

# 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) - \$1500 booking fee (\$800 room hire charge & \$400 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

Fridays in peak season or 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 will be charged an extra \$7 per person if relevant to the chosen menu. Please note we cater for genuine allergies and dietary needs but we do not cater for 'lifestyle choices'. The 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.

## 4. Final Payment

All payments should be paid directly into 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. We do not accept card payments over the phone, the card must be present for payment.

## 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 for the alternate service menu only are available on selected days for a minimum of 5 guests at \$65.00 per person and includes a two course meal 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. Bridal Party Arrival at Reception

We ask the Bridal Party go into the restaurant on arrival. We will seat you at a table and will serve you beverages and food (if applicable and if time allows). Your Function Coordinator will meet with you at this time and instruct you when it's time to be announced into the reception. We request you are courteous to other diners in the restaurant and that you remain seated unless using the restrooms.

## 8. 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 \$300 set-up fee. Radcliffe's will gladly set the tables with all crockery, cutlery, and glassware required and we can put out your centrepieces, placecards, and bonbonnières. If you have a large amount of decorations in excess of this we may ask you come assist in the setting of your decorations. We do not hang signs but you are welcome to come in and hang them at a suitable time before your wedding. 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.

## 9. Flowers/Greenery

Only flowers or greenery from florists or flower markets 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 live vines. We do not allow petal scatters on the ground or on the tables.

## 10. 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.

## 11. Band/Entertainment

Please inform your entertainment they must keep music noise levels to a respectful "dinner music" level until 9pm to be courteous to our restaurant guests next door. 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 will be monitored by management throughout the event. You will be sent a separate Sound Policy which must be forwarded to your musicians.

## 12. Cleaning

Cleaning is included in your room hire cost, however additional charges will apply if the function has created additional cleaning required outside the usual cleaning obligations, such as confetti, glitter, sparkles, or table scatters (none of which are allowed). Radcliffe's does not dispose of your boxes, packaging, or rubbish brought into the venue. You are responsible for removing all boxes and packaging from decorations, gifts, etc.

## 13. Damages

The client is financial responsible for any damages that are sustained either to the venue and/or any lost or damaged decorations which are hired from Radcliffe's. We require a valid credit card for payment of such items. This includes damages 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, flower petals, glitter, 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.

## 14. Cancellation Policy

Cancellations must be in writing and the booking fee will be forfeited. A change or postponement of the wedding date 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.

**Cancellations or postponements Due to any Global Crises:** Cancellations must be in writing and the booking fee will be forfeited.

## 15. Disclaimer

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

# WEDDING BOOKING FORM

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

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

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

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

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

Expected Number of Guests Including Bridal Party: Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children U/12 \_\_\_\_\_

## Complete Package:

Deluxe Package: 3 Course Buffet & Bronze Beverage package @ \$140pp

Premium Package: Canapes, 2 Course Alternate, Dessert Platters & Bronze Beverage Package @ \$160pp

Superior Package: Canapes, 3 Course Alternate, Gold Beverage Package @ \$175pp

## Menu:

2 Course Alternate Service \$80pp  3 Course Buffet \$75pp

3 Course Alternate Service \$95pp  Other

Cocktail pkg 1 \$75pp  Cocktail pkg 2 \$80pp  Cocktail pkg 3 \$90pp

## Drink Package:

Bronze Beverage Package @ \$65pp  Gold Beverage Package @ \$75pp  Bar Tab @ \$40pp

## CREDIT CARD INFORMATION (REQUIRED)

(This card will only be charged for any damage to the venue, decorations, or excess cleaning charges)

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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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

### EFTPOS 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 [functions@radcliffes.com.au](mailto:functions@radcliffes.com.au) if you have any further questions!

**PLEASE KEEP A COPY FOR YOUR OWN RECORDS**