

# CARRICK HILL

## TERMS AND CONDITIONS

### BOOKING CONFIRMATION

Tentative bookings will be held for a maximum of 14 days. Tentative bookings not confirmed within 14 days will be cancelled and made available to other clients without notice.

To confirm your booking, Red Jam Venues & Events require a signed copy of the 'Terms and Conditions' along with a deposit.

The **Deposit** is a combined payment made out to **Carrick Hill Trust**:

- Catering deposit fee of \$550.00.
- Full payment of appropriate Carrick Hill Venue Hire Fee.

Deposit payments can be made at Carrick Hill Wednesday through Sunday and Public Holidays between 10.00am - 4.30pm.

We accept Cash, Cheque, VISA & Master Card.

Credit card payments can also be made by telephone on (08) 8379 3886.

**Remaining balance of catering is payable to Red Jam Venues & Events.**

### PAYMENTS

Catering payments can be made direct to Red Jam during opening hours, 10.00am – 4.00pm Wednesday to Sunday and public holidays.

We accept Cash, Cheque, VISA, Master Card. Credit cards incur a 3 % surcharge.

EFT payments can be made to the Red Jam Bank Account, for account details and to advise of payment please contact Hayward's Garage (08) 8379 1265, please quote your invoice number on payments.

Full payment for all function costs is required 7 days prior to your function date. Additional charges incurred during the function shall be payable at the time of the event.

Confirmation of menu, beverages and 50% of all anticipated costs is required 4 weeks prior to your function.

Confirmation of guest numbers is required 14 days prior to your function.

### PRICING

Prices quoted include GST. External food and beverage is not permitted for consumption at the function by the client or any of the Client's guests, invitees or persons attending the function unless authorised by the Function or Venue Manager.

Whilst every endeavour is made to honour and maintain costs quoted, prices and produce are subject to alteration.

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### **HIRE FEES**

Carrick Hill and Red Jam reserve the right to increase Venue Hire Fees and catering packages without prior notice.

### **CANCELLATION TERMS FOR THE CATERING AND HIRE OF CARRICK HILL**

All cancellations must be in writing.

The following terms will apply if bookings are cancelled after payment is received for the hire of Carrick Hill plus catering deposit:-

- Cancellation of a booking received up to 90 days prior to the nominated function date - 50% of the Venue Fee and 50% of the catering deposit will be refunded.
- No refund will be made for a cancellation of a booking received within 90 days of the nominated function date.

### **REDUCTION IN GUEST NUMBERS**

Red Jam Venues and Events may confirm smaller numbers however a service fee will apply. A guaranteed number of guests attending functions are required 7 days prior to the event. It is the responsibility of the client to contact the Functions Manager regarding final attendance numbers. In the event that the guest numbers are reduced by 25 or more persons at that time, a surcharge will apply.

### **MINIMUM NUMBER**

A minimum number of 80 guests or \$5,000.00 applies for Saturday evenings.

### **LIABILITY**

While every care will be taken, Red Jam Venues and Events do not accept responsibility for any loss or damage of any nature prior to, during, or after the event suffered by the Client, Client's guests or any persons involved with the event.

We understand that at times breakage of glassware or plates can occur, however in the event of excessive or deliberate breakage or damage to any equipment or property by the Client, any of the Client's guests, attendees or personnel associated with the client prior to, during or after the event, the Client will be financially responsible and charged with a replacement or damage fee.

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### **RECEPTIONS AND FUNCTIONS IN THE HOUSE (e.g. wedding, cocktail party, dinners)**

Carrick Hill is fortunate in being one of the few period homes in Australia to survive with its original contents almost completely intact and its grounds undiminished. As there are many valuable and irreplaceable items on display inside the house we ask that clients using the House for functions take care not to cause any damage to the House or its contents.

Carrick Hill requests that guests attending a function are not touch or place items on the furniture.

Dancing is not permitted in the House.

Any breakages and damage will be charged accordingly.

### **FUNCTION BOOKINGS FROM 5PM**

Set up time is inclusive from 5pm, any function requiring set up before 5pm will need to make arrangements with Red Jam Venues and Events.

### **LIQUOR LICENSE**

Red Jam Venues and Events is a responsible server of alcohol and are bound by conditions of the venue Liquor License, the Liquor Industry Code of Practice and the SA Liquor Act. We therefore reserve the right to refuse service of alcohol to any guest.

### **NOISE**

All amplified entertainment is to be governed through the Carrick Hill sound system which complies with the Environmental Protection Authority Noise Control Requirements. If a Band or DJ has not previously played at Carrick Hill they should check with the Red Jam Venues and Events for the connections needed to plug into the sound system. Inspections can be arranged.

### **CARE OF THE HOUSE, GARDENS AND GROUNDS**

Smoking is prohibited within the House and the Marquee. The lighting of candles in the House is also prohibited due to the sensitive fire detection system.

The taking of photographs of any kind (including by mobile phone) and video recording is not permitted in the House for security reasons.

Paper confetti and rice are not permitted – only rose petals or bubbles may be used in the grounds. Empty bubbles' containers must be placed in the rubbish bins provided.

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### **PARKING OF VEHICLES**

Wedding and function guests should enter via the main gate at 46 Carrick Hill Drive, Springfield and park in the main car park.

Disabled parking is available through the service entrance (see below).

### **ACCESS VIA SERVICE ENTRANCE**

Only limited access is available through the service entrance at 5 Meadowvale Road, Springfield. This entrance is closed and the intercom at the gate must be used to contact staff to allow access.

The service entrance is only to be used by:

- Visitors and guests with disabilities
- Wedding party & parents of bride and groom for wedding ceremonies in the Elms area and functions in the marquee
- Wedding celebrant and musicians (for Elms area & marquee)
- Delivery and pick up by suppliers

### **SPECIAL ACCESS FOR WEDDING CEREMONIES**

#### **Arrival and/or departure by Horse & Cart**

Advise Carrick Hill, telephone (08) 8379 3886, at least one month prior to date of Wedding Ceremony so that bollards can be removed to allow access to the wedding area on the day.

Note: Under NO circumstances can the bollards be removed to allow wedding cars or any other motorised vehicles to drive closer to the House.

### **PUBLIC AREAS**

Carrick Hill grounds are open to the public from 10.00am – 4.50pm Wed. – Sun. and Public holidays. Exclusive use of the gardens and grounds is not possible during these hours. No inconvenience shall be permitted to other visitors to Carrick Hill.

The Carrick Hill House is open to the public from 10.00am – 4.30pm Wed. – Sun. and Public holidays. The House cannot be booked for ceremonies, receptions or other functions during these times or before 5.00pm on any of these days.

### **CONTINGENCY**

In the unlikely circumstance of Red Jam Venues and Events being unable to comply or meet the terms of an event due to unforeseen circumstances or emergency, Red Jam Venues and Events reserve the right to cancel the booking and refund the deposit paid.

# CARRICK HILL

## TERMS AND CONDITIONS

I hereby agree and accept these Terms and Conditions.

Contact Person \_\_\_\_\_

Name of Bride & Groom \_\_\_\_\_

Event Date \_\_\_\_\_

Anticipated Numbers \_\_\_\_\_

Time of Wedding \_\_\_\_\_ Location \_\_\_\_\_

Time of Reception \_\_\_\_\_

Postal Address \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_

(Work or Mobile) \_\_\_\_\_

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*\*please sign and return via fax on 08 8379 7588 attention to Carina.*