

On returning this BOOKING FORM inclusive with a 50% deposit you are agreeing to our TERMS & CONDITIONS and are bound by this contract. The balance to be paid 60 days prior to the booking.

There is a 3% surcharge on all credit card payments.\*

Please complete the below form and return via email to [bramblewood@info.com.au](mailto:bramblewood@info.com.au)

TODAY'S DATE: \_\_\_\_\_

GUEST NAME/S: 1. \_\_\_\_\_

2. \_\_\_\_\_

MAIN CONTACT EMAIL ADDRESS: \_\_\_\_\_

MAIN CONTACT ADDRESS: \_\_\_\_\_

MAIN CONTACT MOBILE: \_\_\_\_\_ SECONDARY CONTACT MOBILE: \_\_\_\_\_

WORK CONTACT NUMBER: \_\_\_\_\_ HOME CONTACT NUMBER: \_\_\_\_\_

BOOKED WEDDING DATE: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

VENUE TOTAL COST: \_\_\_\_\_ DEPOSIT TOTAL (50% of venue cost) : \_\_\_\_\_

SECURITY BOND - \$2000: \_\_\_\_\_

DEPOSIT/PAYMENT CAN BE MADE BY:

### DIRECT DEPOSIT

ACCOUNT NAME: Bramblewood Farm  
BANK: Commonwealth Bank  
BSB: 062 580  
ACCOUNT NUMBER: 1035 7124

\* Please use both your first names & the date of your wedding as a remitter reference

CREDIT CARD (required to be used for balance payment & security) VISA  MASTERCARD  AMEX

CARD NUMBER: \_\_\_\_\_ CARDHOLDERS NAME: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ CCV#: \_\_\_\_\_

I \_\_\_\_\_, authorise \$ \_\_\_\_\_

to be charged to my credit card provided and for my credit card to be used as a security deposit.

BANK DETAILS FOR RETURN OF DEPOSIT

ACCOUNT NAME: \_\_\_\_\_

BANK: \_\_\_\_\_

BSB: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

THE BOOKING FORM MUST BE RETURNED COMPLETE WITH A SIGNED COPY OF THE TERMS & CONDITIONS.

Welcome to Bramblewood.

Thank you for choosing to conduct your event at our property. Here are some guidelines to assist.

These terms and conditions constitute an agreement between the 'client' and Bramblewood. The 'client' referred to herein shall be the person responsible for payment of all charges associated with venue hire.

The terms and conditions herein will be binding upon signing and payment of deposit.

### **COMPLIANCE WITH DA CONSENT & COUNCIL APPROVED DOCUMENTS**

All events are to comply with the requirements of the DA consent (DA 18/0323) as well as the recommendations of the Environmental Noise Impact Report (CRG Acoustic, December 2018) and Draft Operational Management Plan (Planit Consulting, May 2019, Version D)

### **MAXIMUM AMOUNT OF GUESTS**

The maximum number of guests at any event is limited to 150 persons.

### **EVENT COORDINATOR**

All events must engage the full services of an approved event coordinator who must be on site during the whole of the function. This is a condition of our insurance policy.

### **SECURITY BOND**

A security bond of \$2000 is required for all venue bookings and is 100% refundable within 7 days of your event. Any damage, loss, cleaning costs and forbidden activities will result in deductions from the bond amount.

### **THE EVENT AREA**

- The allocated area and surrounding lawns are available for your exclusive use on the day of your event only
- All care is taken to maintain the gardens to a high standard at all times, however please be aware weather patterns are out of our control
- Fireworks are not permitted
- Pets are not permitted
- All guests are to remain within the specified zone throughout the event, see attachment 1A for boundaries. This is a condition of our insurance policy. Failure to remain within the specified zone will result in \$ 1000 being charged to the supplied credit card.

