

WEDDINGS AND EVENTS TERMS AND CONDITIONS & CONTRACT

TENTATIVE BOOKING & CONFIRMATION WITH DEPOSIT

A TENTATIVE BOOKING WILL BE HELD FOR 7 DAYS FROM THE TIME OF BOOKING. IF THIS PERIOD OF TIME LAPSES AND THE DEPOSIT PAYMENT AND SIGNED TERMS AND CONDITIONS HAVE NOT BEEN RECEIVED, CRAIGIE KNOWE VINEYARD RESERVES THE RIGHT TO RELEASE THE DATE FOR RE-SALE. IN ORDER TO CONFIRM, PLEASE RETURN A SIGNED COPY OF THE EVENTS CONTRACT TOGETHER WITH A NON-REFUNDABLE DEPOSIT OF \$1500

PAYMENT DETAILS

AN INITIAL PAYMENT IS REQUIRED OF A NON-REFUNDABLE DEPOSIT OF \$1500.

SECOND PAYMENT NON-REFUNDABLE \$2000 IS REQUIRED 90 DAYS PRIOR TO THE EVENT. FINAL NUMBERS AND BALANCE PAYMENT IS DUE 21 DAYS PRIOR TO THE EVENT.

THE DEPOSIT AND ANY PROGRESSIVE PAYMENTS WILL BE DEDUCTED FROM THE BALANCE AND A FINAL INVOICE WILL BE PROVIDED.

CANCELLATIONS

CANCELLATIONS MUST BE PROVIDED IN WRITING.

IN THE EVENT OF A CANCELLATION THE INITIAL DEPOSIT AND SECOND PAYMENT ARE NON-REFUNDABLE.

IN THE EVENT OF A CANCELLATION WITHIN 90 DAYS AN ADDITIONAL CHARGE OF 25% OF THE TOTAL COST OF THE EVENT WILL APPLY, ALONG WITH THE DEPOSIT AND PROGRESSIVE PAYMENT.

IN THE EVENT OF A CANCELLATION WITHIN 30 DAYS, AN ADDITIONAL CHARGE OF 50% OF THE TOTAL COST OF THE EVENT WILL APPLY, ALONG WITH THE DEPOSIT AND PROGRESSIVE PAYMENT.

PAYMENT METHODS

CRAIGIE KNOWE VINEYARD ACCEPTS CASH, DIRECT BANK TRANSFER (EFT) OR CREDIT CARDS FOR ALL PAYMENTS. AN INVOICE WILL BE PROVIDED PRIOR TO PAYMENT.

BANK DETAILS

NAME: CRAIGIE KNOWE VINEYARD BSB:

067 000

A/C: 1078 2760

REF: WEDDING BOOKING NAME

PRICES & EVENT PACKAGES

THE CURRENT PRICING AND EVENT PACKAGES ARE VALID FOR EVENTS HELD UP TO 31ST DECEMBER 2025. ALL QUOTED PRICES ARE INCLUSIVE OF GST.

ALL MENUS AND BEVERAGE MAY BE SUBJECT TO CHANGE DUE TO SEASONAL AVAILABILITY AND VINTAGE CHANGES.

CONFIRMATION OF DETAILS

CONFIRMATION OF ALL THE EVENT DETAILS INCLUDING MENU, BEVERAGES, OUTSIDE SUPPLIERS MUST BE CONFIRMED NO LATER THAN 60 DAYS PRIOR TO THE EVENT. PLEASE MAKE AN APPOINTMENT WITH YOUR EVENT COORDINATOR TO ARRANGE THE FINER DETAILS.

MINIMUM SPENDS

ARE SOLELY BASED ON BEVERAGES SPEND, AND VENUE HIRE IN THE EVENING.

MONDAY-SUNDAY \$5,000

NEW YEAR'S EVE \$10,000

EXCLUSIVE USE

THE VENUE IS OPEN THURSDAY TO TUESDAY AND OPERATES THE CELLAR DOOR FROM 10AM – 4PM. ON A WEDDING DAY, THE VENUE WILL CLOSE CELLAR DOOR AT 3PM.

FOLLOWING THE CLOSURE OF THE VENUE YOU WILL HAVE ACCESS TO HIRED AREAS FROM 3PM: PLEASE CONFIRM WITH YOUR EVENT COORDINATOR.

ALL EVENTS RUN FOR A MAXIMUM DURATION OF 5 OR 6 HOURS. PLEASE SEE BELOW FOR TIMINGS.

THE CONCLUSION TIME FOR EVENTS IS 12AM WITH ALL GUESTS VACATED FROM THE PREMISES BY 12.15AM.

RESPONSIBLE SERVICE OF ALCOHOL

CRAIGIE KNOWE VINEYARD IS BOUND BY THE CONDITIONS OF LIQUOR LICENSE LAWS AND HAS A DUTY OF CARE FOR PATRONS AND STAFF AND WE ACT ACCORDINGLY. WE REQUEST THE SUPPORT OF THE EVENT ORGANISER TO ENSURE GUESTS CONSUME RESPONSIBLY AND NO GUESTS UNDER THE AGE OF 18 YEARS CONSUME ALCOHOL. WE RESERVE THE RIGHT TO REQUEST PHOTO ID FOR AGE CONFIRMATION.

