

# RSAYS WEDDING BOOKING FORM



DAY OF WEDDING \_\_\_\_\_ (DATE) \_\_\_\_\_ (MONTH) \_\_\_\_\_ (YEAR) \_\_\_\_\_

BRIDE NAME \_\_\_\_\_ (M) \_\_\_\_\_

EMAILS \_\_\_\_\_

GROOM NAME \_\_\_\_\_ (M) \_\_\_\_\_

EMAILS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ POST CODE \_\_\_\_\_

TELEPHONE (DAY) \_\_\_\_\_ (M) \_\_\_\_\_ FAX \_\_\_\_\_

EVENT SPACE \_\_\_\_\_ HIRE FEE \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ ESTIMATED NUMBER OF GUESTS \_\_\_\_\_

PROMOTIONAL PACKAGE

WEDDING PACKAGE

COCKTAIL

DETAILS \_\_\_\_\_

AGREED OPTIONS \_\_\_\_\_

BEVERAGE PACKAGE \_\_\_\_\_

BAR TAB – ON CONSUMPTION \$ \_\_\_\_\_

DETAILS...

WEDDING CEREMONY LOCATION \_\_\_\_\_ CEREMONY FEE \_\_\_\_\_

TIME \_\_\_\_\_

DEPOSIT METHOD -  VISA  M/C  CASH  DIRECT DEBIT (REMITTANCE REQUIRED)

CARD NO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EXP DATE \_\_\_\_ / \_\_\_\_

NAME ON CARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DEPOSIT AMOUNT \$ \_\_\_\_\_ (Room Hire Fee)

## Royal South Australian Yacht Squadron BSB details

Electronic transfer to the following account:

BSB:085 397 Account:753087753 Name: Royal South Australian Yacht Squadron

Please email confirmation of BSB payment to [functions@rsays.com.au](mailto:functions@rsays.com.au)

THIS FORM CAN BE EMAILED TO:

The Royal South Australian Yacht Squadron [functions@rsays.com.au](mailto:functions@rsays.com.au)

**I have read & understood the terms & conditions of the event & agree that the above is correct.**

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE FILL OUT CREDIT CARD DETAILS AS SECURITY AGAINST ANY BREAKAGES OR THEFT. THIS INFORMATION WILL BE DESTROYED UPON COMPLETION OF FUNCTION IF NOT REQUIRED.**

## TERMS & CONDITIONS Royal South Australian Yacht Squadron (RSAYS)

### **No Tentative Bookings for Wedding Reception**

**To Confirming your Booking** Please return the booking form with payment of the Room Hire Fee as deposit. Payment of deposit also confirms you have agreed to the terms and conditions.

### **Cancellations**

Room hire deposit fee will not be refunded. Cancellations must be submitted in writing. Less than 3 month notice 20% catering charges of expected catering revenue will apply. Cancellation two weeks or less 50% catering charge will apply. In the unlikely event the RSAYS has to cancel your booking a full refund will apply with no other liability or compensation payable.

### **Minimum Spends**

Minimum numbers must be met or an additional fee will be incurred. For the Squadron Dining Room there is a minimum spend of \$8,000 on Saturday nights and \$5,000 Friday and Sunday.

### **Final Numbers & Payment**

10 days prior to your function we require final numbers and full payment of catering charges. Beverages on consumption minimum spend is to be paid 10 days prior with the balance to be paid at conclusion of the event. Increases in numbers will be accommodated where possible, but not guaranteed. Any other payment arrangements must be confirmed by management in writing.

### **Extending Hours**

Extension of original booking arrangements must be by mutual agreement and not breach licence conditions. This time will be charged at \$150 per hour or part thereof.

### **Allocation**

RSAYS reserves the right to re-allocate function space due to circumstances beyond our control. In the case that final numbers increase or decrease significantly from those advised at the time of reservation, we may substitute a more appropriate space.

### **Menu / Beverage Selection**

Must be confirmed 14 days prior the function.

### **Menu Change**

Description and prices of menu items and wines are indicative only and will change seasonally or due to availability. Function prices may vary marginally if event booked beyond 12 months of deposit payment.

### **Allergy Statement**

Management cannot guarantee traces of allergy items are not present. Please advise dietary requirements with final numbers.

### **Responsibility**

The organiser of events is financially responsible for any damages or breakages sustained to the venue. The RSAYS accepts no responsibility for any items lost or damaged prior to, during or after event. Any item left behind will be deemed abandonment. RSAYS takes no responsibility for any damage caused during storage.

### **Parking**

Parking is subject to availability. Guests are invited to park on the Southern lawn area.

### **Disabled Access**

Allocated disabled parking is available and there is access in the main foyer to the lift facilities.

### **Smoking**

In line with anti-smoking legislation, smoking is not permitted anywhere indoors, balcony or Quarter Deck at RSAYS.

### **Compliance**

RSAYS will uphold their licensing requirements. This means that a person may be refused service or be removed no matter their association with the event. We reserve the right to cancel an event should the event or guest be deemed unsafe or unruly. Police intervention may be sought. No refund or liability will apply.

### **Housekeeping Announcement**

At the start of each function the Master of Ceremonies or host is to inform guests of the venue safety and rules attached to your catering arrangements.

### **Behaviour & Noise**

RSAYS has a code of conduct that requires all patrons to behave respectfully. The venue will control sound levels of an event according to license requirements. In the event the RSAYS supervisor deemed guests behaviour is unacceptable they will be ask to leave. No refund will apply.

### **Security**

RSAYS may determine an event needs security the client will be charged security costs. In the event security has to be called a minimum call out charge of \$165 will apply.

### **Cleaning**

General cleaning is included in the cost of the event. Additional charges may be incurred if cleaning is beyond a standard clean. eg. Confetti etc.

### **Decorations/Confetti**

Decorations in the form of balloons etc are available by arrangement. Confetti and metallic scatters are not permitted in the RSAYS premises – a cleaning fee will be charged if this request is ignored. No displays or signage are to be nailed, screwed or adhered to any part of the building.

### **Cakes**

Celebratory cakes may be brought into venue and will incur a cake cutting fee.

**GST** Prices are GST inclusive.

### **Ceiling Decoration**

The RSAYS Squadron Dining Room ceiling decoration with fairy lights and flags can be hired for \$200 or you may arrange your own supplier.

### **Removal of Food**

No food is allowed to be removed from the premises following an event. Celebratory cake is acceptable.

### **Dance Floor**

Conditions of use of Dance floor you must ensure that no guests or suppliers take glass ware or drinks onto the dance floor. Foot ware must be worn at all times. Supplier electrical cords are to display a current test and tag label and all cords are to be covered as per WHS standards so they are not to be a trip hazard. No tape is to be used on the dance floor.

### **Post Function**

Please note at the conclusion of the function schedule time the venue and gates will be locked for security reasons. Guest waiting for taxi will be required to wait at the gate entrance. We suggest guests pre arrange Smart Cars 36 hour prior the function to avoid delays.

# The Royal South Australian Yacht Squadron

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# *Bride and Grooms Notes.....*

We looked forward to making your wedding a special memorable occasion.