### **PARKING**

The venue has private parking for approximately 6 cars. Private parking is reserved for wedding party, elderly or disabled guests and suppliers. Access requires driving over a gravel road so 4wd is recommended. All other guests are to arrive by minibus/multi passenger vehicle (maxi taxi). No parking is permitted on the street or anywhere other than the designated parking area. No large coaches are permitted on the property. Large coaches are also banned from unloading/parking on the verge of Carool Road.

### **DAY AFTER CLEAN UP**

In order to have your bond refunded sufficient clean up must be done the next day. Site must be left how it was found including removal of cigarette butts and bottle tops, if this is not the case cleaning fees will apply. Ensure all rubbish is collected and disposed of by an external supplier as no bins or rubbish are to be left on site.

### **CURFEW**

Venue operation hours are 10am - 10pm, Monday to Sunday. All events must finish by 9:30pm, with all service providers and guests to be off the site by 10pm. Please respect our neighbours and community as you leave the venue. The venue will be closed promptly at these times.

### **DELIVERIES**

All deliveries to the premises are to occur only within the hours of 7:00am to 9:30pm Monday to Sundays, unless otherwise approved by Councils General Manager or his delegate. Urgent or medical related deliveries exempted.

### **SOUND CONDITIONS**

All events are to comply with the recommendations of the approved a Environmental Noise Impact Report (CRG Acoustic, December 2018) as specified below:

- PA speakers should be limited to an average maximum source level of 88 dB(A) measured at 3m.
- Any speakers be elevated a maximum of 1.8m above ground level.
- No live percussion instruments be used.
- Hours of operation be limited to 10am to 10pm.
- Music cease at 9.30pm, with buses all offsite by 9.55pm.

### **INSURANCE**

Bramblewood does not accept any liability for injury to persons or damage to equipment and belongings brought onto the property during the event. The client and contractors must obtain prior written approval for entry into the paddocks containing livestock.

Any costs associated with loss of, or injury to, livestock or damage to property facilities occurring during the event as a result of actions of either the client, the client's guests or the client's contractors will be the liability of the client (whether or not prior consent was obtained).

We require proof at least one month prior to your event that your event coordinator has minimum 10 million dollar Public Liability Insurance policy.

Certificates of Currency of Insurance for all vendors coming onto the property must also be presented before they enter the property.

If proof of insurance is not provided if required, then the owner reserves the right to cancel the event.

### **ACCESS**

- The access is approximately 1 km of steep, narrow winding farm road
- There are passing bays approximately every 70 metres
- Give Way always to vehicles coming UP the road
- No passing on the cement section of road or on the bridge
- Speed limit is maximum 201</h
- Watch for wildlife on road! We have many wallabies, pythons, echidnas, etc. living here so keep your eyes peeled
- 4wd vehicles are highly recommended

### **STRUCTURE**

If a marquee is erected in the paddock, due to regulations:

- Height of the marquee walls must not exceed 4m
- Total height must not exceed 6m
- Total square metres must not exceed 300
- Marquee must be dismantled the day after the event

Clients need to be aware bad weather may be a factor. The hire, erection and delivery of any structures will be the client's responsibility.

### **WATER**

Tank water is available at both power boxes. This water is not potable and only for cleaning purposes.

### **TOILETS**

A minimum of two (2) portable WC for females, and one (1) WC and one (1) urinal for males (or the equivalent number of unisex facilities) are to be installed and made available for use by guests for the duration of an event. All portable toilets installed shall be removed from the site within 24 hours of the event. The servicing of waste facilities shall be limited to between the hours of 7:00am to 6:00pm Sunday and Public Holidays.

### **GENERATOR**

There is power available at the two mains boxes although a generator is recommended in the case of a power outage.

### **LIABILITY**

We, the venue, accept no responsibility or liability for any loss or damage to any property belonging to the client or the clients guests, including hire equipment and all the guests that are on site. We reserve the right in our absolute discretion to exclude or remove any undesirable persons from the event or premises without liability.

### **CONDUCT**

The client shall conduct the function in an orderly manner and in full compliance with these terms and conditions in accordance with all applicable laws.

