

TERMS AND CONDITIONS FOR EVENT BOOKINGS AT THE GOLDEN COAST BEACH HOTEL

1. Bookings:

- 1.1 The venue will be held tentatively for two (2) weeks, from the date the hotel accepts your booking.
- 1.2 A signed copy of this "Wedding Booking Form" must be received within two (2) weeks of booking the date. If not received within two (2) weeks, the venue will be released and your booking may be cancelled.
- 1.3 The hotel only accepts one wedding booking per day at the hotel wedding venues.

2. Deposits & Payment:

- 2.1 A 10% non-refundable deposit is required within two (2) weeks of booking. The deposit must be paid to guarantee your booking. Tentative bookings without a deposit paid will only be held for a period of two (2) weeks. The hotel reserves the right to release any tentative bookings after two (2) weeks.
- 2.2 One (1) day prior to the event, 100% of the event cost is required to be paid.
- 2.3 Services will not be provided without the full payment being received.

3. Number of guests:

- 3.1 The client must provide the hotel with provisional numbers at the time of booking.
- 3.2 Final confirmation of the number of guests should be given seven (7) days prior to the event.
- 3.3 Guests are classed as below:
 - Adults: 13 years and older
 - Children: 3 years to 12 years
 - Infants: Under 3 years old
- 3.4 Upon arrival at the hotel a meeting will be arranged with the Wedding/Event Co-ordinator to re-check and finalize all details of the event.

4. Food and Beverage:

- 4.1 No wines, spirits, food or beverage may be brought into the grounds and premises of the hotel for consumption at the event without prior permission from the hotel. Permission to bring alcohol in from outside is granted on exception by the management and a corkage fee will apply.
- 4.2 The final agreed number of guests is the minimum that the client will be charged for. If fewer guests attend on the day the hotel will charge for the agreed number as this is what the hotel has catered for.
- 4.3 The hotel will store/refrigerate a wedding cake for no more than 24 hours after the event.
- 4.4 An event buffet will open at the time agreed prior to the event, and it will remain open for 1.5hrs. The hotel cannot be held responsible for the quality of food if not served at the scheduled time due to late arrival.
- 4.5 Non-resident's drinks pass payments are the ultimate responsibility of the wedding couple. Any non-payment on behalf of the individual guests will remain on the wedding account.
- 4.6 The hotel is not obliged to refund any lost all-inclusive meals.

5. Entertainment:

- 5.1 The Golden Coast assumes responsibility only for the services booked/provided by the hotel.
- 5.2 The client must inform the hotel of any other suppliers booked that will be present at the hotel at any point during the event (florist, DJ, decorator, etc.).
- 5.3 Music at the events venue is limited to the following hours (volume levels remain under the hotel's control at all times):
Outdoor venue: 24:00hrs
At this point the music must finish and the venue will close.

6. Venue:

- 6.1 The hotel reserves the right to relocate any event to accommodate final numbers, any refurbishment/maintenance requirements or weather conditions.
- 6.2 Only Bio-degradable confetti can be used in the hotel.
- 6.3 Hotel staff can provide limited assistance in decorating the venue, which will be limited to things such as putting name cards and favours on tables. Additional venue decorations should be carried out by friends or family of the couple and the Hotel reserve the right to charge an additional fee if Hotel staff are required to assist.

7. Etiquette:

- 7.1 The hotel reserves the right to judge acceptable levels of noise or behaviour of the event guests, representatives or suppliers contracted by the client (including, but not limited to, persons engaged by the client to provide entertainment). The client must ensure compliance with the hotel's directions regarding noise and behaviour.
- 7.2 The hotel reserves the right:
 - To exclude or eject any person from the event or the hotel if it reasonably considers such person to be objectionable
 - To terminate the contract and stop the event if necessary, without liability for any refund or compensation, in order to prevent or terminate unacceptable noise or behaviour.
- 7.3 The hotel practices principles of responsible service of alcohol. Intoxicated persons will not be served alcohol and may be removed from the premise.

8. Bedroom bookings:

- 8.1 Upon returning this signed form, if requested, the hotel will provide the client with a special code offering a discount on accommodation for guests of the event.
- 8.2 This code can only be used by guests attending the event, booking directly via our hotel website, for dates that include the event date.
- 8.3 Any bookings found that have been made outside of the above terms, will be cancelled without refund.
- 8.4 If booking the Grand, Luxury or Platinum Wedding package, the wedding couple are entitled to one (1) free night only when booking accommodation for a minimum of seven (7) nights. This means that the night of the event will be free of charge in the room that is booked for the full stay.
- 8.5 The hotel offers a complimentary upgrade to wedding couples on check-in, however this is subject to availability at the time of check-in.
- 8.6 Check-in is at 2.00pm and check out is at 12.00pm. Please ensure you take this into consideration, as we cannot guarantee an early check-in or late check-out.

9. Liability:

- 9.1 All equipment provided by the hotel has to be returned in the same working order as received.
- 9.2 Any personal items found in the venue at the end of the event will be returned to lost property; however no responsibility can be taken for any property that is not located by the hotel.
- 9.3 The hotel accepts no responsibility for any items or clothing left in the wedding store.