

## **Terms and Conditions**

### **Tentative Bookings**

*A Tentative booking will be held for 10 days at which time a deposit of \$800 is required as confirmation as well as a signed copy of these Terms & Conditions. Should a deposit not be received, the booking will be released without notice. All Deposits are fully non-refundable*

### **Payment**

*Full payment is required 10 days prior to your function. If beverages are on consumption the minimum three hour package is to be paid. Any additional cost, will be charged at the completion of function. Any over payment will be refunded by cheque at completion of function. Villa Pourzand accepts bank cheques, personal cheques, money orders and cash. We apologise for any inconvenience, but credit card facilities are not available at this time. In the event of default the debtor aggress to pay for costs incurred in the recovery of debts.*

### **Cancellations**

*All cancellations must be received in writing from the person who paid the deposit.*

*Cancellations will incur the following*

*3 months – 1 month prior – 25 % of estimated total payable*

*1 month-10 days prior – 75 % of estimated total payable*

*Within 10 days – 100% of estimated total payable*

### **Confirmation of Final Numbers**

*Final Numbers of guests are required 10 days prior to the function. Numbers may decrease by 10% without penalties up until 4 days prior to the function. No other amendments will be accepted.*

*All seating arrangements and table plans are required at this time.*

### Damage

*Any damage caused to the property during a function by guests or sub-contractors hired by you will be charged to your account. Additional cleaning costs may be charged to you for any damage caused to linen or carpets.*

*The use of confetti, rice, glitter, table scatters, rose petals or sparklers is strictly prohibited.*

*Whilst all care will be taken, Villa Pourzand will not be held responsible for any loss or damage to items brought on to the premises.*

### Conduct of Patrons

*All clients and guests attending shall conduct themselves in an orderly manner, in compliance with all State and Federal Legislation's and Laws.*

*Villa Pourzand shall be entitled to remove any persons from the function whose behaviour is offensive, improper or undesirable. We reserve the right to refuse service to any guests deemed intoxicated as per State Liquor Licensing Laws.*

### Delivery and Pick-up Merchandise

*Villa Pourzand is not responsible to provide personnel for this purpose. All deliveries are to be arranged at a suitable time with management. At least 48 hours notice is required. All merchandise brought into Villa Pourzand must be clearly labeled and the client is responsible for any loss and or damage to goods. All merchandise must be collected within 48 hours of function.*

### Price Adjustments

*Villa Pourzand reserves the right to increase quoted prices if the official Goods and Services Tax increases and /or the cost of labour increases. We reserve the right to substitute food and beverages due to non availability of requested items.*

Discounts

*Villa Pourzand will waive the venue hire fee for all functions held Monday and Thursday (except Public Holidays), with a minimum of 40 guests. Functions held in June, July and August receive complimentary venue hire and 10% off the food component of the function (except Saturday evenings).*

Food & Beverage

*No food or beverage may be brought onto the premises without prior approval from management. The client and organizer are responsible for ensuring guests do not bring any food and beverage into events.*

*All prices are inclusive of GST*

*Melissa, Darren and Staff would like to thank-you for considering Villa Pourzand for your Special Day.*

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***These Term's and Condition's are duly noted and accepted***

***Name:*** \_\_\_\_\_

***Wedding Date:*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

***Dated:*** \_\_\_\_\_

*Please keep a copy for your records*

*Please return to;*

*Melissa Kelleher  
Villa Pourzand  
561 Stirling Highway  
Cottesloe W.A. 6011*