

## **Booking Terms and Conditions**

### **Pricing**

Pricing quoted is inclusive of GST and valid for weddings booked prior to December 2025 with an event date prior to December 2026. While we do our best to ensure that the prices quoted to you are accurate, we reserve the right to increase the price due to unforeseen circumstances, seasonal variation, and availability of produce. Functions held on Public Holidays or on any day of a long weekend will incur a 10% surcharge.

### **Damage**

Due care is taken at Leogate Estate, but we accept no responsibility for loss or damages incurred to private property prior to, during or after your event. Unless previously arranged, all equipment and personal items left on site i.e., gifts, flowers, decorations, equipment etc. must be collected by 10:30am the day following your wedding unless prior arrangements have been made.

**Fireworks** must be booked through Leogate Estate due to Council and Workcover regulations.

### **Delays**

Delays against the scheduled times can incur a fee of \$500 - \$1,000 penalty. This can include reasons such as the bridal party arriving late to the ceremony or disruptions to other services of the evening.

### **Deposit and Confirmation**

To secure your reservation we require a holding deposit of \$1,500.00 which will be held in case of any damages. This will be refunded to you in the week after your event providing the venue does not incur any further costs. Payments can be made with your credit card over the phone or via direct deposit. An additional charge will be made for any assistance needed in the removal of all hired equipment or large flower arrangements.

### **Payment**

A 50% payment is due 180 days prior to the event. The final payment is due no later than 4 weeks prior to the event - it is at this time all information we require regarding your wedding will need to be confirmed. Please note that additional charges will incur for any late changes and information provided to Leogate Estate less than 4 weeks prior to your event. Payment by any parent or third party does not carry any decisions for the two signatories. Please note that payment plans can be arranged for your convenience, weekly, fortnightly, or monthly.

## **Cancellation Policy**

We understand that sometimes situations arise, and you may need to postpone your event. If this is the case, we will work together to establish a future date for mutual convenience.

A full refund will be provided with 120 days' notice prior to your event date.

A 50% refund of monies paid will be refunded if we can rebook your event date.

No refund will apply with less than 90 days' notice.

## **Menu Choices**

Final menu choices must be provided no less than four (4) weeks prior to your wedding day. To assist with your menu selections, our executive chef and wedding coordinator will work with you to design a menu, where you have the option of selecting three (3) selections for each course to taste at The Gates Restaurant. Following your menu tasting, we will finalise your selections as well as your beverage package for your special day. We can cater for any dietary requirements; details of these specific requirements **must be advised** in writing at the time the final menu selections are confirmed and may attract additional charges. The menu provided within this kit are samples only and may be subject to change due to seasonal availability without prior notice. All information requested by Leogate Estate must be returned by the due date required or an executive decision will need to be made, which may incur additional fees.

**Final Attendance Numbers** Final attendance numbers need to be provided no less than six (6) weeks prior to your wedding day. You are required to complete a final wedding details form provided closer to the date to confirm all final details of your wedding day.

## **Seating Arrangements**

Seating Arrangements must be provided no later than four (4) weeks prior to your wedding day. You will be required to confirm table arrangements and number of guests per table based on our venue layout and capacity.

## **House Policy**

Under no circumstances do we allow outside beverages to be brought onto our premises. In accordance with the terms of our house policy and liquor licence we do not serve shots or multiples of spirits. Leogate Wine Estate upholds Responsible Service of Alcohol very seriously and in accordance with the NSW Liquor License Laws applicable to these premises. Under these laws the venue reserves the right to refuse service to persons suspected of being under the age of eighteen (18) years, as well as anyone caught supplying alcohol to anyone under the age of eighteen (18) years, to any person who shows signs of intoxication or under the influence of drugs. The venue also reserves the right to remove the offending guest/s from the premises or to close the bar entirely. In these circumstances the Event Manager will be notified and will be invited to assist in the removal of any offending guests and depending on the significance of the incident, this may result in the incidents being reported to the local authorities.

## Unforeseen Circumstances

Leogate Estate reserves the right to cancel any booking. Force Majeure Clause - If a wedding is unable to go ahead due to COVID-19 or similar conditions based on government restrictions, monies paid will be refunded or postponing dates can be arranged.

## Venue Hire

I understand the venue hire is for four hours after the service of food and beverages commence. I understand that all the guests need to depart when the venue hire ends. I understand that all live music must cease 10 minutes prior to the venue hire ending. Due to the nature of Leogate Estate being a commercial winery, your use of the venue is limited to the immediate vicinity of the main building. Access to the venue by visitors, the booking party, guests, and contractors prior to and after the event is at the sole discretion of Leogate Estate.

## Photography

Due to the nature of Leogate Estate being a commercial winery and vineyard, any photography outside the immediate vicinity of the main building must be agreed to by Leogate Estate.

## Decorations

The booking party will inform Leogate Estate of any desired decorations or equipment well prior to the event date. Leogate Estate reserves the right to refuse any decorations or equipment. Unless previously arranged all equipment and personal items left on site i.e., gifts, flowers, decorations, equipment etc. must be collected by 10:30am the day following your wedding.

## Contractors

We reserve the right to request a list of all contractors of the event and a list of their requirements in advance to the event date. Leogate Estate makes no guarantees that we will be able to meet all requirements and reserves the right to refuse access to any contractor at our sole discretion. Leogate Estate will be provided with up-to-date certificates of currency for insurance should it be requested.

## Guests and Minors

All minors must be actively supervised by a parent or guardian. All guests, including minors, must follow instructions given by Leogate Staff. Any guests participating in an illegal activity will be asked to leave or emergency services will be contacted. **Please advise Guests to arrive no earlier than 30 minutes prior to the ceremony.**

## Emergencies and Medical Conditions

In the event of an emergency, medical or otherwise, Leogate Estate will contact emergency services. A list must be provided with any visitors with medical conditions and Leogate Estate requests they have any necessary medication e.g., Epi-pen with them always. Leogate Estate reserves the right to delay, cancel or withhold any goods or service in the event of an emergency.