



# TERMS and CONDITIONS

## Montvale Weddings

### Payment

- Method of payment to Montvale 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 the Montvale at Montville component of your chosen Montvale Package and payment of this invoice is as follows:
    - within 7 days of receipt of your invoice - non-refundable fixed deposit is due and required to secure the booking and hold the date.
    - 6 months prior to your event date a second non-refundable fixed deposit is due.
    - 5 weeks prior to your event date the balance of this component is due along with a security deposit of \$500.00. The Security Deposit will be returned to you after your event 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.
- 3rd Party Suppliers / Vendors are secured following your initial planning consultation with a non-refundable deposit.
- Package prices are inclusive of GST

### 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.

### Venue Hire Times

- Your invoiced hire time is from guests arrival to guests departure. The venue gates open at guests arrival time and close at guests departure time. Ceremony start time is to be no less than 30 minutes after gates open.
- An over-time penalty based on a half hourly rate of \$500 will be invoiced where this time is exceeded.

### 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. Further more there is to be no noise outside the venue after closing.
- We ask the Bride & Groom to assist in the departure of guests. Congregation of guests making noise outside Montvale's entrance after closing will forfeit your security deposit.
- After Parties are NOT permissible in Montvale's Maple Cabin.

### Drug Usage / Smoking

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



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## Alcohol Safety

- 🍷 2 staff are required for responsible serving and management of alcohol for events over 3 hours duration.
- 🍷 Montvale's liquor licence requires that no alcoholic beverages are taken outside the venue.
- 🍷 The bar closes and the cold room is locked 1/2 hour prior to finish time. No additional drinks are available after the bar closes.
- 🍷 Alcohol for 'After Parties' is to be organised in advance and delivered to that venue prior to your event.

## Damages

- 🍷 Damages to the Montvale Estate in excess of the security deposit will be billed directly to the wedding couple.
- 🍷 Damages to 3rd party hire items and property, will be billed by the supplier to the wedding couple and payment is made directly to the supplier.

## Children

- 🍷 **All children must be strictly supervised at all times.**
- 🍷 Children are welcome to attend ceremonies, however for receptions, we welcome those over the age of 16 years, and those under 16 years may stay for dinner before departing.
- 🍷 There are no restrictions for babies in prams.

## Pets Management

- 🍷 Pets are welcome 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.

## 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.
- 🍷 A decision to implement a wet weather change of plan is to be made in consultation with the Bride and Groom 24 hours in advance of the planned event.

## 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.**
- 🍷 All valuables, gifts, and gift envelopes must be removed from the premises at the completion of the wedding event by either the Bride & Groom or their nominated person.

## Confetti

- 🍷 Please use only fresh /dried flower petals or foliage as confetti on the Montvale Estate.



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### 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. This includes the Celebrant who is required to provide his/her own P.A. System.
- 👉 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.
- 👉 As signatories to this contract you understand that the Service Providers are independent of Montvale and are solely responsible for the provision of their service. We choose our providers wisely and in the unlikely event that their services do not meet expectations Montvale, as the facilitator, can not be held directly responsible.

### 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.
- 👉 Other than the booked hours for an event, The Glasshouse is locked between 5.00pm and 9.00am.
- 👉 A change to these times may be negotiated depending on the venue bookings.

### 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.

### Force Majeure clause

- 👉 The client/s agree to hold harmless Montvale at Montville for an Act of God, weather conditions and/or pandemic restrictions, any acts of war etc. that may affect the event.