

COAL CREEK

Community Park and Museum

Silkstone Road

KORUMBURRA, 3950

Phone: 5655 1811

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www.coalcreekvillage.com.au



Wedding Booking Form

Bride's Name _____ Tel: _____

Groom's Name: _____ Tel: _____

Contact Mobile No. _____ e-mail: _____

Address _____

suburb _____ Post code _____

Date of Wedding ____ / ____ / ____ Wedding Car(s) No: _____

(Please observe 5 km Speed Limit with in Village)

People No's _____ Time of Arrival: _____ Time of Departure: _____

Please circle one of the item listed below

- Photos Only \$80
- Wedding Ceremony \$275
- Wedding & Reception P.O.A.

Terms and Conditions

Booking

A booking will be considered tentative pending receipt of a deposit and will be held without obligation for a period of fourteen days. Once this period has elapsed Coal Creek reserves the right to cancel an unconfirmed booking and reallocate the venue to other enquirers.

Deposit & Cancellation

A deposit of 20% of the total cost is payable within 21 days from the time of booking, together with a completed wedding booking form. Balance to be paid no later than one month prior to wedding. A redeemable bond of \$200 is also to be paid 21 days from the time of booking. Written confirmation of your booking will be forwarded on receipt of your deposit. In the event of a cancellation a refund will be given if notice is given 4 weeks before the booking date less 10% of the deposit for administrative costs. Notice of cancellation is to be put in writing to Coal Creek,

CONFIRMATION of Numbers

Confirmation of numbers is required no later than 14 working days prior to your wedding date. For catering purposes if the numbers become less after you have confirmed you will be charged as per your confirmed numbers. If numbers become greater after you have confirmed there is no guarantee that the catering will cover the numbers.

Menu

Selection of menu to be completed 14 days prior. Once times have been scheduled for meals Coal Creek will serve the meals at the mutually agreed times. A 15 minute grace period will be overlooked.

Table Service

Table service of beverages is not included in the costing of each standard package Coal Creek offers. An additional cost will be involved if you require this service. Arrangements for this service are to be made no later than 4 weeks prior to the function.

Outside caterers

Caterers must agree to adhere to food safety/OHS regulations and are required to contact Coal Creek prior to function date to provide relevant documentation.

Set Up

All items required for the set up of the function are to be delivered to Coal Creek, no later than 3 days prior to the function date (Flowers and cake are exempt).

Decorations & Other external items

Equipment and decorations brought in are required to be approved by Coal Creek management. Only removable decorations will be accepted, i.e. pot plants or vases. There is to be no use of screws, nails or other devices during the erection of decorations. All decorations are to be removed at the conclusion of the function or within the timeframe agreed to by Coal Creek management

All electrical equipment must be in good working order and adhere to current OHS&S requirements as stated in the 2005 OHS&S Act.

Damages

The host is required to conduct the function in an orderly manner and in compliance with the requirements of Coal Creek. Damage to furniture, fittings, equipment or buildings must be reported to Coal Creek within 12 hours of the wedding. Damage to be assessed by Coal Creek and payment will be deducted from the bond. If the damage exceeds the bond amount the hirer must pay the balance within 14 days of invoice request. Coal Creek property must not be removed. Removal of items from Coal Creek is an offence and will be reported to the police.

INSURANCE

Unfortunately Coal Creek is not able to accept responsibility for loss or damage of personal items left on the premises during or after the booking.

Likewise, we can't be responsible for items lost in Coal Creek or the car park before, during or after the reception.** Coal Creek management will not be held responsible for valuables left at any venue within the village. **If there are any items that are required to be left within the village notification is to be given to management in order for security arrangements to be made

Terms and Conditions Con't

External Operators

Any outside business operators must have their own public liability insurance. A copy of their certificate of currency is to be provided to the management of Coal Creek.

Licensed premises

The Pig & Whistle is a fully licensed venue and alcohol consumption is only permitted within the confines of The Pig & Whistle and its surrounds. Alcohol is not to be brought into the village.

RESPONSIBLE SERVICE OF ALCAHOL – HOUSE POLICY

Coal Creek follow the Victorian RSA policy. All Coal Creek food & beverage staff has undertaken RSA training and have been instructed not to serve persons under 18 years of age or intoxicated persons.

All requirements of the liquor control act will be strictly enforced by Coal Creek.

The main points that should be considered are:

It is an offence to serve liquor to a person under 18 years of age.

1. It is an offence to serve a person adversely affected by alcohol.
2. No beverages of any kind will be permitted to be brought into Coal Creek for consumption by the function host or guests.
3. The function host will provide Coal Creek with a list of names of all guests upon confirmation of final numbers.
4. No unacceptable serving practices.
5. At the discretion of Management at anytime the function maybe served light beer only in accordance with the requirements of the responsible serving of alcohol guidelines.
6. Please note: in respect of section "c", liquor found in the possession of guests will be removed, held by Coal Creek and returned when the guest leaves the venue. A subsequent occurrence will lead to the guest being asked to leave and the liquor confiscated.
7. Wedding participants are only permitted to use the area as outlined in the confirmation of booking letter. It is the responsibility of the hirer to ensure that the venue is used in accordance with the terms and conditions of Coal Creek and any illegal activity or unruly behaviour whilst in the village will not be tolerated.

Smoking

Smoking is not encouraged in any of the buildings or structures at Coal Creek, Community Park & Museum. The hirer of the grounds is responsible for ensuring that their guests are aware of this policy. Failure to comply with this rule could result in the loss of the bond.

Confetti

Confetti is not permitted within Coal Creek; however the use of organic products, i.e. rose petals, bubbles, is acceptable.

Please read all terms and conditions carefully

I have read the Terms & conditions of Coal Creek and agree to abide by them. I am aware that failure to do so will result in the mentioned penalties.

Signed

Date

Function Date.....