



Otlands House
1823

WEDDING RECEPTIONS RESTAURANT CORPORATE FUNCTIONS

TERMS & CONDITIONS



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Terms & Conditions

Welcome to Oatlands House

Situated in 5 acres of graceful gardens and lawns surrounded by Oatlands Golf course, Oatlands House offers the ideal venue for every occasion. Built in 1823 Oatlands House reflects the elegance of yesteryear and provides atmosphere and charm from the very first sip of a celebration cocktail on the pillared terrace to a romantic evening stroll through the lush gardens.

1. Hours of Operation

Oatlands House: Function times are tailored to suit the function organizer, however as a general reference between the hours of 9.00am – 12.00am

Oatlands Café is open to the public for breakfast and lunch (9.00am – 3.00pm) Tuesday to Sunday and for dinner from 6.00pm on Friday and Saturday

2. Tentative Bookings, Confirmations and Payment

Oatlands House will hold a tentative booking for 10 days. To fully secure your chosen date a booking fee/deposit will be required along with signed RSA agreement and terms and conditions. (see function package brochure for booking fee/deposit required for each room). A booking fee must be forthcoming within 7 days once you have chosen your function date. If confirmation by booking fee is not received within this time period, your booking date may be forfeited and allocated to another party/parties at the discretion of the management.

3. Progress Payment

A progress payment is payable 5 months prior to your function date. Should this payment not be made we reserve the right to assume you no longer require the booking.

Please Note:

Ballroom booking fee and progress payment

In the event that the ballroom is booked, which includes the Garden and Rose Suites, if the number drops to the Garden Suite use only, all booking fees and progress payments on behalf of the Rose Suite will be retained by Oatlands House unless the room is re-let.

4. Cancellations

Should you cancel your booking, monies by way of booking fee and or progress payments will be retained by Oatlands House. In the event the cancelled function date is re-let, Oatlands House will refund booking fee and progress payment fee, less \$250 to cover costs already incurred. ***All cancellations must be made in writing***

5. Transferring a booking fee

In the event of a function being transferred from one date to another, a second booking fee will be required. When the original date is re-let, the full booking fee will be returned.

6. Menu, Beverage Selection & Final Arrangements

Final arrangements are to be made 4 months prior to your function at which time we will assist you with your selection of menu, wine list, music, etc. Final arrangements are to be made by appointment, Monday to Friday during office hours 9.30am to 4.30pm

Signature _____

7. Responsible service of alcohol

Oatlands House is a licensed premise and practises the Responsible Service of Alcohol (RSA). The service of beverages is by waiter/waitress only, no beverages may be obtained by guests at the service bar area. Persons under the age of 18 will not be served alcohol; **proof of age is** required. Management and staff will refuse service to any person they deem to be intoxicated or behaving in an unruly manner. We adopt an in-house policy that no bottle of spirits is to be placed on the tables; spirits may only be served from the bar.

The function organizer will undertake to be responsible for his or her guests and will render assistance should it become necessary to evict any person who is deemed by management intoxicated or unruly. Breaching RSA laws incur fines of up to \$5500, both to Oatlands House and to any persons supplying alcohol to an intoxicated or under age individual. **BYO is not permitted**, as a licensed venue Oatlands House is subject to the Liquor & Gaming Act of NSW. Employees of Oatlands House have a duty of care to all guests.

8. Menu Trials

Menu trials are available for confirmed bookings only at a cost of \$55 per person. All menu trials are to be paid in full at the time of booking. No refunds will be given for cancellations. A complimentary menu trial for the bride and groom is included in the Victorian and Renaissance packages, additional guests will be charged at \$55 per person. (PLEASE NOTE: A fee of \$55.00 per person will apply for cancellations at short notice and 'no shows'). Menu trials take place in Oatlands Garden Restaurant, Wednesday – Friday lunch time only. If you decide to have a menu trial you will need to make a restaurant booking and supply us with your selected menu (2 entrees, 2 main courses and 2 desserts). We need at least 10 days notice for menu trials. Please Note: Menu trials for Indian and Chinese catering can be made directly with the caterers, cost for the menu trial is at the discretion of the caterer.

9. Children

Children must be accompanied by an adult at all times, both inside and outside the venue. Children are not permitted within 3 (three) metres of the bar service area. Child meals are charged at the following rates:

Toddler Meals: 2-5 years \$25.00 per toddler (nuggets & chips, ice cream & soft drinks)

Child Meals: 6-12 years: Half your selected package price

10. Noise Pollution

As ordered by the noise pollution control commission of NSW Oatlands House has been fitted with a noise pollution control monitor with a cut off point set at 94 db. If you are providing your own musicians or bands please ensure they are notified of this condition. Should any member of the public object to noise levels, the function organizer must reduce the sound to an acceptable level immediately as directed by management.

11. Car Parking

Free car parking is available at Oatlands House at vehicle owners own risk.

12. Overtime Charges

The management of Oatlands House wish your guests to enjoy maximum time allocated to your function. We respectfully remind you of the costs should your guests not vacate the premises on time.

