

WILDWOOD

We welcome you to share our beautiful property for your special day.

TERMS & CONDITIONS

The hirer, by making a booking to hire the premises at Wildwood at Kangaroo Valley, enters into an agreement with Wildwood Kangaroo Valley Pty Ltd (Wildwood) whereby the hirer agrees to the terms and conditions of hire as detailed below. We will not accept liability for any damage or loss suffered by you due to unforeseen circumstances. You agree to unconditionally discharge Wildwood and its related bodies corporate from all liability and all claims and causes of actions whatsoever you may have.

DEPOSIT / BOND AND PAYMENT :

To confirm and secure your booking we require a deposit/bond of \$1500. This bond is in addition to venue hire and is retained in case of:

Cancellation

Change of mind

Excess cleaning or damage/breakages

Failure to comply with conditions of this contract

The deposit/bond applies to all bookings. If all is satisfactory, the bond will be refunded 7 days after your wedding.

The balance for venue hire and upgrades will be incorporated into a payment plan of 4 equal payments (Due: 12 months, 9 months, 6 months & 3 months from your wedding) Full payment is required to be settled no later than 3 months prior to your wedding.

Our preferred method of payment is by Direct Debit into our nominated account as per your invoice. Wildwood reserves the right to cancel a function should outstanding payments not be paid in a timely manner as indicated above.

CANCELLATION / RESCHEDULE POLICY:

Due to the nature of weddings being pre-booked well in advance and the difficulty to replace these bookings, the following cancellation/reschedule terms apply.

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Rescheduled Weddings

Reschedule requests will incur a \$500 change fee + balance of new venue hire and catering fees if there has been a price increase since booking. One reschedule will be permitted, after which it will be considered a cancellation.

Reschedules will be considered cancellations if requested less than 12 months prior to the wedding date.

Cancellation Policy

Due to the nature of events being pre-booked well in advance and the difficulty to replace these bookings, the following cancellation/reschedule terms apply.

Bookings cancelled more than 12 months prior to the original wedding date will incur a loss of deposit/bond

Bookings cancelled between 9 and 12 months prior to the original wedding date will incur a cancellation fee of 25% of the total booking value + deposit/bond.

Bookings cancelled between 6 and 9 months prior to the original wedding date will incur a cancellation fee of 50% of the total booking value + deposit/bond

Bookings cancelled between 3 and 6 months prior to the original wedding date will incur a cancellation fee of 75% of the total booking value + deposit/bond.

No refund will be issued for bookings cancelled less than 3 months prior to the original wedding date.

In addition, Wildwood accepts no liability for any financial loss suffered by you or any guest should your wedding need to be relocated, postponed or cancelled, due to circumstances unforeseen or beyond our control. We recommend securing wedding insurance for your event.

VENUE HIRE - FRIDAY, SATURDAY, SUNDAY

The venue is available exclusively for the entire day of your wedding from 12 pm to 11 pm – the venue must be completely vacated by 11 pm. Venue hire is for 8 hrs with ceremony usually starting from 3 pm and guest arrival from 2.30 pm. If the venue is available, you are welcome to start your set-up the day prior to your wedding. Please remove all decorations and leftover drinks before 10 am the day after your wedding.

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VENUE HIRE - MONDAY TO THURSDAY

The venue is available exclusively for the entire day of your wedding from 12 pm to 10 pm – the venue must be completely vacated by 10 pm (8 pm for a daytime wedding). Ceremony starting time from 3 pm (midday for daytime wedding) and guest arrival is permitted from 2.30 pm. You are welcome to start your set-up the day prior to your wedding. Please remove all decorations and leftover drinks before 10 am the day after your wedding.

VENUE HIRE - ELOPEMENT WEEKDAY WEDDING

The venue is available for a maximum of 5 hours for an elopement. The venue must be vacated and cleaned immediately after your wedding, by the time specified on your booking confirmation.

VENUE HIRE - RECOVERY BRUNCHES AND PARTIES

Due to the nature of our license to operate as a venue - recovery brunches for more than 12 people and parties at any time outside of the designated wedding slot can only be held with our RSA martial onsite and with our prior written permission.

WEDDING DAY CO - ORDINATOR :

Our wedding coordinator will oversee the smooth running of your wedding from set up to pack down and everything in between.

We will not accept responsibility for deliveries in your absence.

VENUE UPGRADES

We are constantly improving the grounds and facilities at Wildwood. There may be some improvements from the time you book your wedding to the time of your actual wedding. Acceptance of these terms and conditions acknowledge that these improvements cannot be modified.

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ALCOHOL :

If you are providing alcoholic beverages you are responsible for the well-being and safety of all of your guests. RSA accredited staff are included with your venue hire however Wildwood is not the provider of alcohol. Our specific alcohol policy is as follows:

RSA principles are to be adhered at all times during the function.

Drinks/glasses are not permitted in the ceremony areas.

Food service must commence prior to the bar being opened.

The supply and serving of spirits as either a post ceremony cocktail or for wedding toasts must be discussed with the venue and assessed on a case by case basis.

No 'serve yourself' tubs of alcohol will be allowed – bar service by RSA approved waiters only.

We require liquor service to cease 30 mins prior to closing

Drunken or abusive behaviour and drink driving will not be tolerated. After one warning, drunk or disorderly guests will be asked to leave the property immediately.

We will request you provide the details of a nominated driver at the wedding who can drive these guests to their accommodation if necessary. The Wildwood bus will not transfer abusive or disorderly guests.

