



Payment

Payment for your event

- ☞ Method of payment is by Direct Debit into the bank account detailed on the invoice.
- ☞ Your Montvale payment will be via 1 invoice comprising of 3 payments.
- ☞ This invoice is for your chosen Montvale Package and payment of this invoice is as follows:
 - within 7 days of receipt of your invoice - non-refundable deposit of 25% of the invoice is due and required to secure the booking and hold the date.
 - 6 months prior to your event date a second payment of 25% of your invoice, is due
 - 1 month prior to your event date the balance of the invoice, adjusted for any variations, is due along with a security deposit of \$500.00. The Security Deposit will be returned to you after your wedding provided there have been no damages incurred to Montvale property.
- ☞ A late fee of \$100/day applies for every day the final payment is overdue.

Payment for Accommodation

- ☞ For booking of accommodation outside of event packages, a 50% deposit is requested at the time of booking.
- ☞ The second payment is due prior to check-in.

Payment Plans

- ☞ These can be arranged through consultation with Montvale administration, in increments suitable to your budgetary ability, or as arranged with Montvale's Wedding Planner.

Cancellations & Change of Booked Event Date

- ☞ A cancellation will forfeit the Venue Deposits and additional payments paid.
 - ☞ A change of the booked date initiated by the client, where an unprecedented* situation has occurred, will be accommodated without attracting a fee. However, the final invoice payment may be adjusted to reflect venue pricing on the new date.
 - ☞ Should the venue be unable to proceed with a booked event, as a result of an unforeseen major event, then a full refund will be accommodated.
 - ☞ 3rd party Suppliers policy on 'Cancellations', 'Changes to Booked Dates' and 'Terms and Conditions' will influence the refunds.
- (* Unprecedented - Catastrophic natural disaster, Pandemic local lockdown, Death of a partner).

Accommodation Cancellations

- ☞ Accommodation cancellations outside of event packages will forfeit the entire deposit and additional payments paid.

Rehearsals

- ☞ We welcome wedding rehearsals if required, at no additional cost.
- ☞ Rehearsal bookings are for 1 hour (entry to departure) and may include, the wedding party, marriage celebrant and photographer.

Bad Weather Arrangements

- ☞ Fig Tree Patch is an outdoor site. The hire of a marquee or other shelter, as an alternative arrangement for inclement weather at this site is the sole responsibility of the booking party/event organisers. Montvale can assist with this need.

For Safety

- ☞ Safety signage is displayed to indicate out-of-bounds areas. The booking party/event organisers are required to communicate to event guests the need to observe these boundaries.
- ☞ **All children must be strictly supervised at all times.**



Noise Compliance

- 👉 Council By-Laws restrict amplified music to indoor venues. Outdoor venues may have background un-amplified music.
- 👉 Council also stipulates that ALL NOISE is to cease by 10.00pm.
- 👉 Montvale requires that the venue is closed and all guests departed by 10.00pm.

Alcohol Safety

- 👉 2 staff are required for responsible serving and management of alcohol for events over 3 hours duration.

Service Providers

- 👉 All Service Providers are to supply their own installation and work tools/equipment to ensure their safety and employment needs can be met.
- 👉 Site visits are required for catering trucks / vehicles
- 👉 A current personal liability insurance certificate is to be provided by suppliers providing a service to Montvale
- 👉 Should a booked service provider be not available at the time of your wedding due to ill health or an unexpected event another provider will be found of equal value and discussed with you prior to securing.
- 👉 Service Providers increase pricing annually. This increase occurs on 1st Jan.

Drug Usage

- 👉 Evidence or suspicion of drug use at Montvale will initiate an immediate Police call, followed by the eviction of the entire group / wedding party.

Bump-in Bump-out

- 👉 As a general indication Bump-in is accepted from 10.00am on the day of the event, and Bump-out is required by 10.00am the following day.
- 👉 A change to these times may be negotiated depending on the venue bookings.

Venue Hire Times

- 👉 Your invoiced hire time is from guests arrival to guests departure.
- 👉 An over-time penalty based on a half hourly rate of \$500 will be invoiced where this time is exceeded.

Rubbish Disposal

- 👉 Montvale provides bins for rubbish placement. It is expected that all rubbish be contained within the provided bins.
- 👉 The removal of this collected rubbish will be provided by Montvale staff.
- 👉 Montvale is to be left exactly as you found it.

Pets Management

- 👉 For ceremonies only and under the care of an authorised Pet Care Provider.
- 👉 Pet friendliness permits well behaved pets, under constant control by the owner, retaining the peaceful ambience of the environment. On leash or contained. Excrement is to be removed immediately, contained within a suitable package, then disposed of into the provided rubbish bins. Food and water is to be provided by the owner.

Covid Safety

- 👉 Montvale has in place a 'Covid Safe Plan' and expects Guests and Service Providers to respect the rules according to the law at the time.
- 👉 If any people attending a wedding or event at Montvale are not fully vaccinated including the Wedding Party & Officials there is a maximum of 20 people allowed entry.