



## **BOOKING AGREEMENT Terms & Conditions**

In order to book your Wedding Ceremony and Reception at Flutes Restaurant please complete the Agreement Form and pay a deposit of \$500. Once payment has been processed, your reservation will be confirmed.

Please be advised the deposit is non-refundable.

All related costs, including venue hire, administration and food cost will be charged should the function be cancelled less than 2 weeks prior to the event.

The exclusive venue hire fee for Flutes Restaurant and garden is \$2000.

Included in this fee are the supply of white linen, tablecloths and napkins, as well as event specific printing of menus and beverage lists, and the use of existing furniture.

Garden ceremony set-up, including a signing table and 22 white chairs.

Additional chairs are available at a minimal hire cost.

Confetti is not allowed in the garden area.

Flutes Restaurant has capacity for 110 guests. If any additional equipment for your event is required, it will incur a hire cost.

Conditions may apply for receptions held for less than 50 adults.

Please advise Flutes of any deliveries and or service supplies that may be used for your event, these include photo booths, DJ, event stylists, florist and alike.

Sparklers are strictly not allowed in the Restaurant or on the deck area. Nothing is to be adhered to the walls or any other surfaces of the building without prior arrangement with Management.

At Flutes we take great care when looking after our guests' belongings. Where possible all lost property will be returned to its rightful owner. However, we cannot accept responsibility for the loss or damage of items before, during or after a function.

Please be aware you will incur additional costs for any damages that Management deemed above reasonable.

We cannot remove any paintings from the gallery if you decide to have the ceremony in the gallery.

Should you require a dance floor, this can be arranged at Flutes at an additional cost.

Only Flutes Restaurant may serve food or beverages on the Flutes and Brookland Valley Estate premises.

Confirmation of guest numbers, menu, beverages and floor plan is required 1 month prior to your event. Once all details have been confirmed you will be issued an invoice. Once the Invoice is paid we cannot do any refunds if there is any change in numbers. Payment is required 2 weeks prior to the event. Beverages served on consumption will be invoiced 24 hours after your event and payment is required 72 hours after your reception. If this is not received in a timely manner, credit card details will be used to finalise payment including 1.5% credit card surcharge.

Please Initial Here \_\_\_\_\_

Flutes Restaurant prefers payment by direct bank transfer. Visa, MC and Amex will attract a 1.5% additional credit card charge.

Photographs may be taken through out the Flutes Restaurant and Estate grounds. Should you intend to entry the vineyard, prior permission must be granted by vineyard Management (due to occupational health and safety policies).

Any function held on a Public Holiday may incur a minimal surcharge this will be negotiated prior to the Event.

An Event schedule will be agreed, outlining arrival time, event conclusion and guest departure. Please note if Flutes Restaurant is not vacated at midnight an overtime fee of \$500 will be incurred per hour therefore.

Flutes reserves the right to decline service to any guest that Management deem unruly or intoxicated as per the duty of care and responsible service of alcohol directives.

All prices are current at the time of quotation and are subject to possible change upon availability of local and seasonal produce, however Flutes endeavour to hold current price structure from deposit till invoice.

Flutes advise that all prices include GST.

To signify your agreement to all terms and conditions outlined please sign and complete the following details:

\_\_\_\_\_  
Signature Name Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature Name Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Details of Deposit & Security

Deposit paid - \$500.00 (*Payment Type: Bank Transfer / Visa / MC / AMEX - please circle*)  
ANZ – Busselton | Account Name: Flutes Restaurant | BSB 016-580 | Account No. 151318278

Security (*Please note: a credit card number is requested for all wedding reservations*)

Credit Card No. \_\_\_\_\_ Expiry \_\_\_\_/\_\_\_\_ Type: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Cardholders Signature: \_\_\_\_\_

### Contact Details:

Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Wedding Date:** \_\_\_\_\_

**Ceremony:** \_\_\_\_\_ **Reception:** \_\_\_\_\_

**Lunch Reception or Dinner Reception** (*please circle*)

Approximate number of guests \_\_\_\_\_