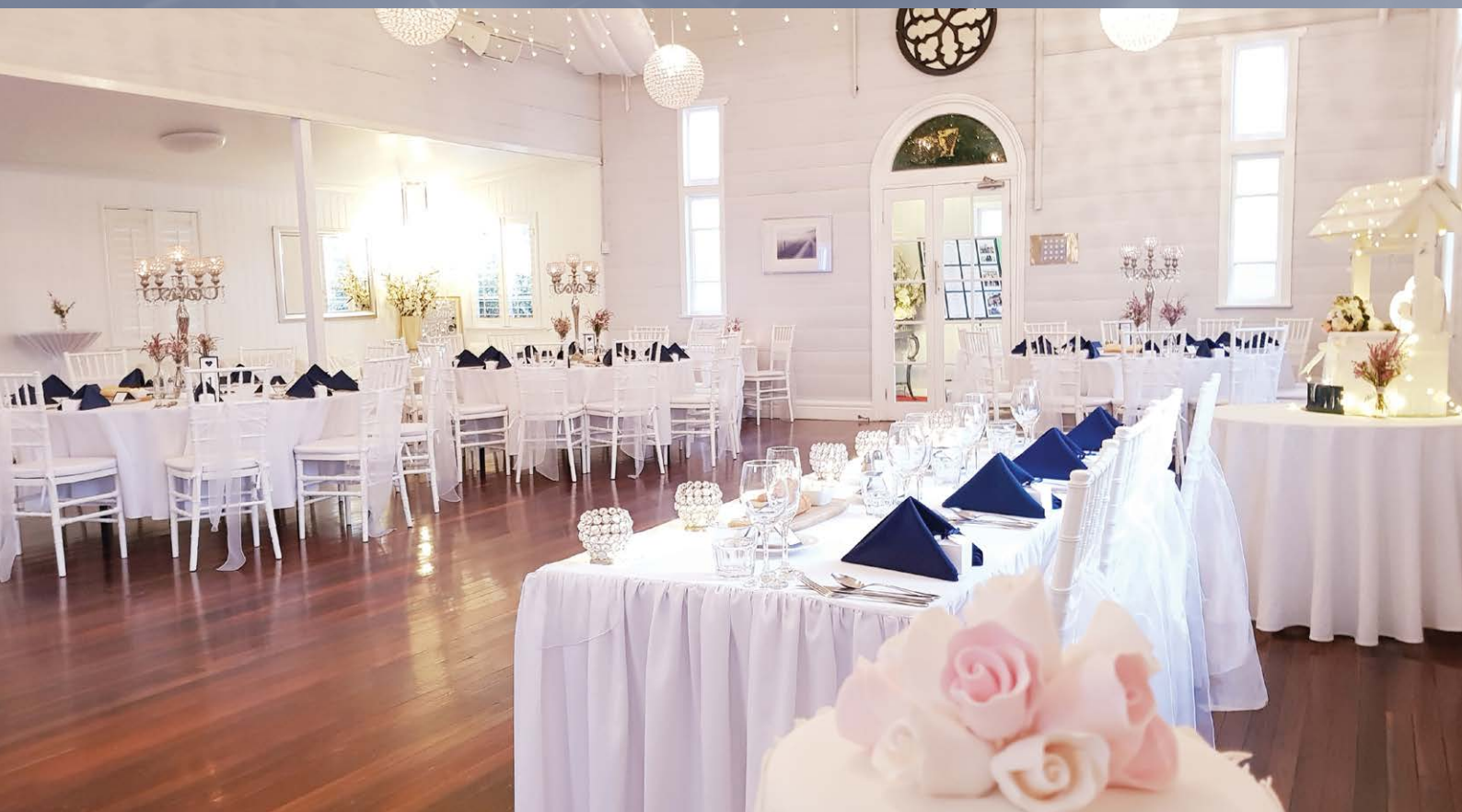




Terms & Conditions Booking Form



Terms & Conditions

Booking Fee

A tentative booking will be held for 7 days only. We require a non refundable Booking Fee to secure your date of \$1,000 deposit for combined weddings and \$500 for ceremony only weddings.

Change of Date or Package

If you need to postpone your wedding booking with us or change your date for any reason there is a \$1,000 fee to do this. If you require a change of package to a package of lesser value there is a \$1,000 fee to do this. If you are changing your package to one of more value – there is no charge for this. Please note that if you are changing from a combined wedding package to ceremony only, the times allocated will change to a morning wedding time only.

Cancellations

If your function is cancelled, hirers will forfeit their booking fee. If payments have been made to your account 50% of your payment amounts will be retained by Darling St Chapel. If cancellation occurs within 30 days of your confirmed date all payments to Darling St Chapel will be retained due to lost booking and fees paid to external providers.

Time Restrictions

Darling St Chapel has a standard hire of 5 hours for most all inclusive packages, all others are 3.5 hours or 4 hours dependant on the package chosen. An additional extra hour can be added to your chosen package for a \$1,000 venue charge if more time is wanted. Our maximum hire for reception packages is a 6 hour hire. Our courtyard canapes and drinks service package time frame is dependant on attending numbers and is for 1 to 1.5 hour maximum. All service of drinks and music finishes 30 minutes prior to the end of your Reception to enables guests to vacate our premises at your pre determined finish time. All guests must be off premise by 10:30pm.

Package Minimums/Children Rates

All packages have minimum requirements. Please consult us at the time of booking. Weddings held on public holidays and Sunday's will incur a 10% surcharge to cover additional staff penalties.

Children are charged at \$5 per year of age above our package minimums. 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. Ceremony Rehearsal is available for \$250 (maximum 1.5 hours). Celebrant services are \$650.

PLEASE NOTE: No drinks, both alcoholic & non- alcoholic, will be served before the ceremony.

BYO Bar Service

Our Bar Service is BYO which means you supply the alcohol and our RSA certified staff serve it.



**All our packages are inclusive of Gst*

The following conditions apply for all functions;

- Corkage is included in all packages. 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.
- 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.
- Our staff are RSA certified and will refuse the right to serve intoxicated or unruly patrons;
- Consumption of alcohol is not permitted in our courtyard or external areas area upon commencement of your reception. All alcohol must be consumed in our venue.
- As a general rule 6-7 standard drinks per person is adequate for your function. Please ensure you have a good mix of beverages to accommodate all guests at your function. All glassware and ice is free of charge for your function.

Music

The Darling St Chapel provides in-house music and a DJ for \$650 (5hr period) for all functions. Hirers can choose to bring your own CD/music compilations for your function the \$650 DJ charge will be waived and a \$350 fee is charged as music can be played 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:

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

Optional Extras Required: Courtyard Package Yes / No

In House DJ Required? \$650 Yes / No Additional 1hr hire required \$1,000 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. <i>(It's a good idea not to be too late. Remember your guests are waiting and generally have travelled long distances).</i>
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	Last drinks called, Bar closed, Music finishes.
10.15pm	Bride and Groom Depart.
10.30pm	Chapel closed. All vacate chapel and grounds, Venue curfew adhered to.



**All our packages are inclusive of Gst*



www.darlingstchapel.com.au