

# RIVERBANK ESTATE FUNCTION & EVENTS

## Terms and Conditions

Prices are subject to change without notice due to unforeseen rises in the cost of food and drink.  
All price changes will be posted on our website [www.riverbankestate.com.au](http://www.riverbankestate.com.au).

### TENTATIVE BOOKINGS

Tentative reservations are held for 14 working days after the original reservation request. Bookings are confirmed when a deposit has been made.

### CONFIRMATION OF BOOKINGS

A non-refundable deposit of \$1000.00 is required at the time of confirmation.  
Management reserves the right to cancel any reservations not held with a deposit by the due dates.

### CANCELLATION

In the unfortunate event of a cancellation, we require written notice, 3 months prior to the event.  
RiverBank Estate's cancellations fees are as follows;  
Notice within 90 days is 50% of total expected costings including food and beverage.  
Notice within 45 days is 80% of total expected costings including food and beverage.  
Notice within 14 days is 100% of total expected costings including food and beverage.

### GUEST ATTENDANCE

RiverBank Estate requires a minimum guest attendance of 60 guests to allow exclusive use of the venue.  
Maximum guest attendance at RiverBank Estate for a seated meal is 110 guests and 150 guests for a Cocktail style reception/function.

### GUARANTEED NUMBERS

Confirmed guest numbers are to be advised fourteen days prior to the function. We need to be advised at this time of all special dietary requests. This number is required for catering purposes and will be the minimum number for which we charge. A full guest list and table seating plan will also be required at this time.

### MENU

We reserve the right to make any changes to Menu and Beverage packages as deemed necessary. Price increases may occur when there are un-seasonal or large fluctuations in food prices or natural disasters cause disruption to services.

### CHILDREN

Children's meals can be arranged for children under the age of 12.  
Children under 4 years of age requiring a place setting are \$20.00;  
Children 4 - 12 years of age are 50% of adult menu price.  
Due to health & safety regulations & public liability concerns, children attending the event are to be supervised by an adult at all times, any guest who continually allows their child to create a risk will be asked to remove the child from the venue. Please note there are no quiet areas for infants to sleep available at the venue. Children must not be left unattended in cars on the property or left un-attended whilst sleeping.

### VENUE HIRE

Venue hire \$1000.00  
Venue hire time Evening 6 – 12pm Breakfast/Lunch by negotiation

### SECURITY BOND

A security bond of \$500 will be deducted off a credit card and held as security. This is required to cover any additional costs incurred on the day of the function and will be added to your invoice total.  
The security bond or balance will be refunded after any additional charges or repair costs have been deducted.  
In the event such costs exceed the security bond, the balance will be deducted from the credit card provided.

### TERMS OF PAYMENT

A non refundable deposit of \$1000 is required to confirm your booking. A further 50% of the full price is due 4 months before the wedding and the final payment must be received 21 days before the event.  
All Quotes are based on an approximate number of guests.  
Beverages that will be on a consumption basis will require a non-refundable deposit of \$25.00 per guest with the remainder of the balance to be paid on the completion of your function.  
Payment may be made via cash, direct bank transfer or bank cheque. Credit card payments are welcome; however they do incur a processing charge of 3% of the total payment made.  
Credit card details are required as security for full payment and any loss or damage to property during the function.

### PRICES

Whilst every effort is made to maintain prices, they may be subject to alteration prior to your function.

### UNFORSEEN CIRCUMSTANCES

Due to any unforeseen circumstances or accidents, the venue reserves the right to cancel any booking and refund any deposit at any time.

### WEDDING CAKE SERVICE

Our chef will plate and serve the wedding cake which you supply. The charge for doing so is \$3.00 per guest.

### LIABILITY

Although all reasonable care will be taken, RiverBank Estate cannot accept any responsibility for property lost or damaged prior to, during or after the function.  
The client will be financially responsible for any loss or damage sustained to the property during their function.  
All gifts must be removed from the venue at the end of the function.

### GUEST CONDUCT

The organiser of the function is responsible for the conduct of guests.  
Management reserves the right to refuse service of alcohol should we believe a guest is intoxicated.  
Guests are required to be respectful of others on the premises and neighbouring properties at all times, in the event of offensive behaviour, this will not be tolerated and guests will be asked to leave the premises immediately.

**TIMING**

Patron agrees to begin and end the function at the scheduled times agreed upon. The Guests arrival time, as stated in the confirmation of details, is to be adhered to. Guests arriving earlier than the stated arrival time will not be given access to the function room unless otherwise arranged. As staff are hired on an hourly basis, in the event of an extension to the start or finishing time, charges for staff will be made. (It is the client's responsibility to advise guests of the correct starting times.) Time extension must comply with the Liquor License regulations (charges may apply).

**DISPLAY AND SIGNAGE**

Nothing shall be nailed, screwed, stapled, or adhered to any wall, door or surface part of the building. The hanging of banners must be approved by management prior to the event.

Confetti, rice, & rose petals are not permitted in the grounds. Use will incur a cleaning fee of \$500.

**CLIENT RESPONSIBILITY**

It is the client's responsibility to supply a clearly typed guest list and or seating plan to be displayed at the event. Should information not be supplied in this manner, a \$75 administration fee will apply.

**DELIVERIES**

The Functions Manager must be advised of all deliveries to RiverBank Estate prior to the event and all items must be clearly marked with details including name and date of the event. Arrival of deliveries must be prior to 11am, 24 hours before the event. Wedding cakes are to be delivered on the day of the event, either side of 12pm and 3pm.

**SUPPLIERS**

You are required to advise our Functions Manager of contact details for suppliers delivering goods for your function and the expected times of delivery. Suppliers are responsible for pick up and delivery within the venues guidelines.

**ENTERTAINMENT**

DJ's are required to set up 2 hours prior to the commencement of the function. DJ's are to be made aware that the restaurant is likely to be patroned prior to this time frame and must confirm with the venue should they wish to gain access to the venue prior to the above mentioned time frame.

**REHEARSAL TIMES**

Date and time to be agreed upon with Function Manager and must not disturb lunchtime restaurant guests.

**CONSUMPTION OF LIQUOR**

BYO liquor is not permitted at the winery as per the Liquor License regulations.

Functions and events held at RiverBank Estate are hand-made, like our wines. A personalised food and venue package is created with your individual circumstances in mind.

The services included in your wedding package are:

- The Reception Venue
- Full Staff Requirements
- White Linen clothed tables and white linen cloth napkins
- Bridal Table is fully skirted
- Cake Table is fully skirted and silver cake knife available
- Gift Table

To complete your special day, RiverBank Estate can arrange for you a number of optional extras including:

- Chair Covers and Sashes
- Red Carpet
- Additional Lighting
- Sound equipment for speeches
- Marquees
- Colour options for linen

We are happy to discuss the above options with you, and will provide an estimate of additional charges on request.

Guests are requested to please sign below to ensure they have accepted the Terms and Conditions for RiverBank Estate prior to the date of the booked event.

**CHECKLIST FOR THE FUNCTION OF:**

Have we explained the following to you adequately?

- Deposit to confirm booking
- Guests to depart the premises by midnight
- Excessive noise
- Special dietary considerations
- Payment schedule
- Prices subject to change
- Menu choices
- Beverage package/consumption
- Use or confetti, rose petals, sprinkles and damage to the venue

SIGNED: \_\_\_\_\_ Name (Please print) \_\_\_\_\_

WITNESS: \_\_\_\_\_ Name (Please print) \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE OF FUNCTION TO BE HELD AT RIVERBANK ESTATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

HOW DID YOU HEAR ABOUT RIVERBANK ESTATE? \_\_\_\_\_