



GLENELG PIER HOTEL WEDDING TERMS & CONDITIONS

Client Name/s: _____

Day / Date(s) of Event: _____

Availability

If through circumstances beyond the control of the Glenelg Pier Hotel, the function room/s hired becomes unavailable, the venue reserves the right to relocate the function to another room, within the premises. If the area cannot be made available to the hirer on the requested date, due to industrial dispute, fire, flood or any other act of God, the Glenelg Pier Hotel shall not be liable for any loss, and/or injury suffered by the hirer, as a result of the unavailability of the venue.

Accommodation

As our gift to you, you are invited to a complimentary stay in our Ocean view suite on your wedding night. All Accommodation is subject to availability. Late checkin and checkouts are on a request basis only cannot be guaranteed. Your guests are also entitled to a discounted accommodation rate at the hotel, subject to availability.

Room Allocations

Room allocations are not made until 1 week prior to each event. Requests for specific room/s will be noted, but not 100% guaranteed. Whilst we will do our best to accommodate such requests, the final decision is up to Management discretion. Sit down Weddings under 80 guests are allocated 2 rooms. Weddings over 80 guests are allocated 3 rooms. If 3 rooms are required for weddings under 80 guests, an additional room hire fee is applicable – POA.

Equipment Hire

All equipment hire provided by the Glenelg Pier Hotel is at an additional cost – POA.

If providing your own entertainment such as an I-Pod, DJ or Band, you/they are required to supply all necessary cords, speakers and associated equipment.

If a portable bar is requested, a setup fee of \$150 per keg is applicable, plus the cost of the beer.

Setup / floorplan of your room must be given to Management 14 days prior to your event.

DJ's, data projection, screens and dancefloors can all be organised – POA.

Bookings / Deposit

Please be aware that bookings are not confirmed until a \$1,000 deposit has been received AND the terms and conditions have been signed and returned. Deposits must be received 14 days after initial booking to confirm your booking, if a deposit is not received, and/or the signed terms & conditions are not returned, your room may be booked out to another customer without notice to you. Deposits can be paid by cheque, credit card, EFT or cash. A security deposit (bond) may also be required at the discretion of Hotel Management.

Final Numbers

Final minimum numbers must be confirmed 14 days prior to your function to allow for correct catering and staffing purposes. If numbers on the day are less than what was confirmed and/or 14 days noticed has not been given by the client, the full payment quoted will be charged and the client will not be entitled to a refund of any money's already paid. NOTE: Catering numbers are required to be the same numbers to be setup for (they can be higher), otherwise an additional setup fee may be applicable.



Menu and Beverages

Food and beverage selections must be finalized at least 2 months prior to your function. This needs to include any special dietary requirements (i.e. vegetarian, gluten free, etc). All food must be served before 10pm. Platters will be offered to you and your guests and then placed on a specific food table/s for your guests to enjoy. No outside catering is allowed to be brought onto the property (the only exception to this is a celebration cake where a \$45 cake cutting fee is applicable), nor is any food or beverage allowed to be taken from the Glenelg Pier Hotel. All celebration cakes must be assembled by the client or a designated person on their behalf and if the cake is required to be cut, this can only be done by Glenelg Pier Hotel staff (due to OHS, guests are not allowed to cut and distribute themselves). No BYO drinks are allowed. If a specific menu or beverage item is preferred, please contact the Meetings and Events Department to see if they can facilitate your request.

Payment

A non-refundable payment of 50% of your total estimated balance is due 2 months prior to your function. Full payment is required 14 days prior to your function date. Methods of payment include most major credit cards, EFTPOS, cheque or cash. Any extra's that are required on the day of the function must be paid at the conclusion of the function, prior to the client departing.

Decorations

You are welcome to decorate the room yourself during regular opening hours only. Only Blu-Tac may be used to affix posters, streamers, etc to walls. If you wish to use glitter or scatters (or similar), a cleaning fee will apply. Naked flames and sparklers are NOT permitted (birthday candles are allowed, but only in the allocated cake position within each room)

Theming

Where stipulated that chair covers are included for the ultimate and platinum packages, these are included complimentary on the basis that the Glenelg Pier Hotel has the sash and chair cover colours required in stock. If a particular sash colour is required to be ordered/hired in on the clients behalf, or extra's of a particular sash colour are required, a \$2 surcharge per sash is applicable, plus a \$20 delivery fee. Multiples of 10 apply. All goods remain the property of the GPH and if guests take any sash's, runners or chair covers away with them, the client will be charged for the goods taken. It is the client's responsibility to confirm colours and availability with the GPH 2 months prior to your event date.

Smoking / Fire Alarms

Smoking is not permitted anywhere inside of the Glenelg Pier Hotel.

Please note that any actions by the organisers, their guests, invitees, suppliers or any other persons attending the function that causes the fire alarm to be triggered including, but not limited to, the use of smoke machines, dry ice or sparklers will cause the MFS "call out fee" to be charged to your account.

