

Wedding Terms & Conditions

Confirmation of Bookings:

- The Client is required to provide written confirmation of their booking as soon thereafter as it is tendered or within seven days of requesting the confirmation, then make arrangements for securing the reservation

Securing the Reservation:

- To secure a wedding reservation with the Hotel, a non-refundable booking fee of \$500.00 is required upon confirmation of the reservation and within thirty days a \$1000.00 food and beverage deposit paid. A further payment achieving a minimum of 50% of the total estimated function cost is required one month prior to the day of the wedding. Final payment is due on departure
- The Hotel does not open credit accounts for weddings, banquets or any large-scale single event functions
- Advance bookings are not confirmed until the Hotel has received from the Client written confirmation and some form of surety in lieu of payment

Final Numbers:

- An accurate estimation of numbers attending the event must be provided upon confirmation of the reservation, with the actual number of all participants expected, advised seven working days prior to the date of the reservation and final numbers confirmed no later than **10 am, two working days before** this date. This confirmed number then constitutes the minimum charge

Final Payment:

- **For conferences functions or events**, full and final payment is due upon departure and is payable by credit card, bank cheque, cash or EFTPOS
- **For weddings & banquets**, final payment of known expenditure will be due in full, seven days prior to the date of the function, with any additional costs incurred by the Client thereafter, payable on departure

- Apart from food and beverage costs, room and equipment hire plus phone and Internet charges may be included in your account where applicable upon departure
- The Hotel reserves the right to vary the terms and conditions of payment and or deposits. The Client may be advised in writing up until thirty days before the date of the reservation

Cancellations:

- Food & beverage functions cancelled up to a minimum of thirty days before the event will receive no penalty charges
- For cancellations less than thirty days before the due date of the function, a fee of up to 100% of the first day's room hire may be charged
- Cancellations received within seven days may incur charges for any expenditure incurred by the Hotel for catering goods or services
- All cancellations must be received in writing; verbal changes will not be accepted or honoured. It is your responsibility to ensure you have received written acknowledgment of cancellation from the Hotel. No written acknowledgement on your records from our Hotel means the booking has not been cancelled

Services, Food & Beverages:

- The Hotel does not allow food and or beverage of any kind to be brought into the conference facilities unless written prior approval has been obtained from the Hotel Management
- The removal of any post function food or beverage from the property without express consent from the Hotel is prohibited
- Every effort is made to maintain prices at those quoted in menus chosen for advance bookings but these prices may be subject to alteration due to seasonal availability and or inflationary increases up to thirty days before the due date of the booking. Advance written notice will be made by the Hotel
- All conference equipment and chattels belonging to the Hotel and provided to the Client as 'Complimentary' are for the use thereof only and remain exclusively the property of the Hotel

- The Hotel reserves the right to sole allocation of complimentary catering space required in conjunction with conference bookings and in some instances where there is no room hire charged in lieu of catering, unless otherwise confirmed in writing

Breakage / Damage:

- The Hotel will take reasonable care with equipment/property of the Client, however any loss or damage to equipment will be the responsibility of the Client
- The Client is liable for any damages caused to the premises or equipment by the Client and/or guests attending the reception. Additional charges may be incurred for replacement or cleaning of the damaged Hotel property

Accommodation:

- Accommodation is provided at a discounted rate for the Client. This rate is also available to the Client's facilitators, guests and invitees, provided they identify their association with the Client when making reservations
- In the event of accommodation being 'group booked' in conjunction with a Conference/Function, a complete list of room requirements is required within thirty days prior to the dates being held
- Unless the Client is operating an account with the Hotel, bookings and group bookings must be part paid by at least 50%, thirty days in advance and in full when the Client and or their guests check in
- Advance bookings are not considered confirmed until the Hotel has received written confirmation and deposit from the Client
- The Hotel reserves the right to charge a cancellation fee of one nights accommodation for any rooms cancelled less than thirty days prior to arrival, or any subsequently unoccupied

Please read this document and return signed copy addressed to The Conference Coordinator

Signed for and on behalf of:
Quality Hotel Parnell

Conference Coordinator

Date

Signed for and on behalf of:

(Please Print your Personal, Company,
Organisation or Associations' Name Above)

Date

The Client
(Please print your full name)

Date