



## Wedding Terms & Conditions

The Mulberry on Swan Team are delighted that you are interested in holding your special occasion at our venue. To ensure your event meets the highest standard please read the following terms & conditions;

- Bookings will be considered tentative pending receipt of a deposit and will be held without obligation for a period of two weeks. After the 2 week period, Mulberry on Swan reserves the right to cancel an unconfirmed booking without notice and reallocate the date to other enquiries.
- Confirmation of a booking occurs on receipt of a \$1,500 deposit payment. Payment of your deposit is acceptance of these wedding terms & guidelines.
- Guaranteed minimum numbers must be received two weeks (14 days) before the function. Numbers may increase up to the day of the event, but must be confirmed verbally. Acceptance of extra numbers is dependent on availability of space and pre payment.
- At least 4 weeks prior to your function, we require confirmation of final arrangements of menus, beverage requirements and functions times. Please advise any vegetarian or special dietary needs.
- Full payment is required seven clear working days prior to your event. Payment by EFT, cash, bank cheque or credit card is required. Once full payment has been made it is non - refundable.
- All credit card payments will incur a 2% transaction fee.
- Room hire applies to all of our private function rooms. Included in your room hire is the cost of room set up, white linen tablecloths & serviettes, white skirting on the bridal table & cake table (if required) & the service equipment needed to provide your choice of food & beverages. On request we are also happy to set out your place cards & print your seating plan.
- The following minimum spends apply for a Saturday night & Sunday booking:

Mulberry room	\$15,000
Champagne room	\$9,000
Burgundy room	\$12,000
The Wine Rack	\$5,000
- In case of rain the ceremony may be held on the dance floor of the room which is being used for the couple's reception. Earliest Ceremony time available is 3pm.
- Weddings who do not book specific entertainment but, choose to have their own choice of music through a PA system must ensure that all music laws is subject to license and all recordings are legal..
- Cocktail Receptions held a over meal periods (12pm – 3pm or 6pm – 9pm) require a minimum of 9 cocktail items and one fork food dish.
- Functions held on a Saturday will incur a 5% staff surcharge on the total cost of food and beverage.
- All functions held on a Sunday and ALL weddings with 50 or less guests (regardless of the day the function is held) will incur a staff charge as follows: \$35 per hour, per staff member. Hours will be calculated for the duration of the function + 1 hour prior to the start time and 1 hour after the end time of the function to allow for set up and clean up. There will be an initial charge for 2 x staff members for the first 50 guests or less and then 1 x staff member for every further 50 guests (or part thereof).
- Functions held on Public Holidays will incur a 15% staff surcharge on the total cost of food and beverage.
- No food or beverages of any kind (other than wedding cake) will be permitted to be brought in for consumption at the function by the Organiser or the Organisers Guests.
- Function times: Lunchtime bookings: access to the room is from 10am the morning of the function. Lunchtime functions must conclude by 4.00pm. Evening bookings: access to the room is from 5.00pm, evening functions are required to conclude at 12.00am. Mulberry on Swan will do all possible to accommodate special requests regarding access to the rooms.
- Mulberry on Swan reserves the right to increase the package prices at any time without prior notification.
- Cancellations: Deposits will only be refunded in full if 12 months notice of cancellation is received in writing. If between 6 - 12 months notice of cancellation is received then 50% of the initial deposit amount will be refunded. If less than 6 months notice of cancellation is received then 50% of the initial deposit will be refunded ONLY where a replacement function is booked.
- Mulberry on Swan would be pleased to assist with obtaining quotes for all of your hire equipment, entertainment and decoration requirements & the costs would be added to your final account. Please note that no items are to be nailed, screwed, stapled, or adhered to any surfaces in the venue.
- Mulberry on Swan operates under the principles of the Responsible Service of Alcohol guidelines. The Mulberry on Swan staff are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or guests in a state of intoxication. Mulberry on Swan reserves the right to exclude persons, without liability, from an event.
- Organisers are financially responsible for any damage sustained to the Mulberry on Swan function centre and / or surrounding grounds by the Organiser, Organisers Guests, Invitees or other persons attending the function whether in the room or any other part of the Mulberry on Swan premises.
- General cleaning is included in the cost of the function. The organiser may incur additional charges in the instance where an event has created cleaning requirements that are considered, in the opinion of Mulberry on Swan, over or above normal cleaning requirements.
- Mulberry on Swan does not accept responsibility for damage or loss of any goods left at Mulberry on Swan prior to or after a function.
- In the event that the venue cannot be made available to the Organiser on the date (s) for which it has been booked for reasons of fire, flood, damage, industrial dispute, loss of power or another reason, the management of Mulberry on Swan shall not be liable for any loss, damage or injury whatsoever suffered by the client as the result of the unavailability of the venue.
- Alcohol must be served with a substantial meal. What constitutes a standard meal will be the sole discretion of Mulberry on Swan.
- Clients Own Wedding Cake may only be served as dessert if supplied by our preferred suppliers. NO EXCEPTIONS.
- Mulberry on Swan will charge a \$35 fee for cutting and plattering or bagging the client's own cake.
- Dietary requirements; Mulberry on Swan will strive to accommodate dietary requirements and needs where possible however, due to the nature of many of the ingredients it is not always possible to guarantee that all allergens can be completely omitted. Customers are asked to be aware of this and ensure that the necessary precautions are taken. Mulberry on Swan will endeavour to cater to dietary requirements only where there has been prior notification of the specific nature of the needs.