



## Terms & Conditions

### **Tentative Bookings**

A tentative booking will be held for fourteen (7) days only. All bookings are subject to availability and are considered tentative until the full deposit is required.

### **Confirmed Bookings**

A non refundable deposit of \$550 is required to confirm your booking along with an original acceptance document (Terms & Conditions) signed by both parties. This document is to be lodged with Darling St Chapel at the time your confirmation payment is made.

***PLEASE NOTE: All quoted Prices and conditions may change subject to Darling St Chapel management discretion, although in normal circumstances generally should stay at quoted prices when booking.***

### **Cancellations or change of Date**

If your function is cancelled, the following conditions apply:

An administration fee of \$550 is charged for all cancellations.

Change of Dates will incur and \$550 charge for re bookind and lost revenue for original date.

If payments have been made to your account 50% of your payment amounts will be retained by Darling St Chapel due to loss of bookings and fees incurred to Darling St Chapel

If cancellation occurs within 30 days of your confirmed date and payments have been Darling St Chapel will retain 100% of any payment amounts due to lost booking and fees incurred to Darling St Chapel.

### **Duration of Hire**

Darling St Chapel has a standard 5 hour reception hire for most functions. Extra hours are charged at \$550 p/hr. All serving of drinks and music must finish 30mins prior to the end of your reception to enable guests to vacate our premises at your pre-determined finish time.

Due to the BYO nature of our facility the maximum length of a reception at Darling St Chapel cannot exceed 6hrs duration. All functions have a strict midnight curfew with drinks and music finishing no later than 11.30pm.

### **Food & Beverage Minimums**

Darling St Chapel has a minimum of 50 guests on all our packages. Exceptions can be made for mid week weddings for Silver and Reception only packages as well as High Tea weddings.

Weddings held on public holidays and Sunday's will incur a 10% surcharge to cover extra staff costs associated with public holidays and Sunday penalty rates.

Children are charged at \$5 per year. i.e. 6yr old cost is \$30. Any child aged 13yrs and over are deemed an adult under any of our packages. Children's meals are served for alternate drop menu only.

### **Ceremony**

Darling St Chapel will open 30 minutes prior to your wedding ceremony, with car parking reserved at the front of the Chapel for your bridal vehicles. A minimum of 1 hour is required to convert Chapel to Reception. No guests are permitted to remain inside our Chapel whilst Reception set-up takes place. Darling St Chapel is available for Ceremony Rehearsal for a fee of \$150 (maximum 1.5 hours). PLEASE NOTE: No drinks, both alcoholic & non alcoholic, will be served before the ceremony.

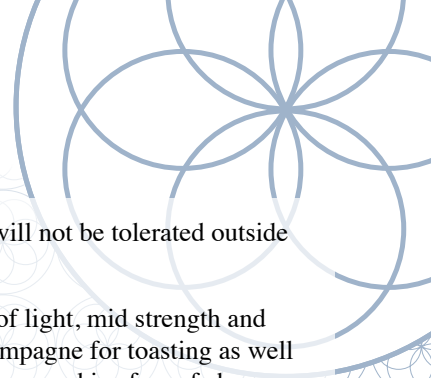
### **BYO Alcohol**

The Darling St Chapel is a BYO facility. The following conditions apply for all functions;

- **Corkage is included in all packages. Due to licensing requirements a \$250 security fee is charged. Under NO circumstances are Spirit Bottles permitted in our venue. All spirits must be served in pre-mixed bottles or cans;**
- Hirers should supply soft drinks for non-alcoholic drinkers in cans/ single serve bottles – Failure to do so will incur a further \$100 fee;
- No takeaway drinks will be given to guests when leaving our facility. All remaining drinks are to be collected at a pre-determined time with Darling St Chapel staff.
- Management will run your BYO bar as if it were a licensed facility. We refuse the right to serve intoxicated or unruly patrons;



# Darling St Chapel 2017 - 2018 Weddings



- All drinks must be consumed inside our venue once the Reception has commenced. Drinking will not be tolerated outside our venue once the Reception has commenced. Patrons who refuse may be asked to leave;
- As a general rule 6-7 standard drinks per person is adequate for your function. Generally a mix of light, mid strength and heavy / imported beers, premixed spirit cans / single serve bottles combined with wines and champagne for toasting as well as some bottled water and soft drinks is recommended. Darling St Centre will provide all glassware and ice free of charge for your function.

### **Music**

The Darling St Chapel provides in-house music and a DJ for \$380 (5hr period) for all functions. Hirers can choose to bring your own CD/music compilations for your function the \$380 DJ charge will be waived and a \$150 fee is charged as music can be played by Darling St Chapel staff.

### **Damage**

All hirers are responsible for any damage / theft of property suffered to the Darling St Chapel throughout their function. Charges may include:

Deliberate damage to tablecloths – i.e.: drawing/marking of tablecloth permanent marker, dripping of candle wax, etc. Charged at \$75 per tablecloth.

Cleaning of vomit charged at \$50 by external cleaners. Glitter Sparkles, Rice and Confetti are not permitted. Cleaning fee of \$150 applies.

Damage to centerpieces or any items used by Darling St Chapel or damage to building. Charged depending on management's decision.

Theft of any items throughout the night including centerpieces, chair covers, bows are charged at replacement cost as determined by Darling St Chapel staff.

## ***Terms & Conditions Acknowledgement***

I/we \_\_\_\_\_ have read, understand and accept the conditions as set by Darling St Chapel.

Function date: \_\_\_\_\_ Package Option \_\_\_\_\_ Menu Option.....

Expected number of guests: ..... In House DJ Required? Yes / No

Spirits served? Yes / No

Does your expected guest total exceed 75 guests? Yes / No

Contact details: Home address: \_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ EmailAddress: \_\_\_\_\_

Name: \_\_\_\_\_ Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Representative Darling St Chapel Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Wedding Timeline

*As part of the planning process, may we offer you the following suggested timeline for a smooth and successful management of your day.*

*The following example applies to a 3.30pm wedding. Start times can vary depending on time of year, lighting for photos etc. Our professional staff will go through planning event timings with you prior to your wedding to determine your run sheet. Please check prior to sending out your invitations for best start times for your event.*

**3pm**

Darling St Chapel opens and guests and groom begin to gather.

**3.30pm**

Bride arrives and enters Chapel. *(It's a good idea not to be too late. Remember your guests are waiting and generally have travelled long distances).*

**4pm**

Ceremony concludes, guests vacate outside the Chapel to our courtyard and Gardens for drinks and canapes and group and family photos.

**4pm - 5.30pm**

Reception commences. MC welcomes guests and bridal party explains the format for the evening, bridal party makes grand entrance.

**5.30pm - 6pm**

Finger food served, guests relax and have drinks from your BYO bar.

**6pm - 6.30pm**

Buffet or main course meal served.

**7pm - 7.30pm**

Darling St Chapel staff clear plates and tables in preparation for speeches.

**7.30pm**

Bride and groom cut wedding cake, allowing guests to take photographs.

**7.30pm - 8pm**

Speeches, Darling Street Chapel staff cut wedding cake & prepare dessert.

**8pm - 8.15pm**

Dessert served.

**8.30pm - 9pm**

Bridal waltz.

**9pm - 9.30pm**

Party commences. Lights dimmed for the remainder of your function.

**10pm - 11pm**

Bar closes 30 mins prior to finish time. Maximum 6hr reception hire.