

# RIVERBROOK WEDDING TERMS AND CONDITIONS

## FOOD

- Wedding menus are costed on a minimum of 40 guest.  
Smaller functions can be accommodated and quoted upon request.
- Special arrangements can be made for vegetarians, other dietary requirements and children.
- Please notify us of these details when choosing the menu.

**PRICES** of wedding menus and venue hire are valid for 3 months.

- Upon selection of your menu a written quote will be provided.

**DRINKS** are charged:

- On consumption, or as a
- Fixed per person charge.

The exclusive wines are produced at our Swan Valley vineyard, and are **subject to vintage availability**.

**Guests will be served the selection of chosen drinks during the allocated time.**

- You will be responsible for payment of all these beverages,  
a final invoice will be sent within 48 hours credit card details must be provided.
- Gifts of alcohol presented to guests must remain sealed whilst on the premises.
- The staff reserves the right to refuse service of alcohol to anyone, including guests and persons under the age of 18.

## FINAL ATTENDANCE:

- There is a 7-day deadline for confirming final numbers  
These will be considered guaranteed numbers and charged for accordingly.
- Additional attendees will incur additional costs.

## FINAL COSTING

- Are calculated six weeks prior to the function date at the time of the 3rd payment instalment.

## ENTERTAINMENT

**Swan Valley Noise restrictions do apply.** We have the right to turn the music down at any given time to meet government requirements. Please ensure your preferred entertainer is made aware of this.

## FLOWERS & DECORATIONS:

- The venue can be decorated to your personalised colour theme, and/or various accessories can be hired. It is the responsibility of the persons who book the function and/or the company from which the items are hired to put up and remove these accessories, and decorations.
- Nothing is to be nailed, screwed, stapled or glued to any wall, door, surface of the building or structure on the property including vines, trees etc.
- Confetti, rice and table glitterati are not permitted on the premises. Rose Petals may be used.

## DELIVERIES:

They must be labelled with the name and date of the function. Goods must be collected the following day, as we are unable to provide storage or security. Whilst every effort will be made to assist in the movement of goods, assistance can only be offered if staff are available at that time.

Riverbrook must be advised prior to all deliveries

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## **PAYMENT SCHEDULE:**

- \$500 initial deposit is required, at the time of booking to secure your venue, refundable up to 7 days after.
- 2nd installment - 4 months prior to the function a further \$1000 is required.
- 3rd installment - 6 weeks prior to the function when approximate numbers are available, a 50% estimated total payment is required
- final installment - 2 weeks prior to the function when final numbers are confirmed, the balance of food and beverage payment is required.

The additional beverage consumption account will be invoiced at the conclusion of the function, prior to departure.

Credit card details are to be made available for security if the account is to be settled using a credit card (Visa, Mastercard or Bankcard).

## **CANCELLATIONS:**

- Must be received in writing.
- If a booking is cancelled, the following charges apply

Initial deposit	\$500 non refundable deposit
2nd installment	\$1000 non refundable
1 week or less	100% of food costs

**PLUS any additional expenses incurred.**

## **VENUE HIRE:**

Venue hire is for a specific period.

Start and finish time for the function is to be arranged with the function manager.

An additional 30 minutes is allowed for guests to depart.

Should any guests remain on the premises after the conclusion of the function, the client (the function organiser) will be charged \$100 per hour (or part thereof) to cover the cost of staff to remain at the venue until ALL guests have vacated the property.

## **DAMAGE/INSURANCE:**

Any damage to the property, tasting terrace, equipment, fittings or surrounds caused by guests to Riverbrook Restaurant at Upper Reach Vineyard and Winery, will be the financial responsibility of the organiser and the costs associated with repairs, replacement or cleaning (including use of confetti etc.) will be charged to your final account.

Riverbrook Restaurant endeavours to take the utmost care of the belongings of guests, however is not liable for any loss or damage of property (includes equipment hired by the organisers) prior to, during and after the function.

## **WEATHER: IF IT RAINS YOUR OPTIONS ARE**

- Bring some umbrellas for your guests, for the lawn terrace.
- Move inside to the restaurant area and breezeway
- Hire a marquee (at your expense) to be erected on the lawn terrace.
- Do not despair- some of the most magnificent photographs are taken in cloudy conditions. Your photographer will be excited....