

Booking Policy & Agreement

Please read carefully the following information regarding our booking policy. Our friendly wedding coordinator is here to help you with any questions you may have regarding this policy. Upon paying a deposit, you are agreeing to the following terms and conditions:

Tentative Bookings / Booking Confirmation: we can tentatively hold your date for a period of 2 weeks without a deposit; after this point a deposit must be paid to fully secure the date.

Deposit: A deposit of \$500 is required to secure the date. This amount is then deducted from your total amount payable at the finalisation of your wedding.

Cancellation: Should the event be cancelled prior to 60 days from the event date, the deposit will be returned in full; any cancellations with less than 60 days notice will forfeit the deposit to cover administrative costs.

Confirmation of Numbers: We require confirmation of numbers 14 days prior to the event date, to ensure our chefs and service team have sufficient time to order and prepare all necessary requirements for your special day. Once we receive the final numbers, this is the minimum amount you will be charged regardless of how many people do not attend.

Payment: Final payment is required 7 days prior to your event date, unless prior arrangements have been made with our wedding coordinator. We accept the following payment methods: Cash, Credit Card, Amex, Diners, or Direct Debit.

Menu Selections: Final menu selections are required 14 days prior to the event date. If you are having trouble deciding, ask our wedding coordinator to organise a menu tasting for you to put your mind at ease. You will be charged according to the functions menu price. If the functions menu changes, we will honour any previous menu selections you chose from the previous Functions Menu. If you would like your wedding cake served as the dessert, our chefs and service team can cut, plate and serve it for you at an additional charge of \$2 per person, served with fresh cream for \$2.50 per person, or with cream and ice cream for \$3 per person.

Pricing: Prices are subject to change without notice due to increased costs in the market. You will be notified of any change if it occurs, and provided with alternative options if required.

Entertainment: If you are arranging your own entertainment then it will need to be approved through the wedding coordinator, as there are various liquor licensing and sound restrictions that must be followed.

Decorations / Linen: The Bayswater Hotel does not hold any decorations in stock but you are more than welcome to bring in your own decorations or even a decorator. Please ask our wedding coordinator for suggestions on our recommended decorators and other suppliers that have a good reputation within the region. We do provide linen table cloths and napkins at an extra cost, you will only be charged for what you require and the amount is added into your minimum spend.

Damage: The clients will be responsible financially for any damages made by your wedding guests. We will make every effort to look after any outside supplies or equipment; however we do not accept any responsibility for damages or loss of equipment, decorations, or anything else that has been brought in from other suppliers.

Responsible Service of Alcohol: The Bayswater Hotel supports the responsible service of alcohol and reserves the right to refuse service to any patron. The Bayswater reserves the right to ask any disorderly or intoxicated patron to leave the premises at any time. Last drinks will be called 20 minutes prior to closing. All guests, by law, must vacate the premises 30 minutes after closing time.

Event Times: Lunch Functions - 10am till 3:30pm (everyone must be vacated by 4pm to ensure enough time for Bistro resetting). Dinner Functions - 5pm till Midnight (unless otherwise arranged).

By paying the deposit you are agreeing to the above terms and conditions

Event date: _____

Today's Date: _____

Name: _____

Signature _____