

The Secrets Garden Terms and Conditions

The Secrets Garden -

Venue Hire: Monday – Thursday \$ 950
Sunday and Friday \$1150
Saturdays and Public Holidays \$1,350
Prices are valid from January 2014

Guests: Minimum 10 guests
Maximum 80 guests

Inclusions: Parking area for guests.

Welcome in the Secret Garden inclusive of sparkling mineral water or soft drink and background music. Guests are to remain in this area until the ceremony and are not to wander through the grounds if not Secrets guests.

The Secrets Garden Ceremony area includes a chair for the Bride and Groom with a dressed registry table. Ten chairs for some of the guests. Additional chairs are able to be hired at a cost of \$5.00 per chair. An arrangement of fresh flowers will be on the registry table.

Confirmation of details:

All details relating to the event must be confirmed with the Wedding Manager a minimum of eight (8) weeks prior to the event. An "Event Order" will be issued confirming all details in writing between the parties. Your written confirmation or signing of the event order and returning to Secrets will be required.

Payment / Confirmation of Details Schedule:

Deposit Confirmation of a non-refundable \$500.00 deposit is required within 14 days of booking along with payment value of half the accommodation booking. The booking may be released without notice if payment is not received by this time. The \$500 deposit will be held until after the event, and refunded when all relevant charges have been paid.

8 weeks prior All ceremony details including accommodation, times, catering, entertainment and decorations are to be confirmed with our Wedding Manager by this time. An event order will then be issued detailing all the arrangements. This will be signed by the guests and returned to Secrets on the Lake. Any deviation from these arrangements may incur additional charges.

60 days prior Full payment of all function venue hire, catering and accommodation fees are to be paid at this time. Beverages to be charged on a consumption basis will be the only exception and the deposit of \$500.00 will be held and deducted from the final account prior to the completion of the event. All payments at this time are subject to reletting in order to be refunded.

Credit Card Guarantee:

Along with the deposit, a signed copy of our Terms and Conditions / Agreement, a credit card guarantee will also be required to confirm the booking. This requests a credit card guarantee for any incidental charges. Should there be any damage incurred, excessive cleaning or deviation from the agreed Terms and Conditions, additional fees may be charged.

Responsible Service of Alcohol:

Alcoholic beverages may only be consumed by patrons over the age of 18 years old. Proof of age may be requested by management or staff at any time. If you or your guests are unable to produce ID, you will be refused service. Secrets reserve the right to refuse service to any person that is being disruptive and request the assistance of the event hosts to ensure that your guests behave in an orderly and appropriate manner. Any guest not behaving in an orderly manner will be asked to leave Secrets on the Lake.

Secrets is a licenced venue. We don't have the facility for BYO either alcoholic beverages or soft drinks or juices. We have a menu where most people can find wines and beers that they would like to choose for their occasion.

Sometimes bridal parties may wish to have a special wine which we are happy to purchase for them at a cost and we serve them plus a standard service cost per bottle. Any left overs, the bridal couple purchases back from us. Sometimes the couple will locate their own choice and we serve them with the service cost.

These matters can be discussed with our wedding planner.

Public Holidays:

Any event held on a Public Holiday will incur a 15% surcharge on all catering and venue costs.

Pricing:

Price increases occur each year as at 1st January. Therefore, an increase of up to 10% may be calculated into prices for each year on current prices. During the current pricing period, every effort will be made to maintain this level, however, due to external events; management reserves the right to change prices if necessary. All prices quoted include GST, unless otherwise stated. Any alterations to standard menus may incur price adjustments.

General Information:

Confetti is not allowed to be used on the premises. Bubbles and fresh rose petals may be used on the lawn areas only.

Secrets on the Lake is a non-smoking venue. Please ensure that your guests are aware of this condition.

Getting Ready

We recommend that **The Nest** which can accommodate up to 6 guests be booked as the venue for "Getting Ready", or just for your family to stay in. Please see our current tariff sheet for prices which will include the Champagne Breakfast Basket along with freshly baked items for each morning of your stay. We also have **The Whistle Stop** which can accommodate up to 4 guests as another alternative for Getting Ready. The Nest & The Whistle Stop are a wonderful choice for Getting Ready as both are very secluded which offer you the opportunity to have visitors without disturbances to other guest here at Secrets. If you choose to use The Nest or The Whistle Stop for the purpose of gathering, a cleaning fee of \$200 will be applicable.

Honeymoon Suite

Secrets is our most luxurious penthouse treehouse and features its own private waterfall.

This is ideal for the wedding night and post wedding wind down. A two night minimum applies.

Deposits – For Group Bookings

For all accommodation bookings made under the wedding party, the deposit requirements differ from individual bookings. All group accommodation bookings of two rooms or more will be required to be paid in full 60 days prior to the arrival date.

Cancellation Fees

The Secrets Garden deposit of \$500 is non-refundable, therefore, if you do cancel the booking this amount will not be refunded.

Accommodation deposits - are refundable less a \$50 per room cancellation fee, if the rooms are re-let. If the rooms are not re-let then the full accommodation fee will be retained as the cancellation fee.

Other information

- Check in time 2:00pm. Checkout 11:00am
- Secrets facilities are for paying guests only - **no visitors**.
- All rates and prices include GST and are firm at the time of deposit; otherwise subject to change without notice.
- Transfers and cancellations made up to 30 days before arrival are subject to a \$50 cancellation fee.
- It is suggested that guests seek travel insurance (particularly for longer stays) to cover cancellations, loss of deposits, medical and other emergencies.
- Guests are responsible for damage, loss or theft from their treehouse.
- Gift vouchers are non-refundable and only transferable once re-let.
- Smoking is only permitted on your deck and in the garden.
- Minimum bookings apply.
- No pets allowed.
- If guests cancel or cut short their stay and the cabin is re-let, then the remaining balance is refunded less all costs of additional cleaning, breakfast baskets, replacements, re-letting commissions or discounts, any breakages or damage costs.
- Deposit money shall mean all money paid prior to cancellation, including gift vouchers, which are paid in full and are non-refundable.

Hire Items

Item	Hire Price
Italian white padded folding chairs	\$5 per chair
White Table cloth	\$10
German Lace Cloth	\$25
Bowl of short stem roses	\$40, Flowers are for you to keep.
Champagne Glasses	\$1 each
Access to water station	\$25

Optional extras

Item	Price
Petal Cones or Petal Aisle	\$3 each or \$100 for Aisle
Chair Sash-Silver/ Ivory/ Pink/ Purple/Green	\$5 each
Row Boat (photo option)	\$100

Booking Agreement:

Names: _____

Address: _____

Contact: Phone: _____ Mobile: _____ Email: _____

Event Date: _____

Times: Start: _____ Finish: _____ Guests Expected: _____

Accommodation Requirements: _____

Deposit Paid: _____

- Venue Requirements:
- Garden ceremony
 - Drinks and canapés in gardens prior to reception
 - The Lakehouse reception (day time only - maximum numbers apply)
 - Canapés as reception (will incur extra cost per head)
 - Secrets Cafe Deck Reception (night time only - not advisable in Winter - minimum numbers apply)

Special Requests: _____

Credit Card Guarantee

Credit Card Details:

M / C

Visa

AMEX (2% surcharge)

Card name: _____

Card number: _____

Expiry Date: _____

Please note that the cost of any damage or excessive cleaning caused by you or your guests may incur additional charges to be made to this credit card. Also any additions to the requirements detailed in the Event Order or deviation to our Terms and Conditions may also incur an additional fee and will be charged accordingly.

Signed: _____ Date: _____