

TERMS AND CONDITIONS



CAPACITY

Venue can host up to 100 guests. Minimum charge per function is for 50 guests. Venue will be available for set up as agreed to by management at a minimum of 1 hour prior to beginning of function.

COSTS

Package costs covers maximum of 7 hours per function (including set up time). For weddings, we allow an additional 1 hour for a rehearsal 7 days prior to the event, and a wedding coordinator meeting of 1-2 hours 6 weeks prior.

PAYMENT SCHEDULE

- Non-refundable \$1000 deposit on signing of contract
- 25% payable 6 months prior to event
- 50% payable 3 months prior to event
- 75% payable 1 month prior to event
- 100% payment required 7 days prior to event
- Credit card details will be held for any consumable and incidental charges and damages (if any).

All costs are inclusive of GST.

CANCELLATIONS

All cancellations **must** be in writing.

- If cancelled more than 21 days before the event, the package price is fully refundable (excluding deposit)
- If cancelled 7-21 days before the event, 50% of fees paid are refundable (excluding deposit)
- If cancelled less than 7 days before the event, no refunds are given.

FOOD AND BEVERAGES

Strictly no food or beverages of any kind are to be brought onto and consumed by the clients or any guests on the premises.

While we will take every precaution with our vegetarian, gluten and allergen free options, these are prepared in facilities that may contain traces of allergens. We cannot accept responsibility for any potential contamination.

BEHAVIOUR

We ask guests to please be considerate of our semi-rural setting and keep noise volumes down during the event and while exiting the venue at agreed levels.

The Bar and Music will close 30min prior to the end of the event, or 10.30pm whichever is earlier. The premises are to be vacated 30min after conclusion of the event or 11pm at the latest.

Intoxicated persons will not be served and we reserve the right to remove any guests that the Duty Manager deems necessary.

Smoking only permitted in designated areas.

Due to the negative effect on the rural environment, we ask that no confetti, glitter or rice be thrown during ceremonies. Flower petals are permitted (and are much prettier!)

Tabula Rasa will not accept responsibility for the loss or damage to any equipment or property left on the premises prior to, during or after the function.

GENERAL

The hirer will confirm and provide, at least 14 days before the event

- Final guest numbers
- Any special dietary requirements
- A full seating plan (if relevant)
- Final menu selection
- Final runsheet of the day.

We do not have a crèche service at the venue. It is the hirers responsibility to ensure that all children are supervised at all times. Children are not allowed in the swimming pool area.

Any photography taken at the venue may be used by Tabula Rasa for advertising purposes.

While we will take every precaution to identify, mitigate and eliminate any potential hazards, we cannot accept responsibility for the safety of the any clients or guests.

ADDITIONAL COSTS

Any breakages and damages will be charged at full replacement/repair costs. The cleaning of the venue and grounds is included. However, if special cleaning is required after any event, this is chargeable to the client.