THE MAXIMUM TIME FOR BEVERAGES SERVICE IS 6 HOURS.

THE BAR AND BEVERAGE SERVICE WILL BE FINALISED AFTER LAST BEVERAGES ARE ADVISED 30 MINUTES PRIOR TO THE EVENT FINISH TIME. GUESTS WILL BE LIMITED TO ONE DRINK PER PERSON IN THIS TIME.

BYO

BYO BEVERAGES IS NOT PERMITTED AND WE REQUEST GUESTS TO NOT TO ARRIVE AT OUR VENUE WITH BEVERAGES.

CAKE SUPPLIERS

ALL CAKES MUST BE SUPPLIED BY A REGISTERED BUSINESS DUE TO OHS REGULATIONS. YOUR EVENT COORDINATOR MAY REQUEST CONFIRMATION AND CAKE DETAILS FOR DIETARY PURPOSES.

GUESTS & LIABILITY

YOU AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS CRAIGIE KNOWE VINEYARD AND ITS DIRECTORS AND EMPLOYEES FROM ANY AND ALL LOSSES SUFFERED OR INCURRED BY CRAIGIE KNOWE VINEYARD, ARISING OUT OF, UNDER OR IN CONNECTION WITH ANY THIRD PARTY CLAIM:

- BY A VENDOR ENGAGED BY YOU OR INVITED ONTO THE PREMISES BY YOU;
- BY ANY GUEST RELATED TO YOUR EVENT OR ANY PERSON INVITED BY YOU ONTO THE PREMISES
- FOR DEATH OF OR PERSONAL INJURY TO ANY PERSON (INCLUDING ANY EMPLOYEE OF CRAIGIE KNOWE VINEYARD) CAUSED BY YOU OR YOUR GUESTS OR INVITEES NEGLIGENCE OR WILFUL MISCONDUCT; AND
- FOR DAMAGE TO ANY TANGIBLE PERSONAL OR REAL PROPERTY (WHETHER OWNED OR LEASED) CAUSED BY YOU OR YOUR GUESTS OR INVITEES NEGLIGENCE OR WILFUL MISCONDUCT.

CLIENT AND SERVICE PROVIDERS PROPERTY AND DAMAGES

CRAIGIE KNOWE VINEYARD ACCEPTS NO RESPONSIBILITY FOR THE DAMAGE TO, OR LOSS OF ANY CLIENT AND CLIENT'S SERVICE PROVIDERS' PROPERTY BEFORE, DURING OR AFTER THE EVENT. IT IS EXPECTED THAT ALL PROPERTY OF THE CLIENT AND CLIENT'S SERVICE PROVIDERS IS REMOVED AT THE CONCLUSION OF THE EVENT. CHARGES FOR ANY DAMAGES TO THE VENUE OR LOSS/DAMAGE OF GLASSWARE, CUTLERY AND CROCKERY MAY INCUR.

CRAIGIE KNOWE VINEYARD WILL NOT ACCEPT RESPONSIBILITY FOR ANY INJURIES SUSTAINED TO ANY PERSON AS A RESULT OF EQUIPMENT INSTALLED BY THE CLIENT OR THE CLIENT'S SERVICE PROVIDERS.

WEDDING AND EVENTS CONTRACT

THANK YOU FOR CHOOSING CRAIGIE KNOWE VINEYARD FOR YOUR UPCOMING EVENT OR WEDDING. PRIOR TO SIGNING PLEASE READ THE TERMS AND CONDITIONS AS SUPPLIED WITHIN YOUR EVENT PROPOSAL. TO SECURE YOUR BOOKING, PLEASE SIGN AND RETURN THE BELOW FORM INCLUDING A NON-REFUNDABLE DEPOSIT OF \$1500 WITHIN 7 DAYS. THE DEPOSIT WILL BE DEDUCTED FROM YOUR FINAL INVOICE.

I,

POSTAL ADDRESS:

PHONE 1: _____

PHONE 2: _____

EMAIL 1: _____

EMAIL 2: _____

I / WE HAVE READ AND UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF THE BOOKING AS OUTLINED WITHIN THE TERMS AND CONDITIONS.

SIGNATURE _____ DATE: ____/____/____

EVENT DETAILS

DATE:

APPROXIMATE
GUESTS: _____

Beverage Selection

5 Hour Standard Yes/No

5 Hour Premium Yes/No

6 Hour Standard Yes/No

6 Hour Premium Yes/No

WE AGREE TO THE PAYMENT SCHEDULE OF SECOND NON-REFUNDABLE \$2000 DEPOSIT IS DUE 90 DAYS PRIOR TO THE EVENT. FINAL PAYMENT IS DUE 21 DAYS PRIOR.

DIRECT DEPOSIT. CRAIGIE KNOWE VINEYARD WILL SUPPLY AN INVOICE AND BANK DETAILS

DETAILS FOR YOUR DEPOSIT.

BSB 067 000

A/C 1078 2760

CREDIT CARD

CARD NUMBER: _____

EXPIRY DATE _____

CARD HOLDER: _____

SIGNED: _____

DATE: _____

Craigie Knowe
- V I N E Y A R D -