Security

Additional security is available at \$50 per hour per security guard.

Cancellations

In the unfortunate event of a cancellation, the following will apply;

- All deposits are non-refundable, as is the 50% payment required 2 months prior to your function
- Cancellations must be received in writing by all parties concerned
- Any cancellation within 2 weeks of the function date will be charged the full price for the function as per the Event Order, or as agreed by Management
- Cancellation of up to 2 weeks prior the function date will result in deposit being forfeited and all monies paid to date being retained by the venue

Cancellations during peak periods may incur further charges due to loss of business.

Please note that all cancellations after deposit has been received will incur a \$100 administration fee.



Responsibility

The client will be responsible for any damages / breakages to, or sustained to the Glenelg Pier Hotel and / or equipment owned by, or sub-hired by the Glenelg Pier Hotel, by the client, invitees, external suppliers or any other persons attending the function, as determined by Management. The Glenelg Pier Hotel will not accept any responsibility for any loss or injuries or death sustained by any person as a result of equipment installed at the venue by the venue or by the client or parties acting on behalf of the client. Patrons utilize the facilities at their own risk. The Glenelg Pier Hotel accepts no responsibility for any goods or gifts at the function or any goods or gifts left behind at the conclusion of the function. Hotel Management reserves the right to exclude or eject any or all objectionable persons from the function and / or Hotel without liability and to cease or close down any function if;

- Misleading information is supplied upon booking
- The law or governing body acts / requirements are caused to be in breach by a guest or attendee of the function
- If any inappropriate behavior occurs towards other customers, general public, staff or any other Hotel representatives

This may also cause your security deposit to be withheld (if applicable).

Further charges may also apply due to damage or loss of business.

If the contact on the day is different to the client (organizer), it is the clients responsibility to communicate these terms and conditions to the alternate contact person/s and guests attending.

Changes to Setup

Setup is to be confirmed by the client 14 day's prior to your event taking place. If a major change to event setup is required that is different to the final Event Order and/or Floorplan provided, on the actual day of an event, or less than 48 hours notice has been given to Management, a minimum room alteration charge of \$100/room is applicable. Examples are, but not limited to: changes to room setup and chair/table configuration or moving entirely to an alternate function room. Additionally, any task required and performed by our staff outside of their normal duties will incur a labour charge. Final pricing is subject to Management and may be more per room / operation undertaken.

Cleaning & Breakages

General cleaning is included in the cost of the function. If cleaning requirements following your function are judged by Management as excessive, additional cleaning charges will be incurred.

Confetti, table scatters, glitter cannons, smoke machines, dry ice and rice grains are not permitted in the function rooms at any times. Certain flower petals may be used at the discretion of management. This needs to be negotiated with your meetings and events coordinator before your function.

The client will be held responsible for any breakages or damage to any Glenelg Pier Hotel property.

Understanding Your Due Dates:

- Confirmation of booking is made by paying your deposit and returning your signed "terms and conditions" agreement within 14 days of your original reservation
- 50% of total payment is due 2 months prior to your function.
- Details of sash colours (if applicable / included), menu selections, dietary requirements and vegetarian options must also be completed 2 months prior to your function.
- Confirmation of final numbers / attendance numbers must be given to your function coordinator 14 days prior to your function.
- The floor plan, along with your allocated seating plan and itinerary (running schedule) must be completed by the client and submitted to your function coordinator 14 days prior to your function
- Final payment must be made in full 14 days prior to your function. Any extras required on the day of your function, must be paid for at the conclusion of your function. In the event that the final numbers decrease, the Client will not be entitled to a refund of any money's already paid.



Prices, menu, room allocations and terms & conditions are subject to change without notice.

Day of Function: _____ Date of Function: _____

Bride: _____ Groom: _____

Address: _____

Bride Day Time Contact Telephone: _____ Mobile: _____

Groom Day Time Contact Telephone: _____ Mobile: _____

Bride Email Address: _____

Groom Email Address: _____

Number of Guests: _____ Colour Theme: _____

(Some Sash colours are included in your package, other may incur a \$1/sash surcharge)

Ceremony: Church / Glenelg Beach / Colley Reserve Rotunda / Function Centre / Rocks (please circle)

Reception Start Time: _____ Reception Finish Time: _____

(5 Hour duration, including pre-dinner beverages unless otherwise specified)

Package: _____ Package Price: _____

Additional Equipment Required: _____

We thank you for your booking and look forward to making your special day, a memorable event.

Please sign and return to accept the details and pricing of the attached quotation and to agree to the Terms and conditions as stated above either by fax, 08 8350 3166 or scan/email to events@glenelgpier.com within 14 days to confirm your booking, along with your \$1,000 deposit.

I, _____ (client) hereby agree to the terms and conditions as stated within this document.

Signed: _____

Date: ____ / ____ / 20

Print: _____