The client will also be responsible for any damage by their guests to the grounds and costs involved in the repair. Filming of the venue for use in any promotion or advertising may not be used without the owners prior written consent. The function/event is to be conducted so as not to cause disruption to the amenity of the locality, particularly by way of the emission of noise, dust and odours or the like.

No use of mechanical amusement devices

All activities shall be carried out in accordance with the requirements of Liquor and Gaming NSW and NSW Police

### **FILMING OR PUBLICITY**

Without limiting the confidentiality obligations outlined above, filming of the venue for use in any promotion, advertising or other publicity is not permitted without the owners prior written consent ( which may withhold in its absolute discretion).

### **DELIVERIES**

All deliveries to the premises are to occur only within the hours of 7:00am to 9:30pm Monday to Sundays, unless otherwise approved by Councils General Manager or his delegate. Urgent or medical related deliveries exempted.

### **CATERERS**

You must engage the services of an approved catering company. Consult with your coordinator about suggestions. The preparation and sale of food shall comply with the Food Act 2003 and the NSW Food Authority's Guidelines for Mobile Food Vending Vehicles and Guidelines for Food Businesses at Temporary Events.

All food business operators shall maintain current notification to Council and be subject to Councils inspection program with adopted applicable fees.

### **FIRE PIT**

- The Firepit is provided for your enjoyment although wood to burn is not
- Wood can be delivered from our local provider. This is a ute load of quality split hardwood
- The fire pit will only be accessed by one of the approved event coordinators' staff
- The fire pit cage is HOT
- The fire pit is to be the only fire on the grounds

### **BOOKING/CONFIRMATION**

To confirm your event booking you will need to complete the "BOOKING FORM" and send via email together with payment of your deposit. We are very happy to hold tentative bookings for a period of 7 days or until we receive confirmation and payment of your deposit. If a confirmation has not been received in this time period, the date will be released.

- We require a deposit of 50% of the venue hire to secure the booking
- The balance to be paid 60 days prior to the date of the function

### **CANCELLATIONS**

All cancellations are required in writing.

All cancellations will be subject to the following conditions and charges:

1. Functions cancelled within 6 months of the event the deposit will be forfeited.
2. Functions cancelled within 30 days of the event will incur the full tariff payable for the function.

### **UNFORSEEN CIRCUMSTANCES**

Bramblewood reserves the right to cancel any booking and refund any deposit/payment at any time, should an unforeseen event beyond the venue's control occur - including major incidents, natural disasters, terrorist or criminal activities. Bramblewood will not be responsible for costs incurred or compensation for any unforeseen circumstances affecting the client.

### **PHOTOGRAPHY**

Bramblewood requests five photos from the event that we could use on our website/instagram account. We also reserve the right to photograph the setting up and dismantling of the event for our own uses.

### **PROPERTY BOUNDARIES**



# Bramblewood

## AGREEMENT TO TERMS AND CONDITIONS

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Please complete the below form and return via email to [bramblewood@info.com.au](mailto:bramblewood@info.com.au)

NAME PARTNER A: \_\_\_\_\_

NAME PARTNER B: \_\_\_\_\_

MAIN CONTACT EMAIL ADDRESS: \_\_\_\_\_

MAIN CONTACT ADDRESS: \_\_\_\_\_

MOBILE NUMBER PARTNER A: \_\_\_\_\_ HOME NUMBER PARTNER A: \_\_\_\_\_

MOBILE NUMBER PARTNER B: \_\_\_\_\_ HOME NUMBER PARTNER B: \_\_\_\_\_

BOOKED WEDDING DATE: \_\_\_\_\_

CEREMONY TIME (IF KNOWN): \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

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Confirmation of booking has been obtained from Bramblewood :    Yes     No     (please indicate)

We/I understand we are responsible for returning the property in a clean state and there may be a charge for additional waste removal/cleaning and/or any damage occurring :    Yes     No     (please indicate)

Client Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date of signed agreement: \_\_\_\_\_