band/Entertainment

All entertainment will be arranged externally by you including payment and deposits. Under our council permit zone, music must cease at 12:00am or 11pm on Sundays. Noise levels throughout the reception must comply with house regulations, and we ask that you keep music levels to a respectful "dinner music" level until 8:30pm to be courteous to our restaurant guests next door.

## 11. Cancellation Policy

Cancellations must be in writing and the booking fee will be forfeited. A change or postponement of the wedding will be considered a cancellation and the above charges will apply, unless otherwise agreed upon with management. If the cancellation is within 30 days of the event a 50% charge of all food and beverage cost will apply.

## 12. Damages

The client is financial responsible for any damages that are sustained to the venue which are caused by the client or any other persons attending the wedding. Cleaning is included in your room hire cost, however additional charges may apply if the function has created additional cleaning required outside the usual cleaning obligations, such as confetti or table scatters. Radcliffe's does not accept responsibility for the damage or loss of goods, equipment or other personal articles left on the premises before, during or after the function.

## 13. Disclaimer

We try to maintain our quoted function prices, but due to seasonal price differences our prices may be subject to alteration. Therefore, prices and information in the brochure are subject to change without notice.

# BOOKING FORM

Wedding Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Day of Week \_\_\_\_\_

Bride Phone \_\_\_\_\_ Groom Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

Expected Number of Guests Including Bridal Party: Adults \_\_\_\_\_ Children Under 12 \_\_\_\_\_

## Menu:

2 Course Alternate Service \$70pp	<input type="checkbox"/>	2 Course Platters \$74pp	<input type="checkbox"/>	3 Course Buffet \$66pp	<input type="checkbox"/>
3 Course Alternate Service \$82pp	<input type="checkbox"/>	3 Course Platters \$90pp	<input type="checkbox"/>		
Cocktail pkg 1 \$62pp	<input type="checkbox"/>	Cocktail pkg 2 \$67pp	<input type="checkbox"/>	Cocktail pkg 3 \$75pp	<input type="checkbox"/>

## Drink Package:

Bronze @ \$55pp	<input type="checkbox"/>	Silver @ \$60pp	<input type="checkbox"/>	Gold Beer @ \$64pp	<input type="checkbox"/>
Gold Wine @ \$64pp	<input type="checkbox"/>	Diamond @ \$72pp	<input type="checkbox"/>	Bar Tab @ \$35pp	<input type="checkbox"/>

## Complete package:

Deluxe Package: 3 Course Buffet & Bronze Beverage package @ \$115pp

Premium Package: Canapes, 2 Course Alternate, Dessert Platters & Bronze Beverage Package @ \$140pp

Superior Package: Canapes, 3 Course Alternate, Diamond Beverage Package @ \$162pp

## CREDIT CARD INFORMATION (required for all bar tabs)

Credit Card Type:  MasterCard  Visa

Number: \_\_\_\_\_

Expiration Month: \_\_\_\_\_ Expiration Year: \_\_\_\_\_

Cardholder Signature X \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Security Code: \_\_\_\_\_

**In signing and completing this form, we agree that we have read and understand the terms and conditions to booking our wedding at Radcliffe's and confirm the above information is true and correct.**

Name of Bride \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Groom \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Collected by Radcliffe's Staff Member \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### EFT BANKING DETAILS

Name: Radcliffes Echuca

BSB: 013 671

ACCOUNT NUMBER: 289625836

Reference: Please use your surname as a reference

Please don't hesitate to contact us at [info@radcliffes.com.au](mailto:info@radcliffes.com.au) if you have any further questions.

**PLEASE KEEP A COPY FOR YOUR RECORDS**