TRANSPORT :

On-site parking is strictly limited to 25 cars (including staff). The names of the guests who are driving are to be provided before your wedding. The parking attendant will check names as cars arrive. Council strictly forbids parking on the street and, as there is NO TAXI service or public transport in Kangaroo Valley, we require you to utilise a minibus service if your wedding exceeds 50 guests. Please refer to the separate attachment for information about our minibus service

WILDWOODHOUSE:

If you have hired Wildwood House as part of your booking it can be used by the bridal party pre-wedding to get ready. Otherwise, it is for the exclusive use of a maximum of 8 guests who are staying on-site. It is not be used for parties outside of the wedding and under no circumstances can other guests or friends outside of the 8 nominated come back to the house post wedding once the event is over. No camper vans or tents can stay on premise past curfew of the event.

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Check-in times are 3 pm and check out is 10 am. Additional costs will be incurred if the BBQ area is not cleaned or items are taken or broken. Despite not having neighbours close by, noise travels far in the valley and we expect you to respect our neighbours (bush animals and otherwise) by not playing music over 80 decibels after 11 pm.

R I S K S :

Due to the nature of our unique bush venue, there are inherent risks associated with holding events here. Wildwood is not liable for any injury suffered by the hirer, attendees, agents or other persons invited by the hirer to the property. Should you invite children to attend your wedding please ensure a responsible adult is allocated to supervise them at ALL times. Please also make it very clear to all guests they are on a property surrounded by cliffs and to act responsibly and adhere to our warning signs.

P E T S :

We love to make Wildwood an inclusive space where all family members are welcome. Your responsibility should you bring pets here include: that you and your guests are aware of the inherent risks of being on a cliff and that the pet does not stray in a way that may endanger itself. We ask that leads be used at all times to protect our native animals and all droppings are picked up. If the animal is allowed in the house, it does not malt on or destroys furniture.

S E C U R I T Y:

We will have a representative onsite to ensure the smooth progress of your function and that terms and conditions are adhered to. This person will not be intrusive to your day. We also have video surveillance on 24hrs a day.

V E N U E S T Y L I N G A N D F L O W E R S :

We will complete a basic setup of the pavilion according to your specifications. This includes table configuration, tablecloths, cutlery, crockery, glasses etc. Flowers and personal decorations are not included – our in house coordinator will happily assist you with this and our stylist has some very reasonable package options. If you prefer to DIY, you are welcome to do this prior to your wedding – no DIY ceiling installations are permitted due to WHS. Ceiling ladders are available for hire from us (includes installation and dismantling, excludes greenery and florals).

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Please advise your florist that bump in must be completed a minimum of 2 hrs prior to your ceremony and that all florals/greenery must be removed by them from the site before 10 am the next day.

If you are hiring external tables and chairs/furniture, you will be responsible for the removal and storage of our furniture and putting it back where you found it.

N.B. Pampas Grass is a noxious weed and is not permitted for any floral styling at Wildwood. Please pass this information on to your florist/stylist.

We welcome TWO one on one planning day visit to the venue as part of your package, in order to assist you in designing the perfect day. These must fit in with weddings and events that are on and are to be organised through bookings@kangaroovalleycountrywedding.com.au.

CONFIDENTIALITY

Henceforth you give Wildwood permission to confirm details about your wedding with your listed suppliers e.g. musicians, photographers, florists etc. including your format sheet so that we can confirm access, set up, pack down etc. You give permission for Wildwood to confirm details e.g. start and finish times etc. with guests who call us in the lead up to the wedding date.

Henceforth you give Wildwood permission to use your wedding photos supplied by yourself or your suppliers e.g. photographers, videographers etc, following the wedding day, for use on social media and advertising purposes. We will never sell-on your information to third parties.

CURFEW AND NOISE :

Wildwood abides by council regulations and is respectful of our neighbours. We ask that music be played at a 'reasonable' level and reserve the right to request lower noise if we feel it is impacting our neighbours. Speakers must be placed at the North-Eastern (kitchen) end of the pavilion and will be set within our noise limits prior to the wedding. We have a decibel counter on-site and will monitor noise levels. Live music is restricted to acoustic duos (no drums or power) and DJ's, and must adhere to our strict guidelines (minimise bass, 83Db at speakers, noise level reduced when requested). Please carefully consider your music options before you make any decisions. Loud amplified noise is not permitted after 10.30 pm on Friday and Saturday nights and after 9.30 pm on weekdays and Sundays. Please pass this information on to your DJ or acoustic duo, so they fully understand our conditions of use as unfortunately due to our

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licenses and natural surroundings this is not negotiable.

CLEANLINESS and LEFT PROPERTY:

We have a 'leave it as you found it' policy. Please advise your guests that, due to the beautiful natural environment in which we operate, only eco-friendly confetti options are permitted. Toilets are provided for your use – the bush is not a toilet! Any guests found urinating in the bush will be asked to leave immediately. Please do not discard flowers/greenery into the bush at Wildwood or around Kangaroo Valley – please take with you to dispose of. Any left property must be collected within 4 weeks or we will donate to charity.

SMOKING:

Please be conscious that we are in a bush fire zone. Smoking is permitted in the designated smoking areas only. We will retain part of your bond if your guests choose not to smoke in the designated areas or not use the ashtrays, and our staff need to collect cigarette butts. You are welcome to pick up any butts in order to avoid additional fees

CATERING AND HOSPITALITY:

Wildwood has preferred catering teams. The caterer's job includes setting your table with cutlery, crockery and napkins (supplied by Wildwood, or externally). External caterers of your choosing are permitted but you will ultimately be responsible for them leaving our kitchen and inventory as it was found. Failure to do so will result in a deduction of bond for cleaning and replacements.