



| VENUE BOOKING AND HIRE - TERMS AND CONDITIONS |

| Tentative bookings |

Hazelhome Estate will hold a tentative booking date for 10 working days from the date of initial enquiry. After this time, the dates will be made available again if we have not received your booking form and non-refundable deposit.

| To confirm your booking |

Your booking is only considered confirmed once we have received both your completed booking form and non-refundable \$3,000 deposit. We will advise you that your booking is confirmed, in writing. Your deposit will be deducted from the total amount of your final bill.

| Finalisation of payment |

Your final payment is due 60 days prior to your event date. Access to Hazelhome Estate will not be granted if the final payment has not been made.

| Cancellation and change of date |

In the event of cancellation by the client prior to 60 days before the event, the deposit will be retained by Hazelhome Estate. For any cancellations within 60 days prior to the event, an additional fee of \$3,000 will be retained.

In the event of a change of date request by the client, the initial \$3,000 deposit will be forfeited to Hazelhome Estate and a new deposit will need to be paid. The same terms and conditions will apply to the new event date.

| Wet weather policy |

Please be aware that we can not guarantee the use of the Hazelhome garden if there is persistent wet weather PRIOR to, or on the day of, your event. Hazelhome Estate retains the right to restrict garden access if the ground is too wet. In the event that we deem the garden too wet, all event activity will be restricted to the Orchard Shed and it's immediate surrounds.



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| Access |

The Orchard Shed is available from 3pm the afternoon prior to the event for setting up. The garden is available from 9am the day of the event. We ask that everything be packed up and collected by midday the following Monday (for Saturday weddings).

| Function finish time |

Guests are requested to vacate the venue before 11pm to comply with licensing laws. Music is required to finish at 10pm. Penalty rates of \$400 per half hour after 11pm apply for late departure. Please arrange suitable transport, ie, bus pick-up, before the event.

| Catering, beverages, entertainment and transport |

We are more than happy to recommend caterers, beverage packages, musicians and entertainment as well as transport for your event. The booking, confirmation and payments of these additional services is the responsibility of the event host and does not form any part of the agreement with Hazelhome Estate.