

Secrets on the Lake

Full Wedding Ceremony Terms and Conditions

Reception Inclusions:

We include a basic set-up for receptions, which includes a white cloth, cutlery, serviettes, glasses, salt & pepper and a bud vase. **N.B.** Table will be laid out according to your instructions but where there are complicated decorations required an additional charge based on time applies or you may hire an event stylist.

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 by signing of the event order and returning to Secrets will be required.

Quote: Based on your specific requests, we will complete a quote for your consideration.

Payment / Confirmation of Details Schedule:

Deposit: Confirmation of your wedding booking with your non-refundable \$500 deposit is required within 14 days of your quote. Then within 30 days from paying your security deposit, half your venue hire and your accommodation deposits are required to be paid. 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. **Balance of accommodation and venue hire must be paid.** 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.

21 days prior: Full payment of all function, catering and any outstanding extras are to be paid at this time and final numbers to be confirmed and fixed. Bar tab must be pre-paid and increased during the event if required. Cash bar can be available at reception on the deck but not in the gardens.

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. It is recommended that transport be provided for any guests who may drink and drive.

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 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 purchase back from us. Sometimes the couple will locate their own choice and we serve them with the service cost of \$25 per bottle. These matters can be discussed with our wedding planner.

Public Holiday: Any event held on a Public Holiday will incur a 15% surcharge on all catering and venue hire fees. Accommodation over a long weekend is a minimum 3 night stay.

Pricing: Prices are subject to increases 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 Whistlestop which can accommodate up to 4 guests as another alternative for Getting Ready. Both 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 Whistle Stop as a venue to gather with your guests, on average a cleaning fee of \$200 may be applied if it is not left in a good condition. The extra cleaning fee may be requested. And paid for upfront.

Honeymoon Suite: Secrets is our most luxurious penthouse treehouse and features its own private waterfall. This along with any of our penthouses are 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.

Please note: Saturday is our busiest day for weddings, the café and accommodation. It is our policy to only have weddings with venue & reception on a Saturday.

Cancellation Fees:

Less than 120 days before the wedding. The Security 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. **Half of the venue fee is also retained by Secrets.**

Less than 60 days before your wedding. The Security 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 **only 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. **Half of the venue fee is also retained by Secrets.**

Other information

- Please note your acceptance of these terms and conditions is a requirement of making a booking.
- Secrets facilities are for paying guests only – **no visitors**.
- Check in time 2:00pm. Checkout 10:00am-11:00am
- 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 for DIY weddings or Elopements

Item	Hire Price
Italian white padded folding chairs	\$5 per chair
White Table cloth	\$10
Row Boat	\$100
Bowl of short stem roses	\$60
Champagne Glasses	\$1 each
Access to water station	\$25
Petal Cones	\$5 each
Petal Aisle	\$100
Chair Sash-Silver/ Ivory/ Pink/ Purple/Green	\$5 each
Lawn Games (3)	\$100
Lawn Games (6)	\$150

Secrets Wedding Booking Agreement Form

Names: _____

Address: _____

Phone: _____ Mobiles: _____

Email: _____

Event Date: _____

Start Time: _____ Finish Time: _____ Guests expected: _____

Accommodation required: _____

Deposit Paid: _____

Venue Requirements:

- Garden Ceremony
- Drinks and canapes in the gardens prior to reception
- The Lakehouse reception (day time only-maximum numbers apply)
- Canape reception in the gardens only (will incur extra cost per head)
- Secrets Café Deck seated reception (night time only-min numbers)
- Event concludes 9.30pm Additional \$200/per half hr up to maximum 10.30pm
- Use of The Nest as a gathering place e.g. BBQ reception (max 20 guests)
- Special Request: _____

Credit card guarantee:

Credit card details: Mastercard VISA AMEX (2.75% surcharge)

Card name: _____

Card number: _____

Expiry date: _____ CVV: _____

Please note that the cost of any damage or excessive cleaning caused by you or your group may incur additional charges to be made to this credit card. Also any additions to the requirements detailed in the Event Order or deviation from our Terms and Conditions may also incur an additional fee and will be charged accordingly. Payment of your security deposit indicates your acceptance of our terms and conditions. Please also note, that guests must observe common sense rules of workplace health and safety and observe mandatory regulations as required by our liquor licence and where this doesn't happen they then become liable to any consequent Public Liability Action.

Signed: _____

Date: _____