Should you wish to extend your function the following charges will apply:

- House & Staff: \$4.00 per half hour per guest
- Beverages: 10% of your selected wine list per half hour per guest
- MC/Music: Charged at time & a half

Under no circumstances will overtime be accepted on the night unless payment is made at the time of the request. Credit cards and cash only are acceptable for payment on the night. Personal cheques are not accepted.

The function will be considered concluded when all guests and suppliers have left the premises and our staff can commence post function duties. Should your suppliers/musicians exceed a 'bump out' time of ½ hour (30 minutes) a fee of \$100 per ½ hour will apply

Signature _____

13. Final Numbers

Final numbers will be required at least 2 weeks prior to your function, you must notify your function co-ordinator of your final numbers, and any special dietary requirements which need to be catered for. Final numbers must include all guests - adults, children and service meals i.e. photographers, musician's etc. Final numbers can be increased but not decreased. Final accounts are to be paid 7 days prior to the function.

.FINAL PAYMENTS ARE TO BE MADE BY BANK CHEQUE OR CASH ONLY.

PERSONAL CHEQUES ARE NOT ACCEPTED FOR FINAL PAYMENTS.

Please Note:

- Should your numbers fall below the 35 guests minimum for **the Elizabeth Suite** the following additional charges will apply:

Less than 34 guests \$500.00

- Should your numbers fall below the 50 guests minimum for the **Rebecca Suite** the following additional charges will apply:

40 - 49 guests \$500.00

Less than 39 guests \$800.00

- Should your numbers fall below the 80 guests minimum for the **Rose Suite** the following additional charges will apply

70 - 79 Guests \$500.00

60 - 69 Guests \$1000.00

Less than 59 guests \$1500.00

- Should your numbers fall below the 140 guests minimum for the **Garden Suite** the following additional charges will apply

130 - 139 guests \$500.00

120 - 129 guests \$1000.00

Less than 119 guests \$2000.00

- Should your numbers fall below the 300 guests minimum for the **Garden Ballroom** the following additional charges will apply

290 - 299 guests \$500.00

280 - 289 guests \$1000.00

270 - 279 guests \$1500.00

260 - 269 guests \$2000.00

Less than 260 guests \$3000.00

14. Costs

Prices are current at the time of quotation but may change at management's discretion. All prices are GST inclusive. Prices may increase at any time without notice due to increased direct costs or changes in, or the induction of Government charges and taxes. Upon receipt of the booking fee/deposit, RSA and signed terms and conditions, we endeavour to honour all prices through until the event

Signature _____

15. Public Liability

Oatlands House management would like to bring to your attention the following conditions while organising your special event.

- All external suppliers and their staff must be covered by the Public Liability Insurance eg. band members, entertainers, flower decorators, musicians, cake suppliers, staging co-ordinators and decorators, and other external suppliers. Oatlands management will not be responsible for any act or any accident caused by these people or their organisations.
- Oatlands management requests you to check the insurance arrangements with third party contractors eg. car hire, photographers, musicians etc. and takes no responsibility for any accident or loss of property or life. Oatlands House will not take responsibility for any errors that you make.
- Children must be accompanied by an adult at all times, both inside and outside the venue. Children are not permitted within 3 (three) metres of the bar service area

16. External Suppliers

- If you have organised your own table arrangements, chair covers, decorations, cake, band, entertainment, etc.
Please provide full contact details, including name of company, contact name and phone numbers to your function co-ordinator at your final appointment. These suppliers must liaise with Oatlands House in regard to access time for set-up.
- Please note: if you have organised your own table arrangements, chair covers or other decorations etc. you must arrange for these to be removed/collected from the premises promptly on conclusion of the function.
Oatlands House will take no responsibility for loss or damage caused to any such items not removed on conclusion of the function. Goods and items that still remain one week after the function will be disposed of.
- It is the function organizers responsibility to ensure that your suppliers are aware of and understand the terms and conditions and abide by access times as directed by Oatlands House management.
- Deliveries: All deliveries must be made at the loading dock area next to the kitchen. After unloading, vehicles must be parked in the car park.
- The function organizer will accept total responsibility for any damages caused by their guest or suppliers. All suppliers, musicians, floor crews, florists, decorators must comply with any requests made by Oatlands House management and shall act under the guidance of the same Management decision will be considered final
- All suppliers entering Oatlands House must ensure there is no water or other materials be dropped/spilt onto wooden floors and carpeted areas
- Floral arrangements cannot be assembled at Oatlands House, floral arrangement must be delivered already assembled.
- Utmost care and consideration to the venue and equipment must be taken at all times by all function organizers and suppliers when accessing and setting up equipment.
- Access times must be confirmed by your function co-ordinator.
- All equipment must be removed at the conclusion of your function.
- All leads and cords must be safety tagged and taped for OH &S. Please ensure your suppliers are aware of this

- Service Meals for your suppliers are charged at \$55.00 per person, entrée, main course and soft drinks only. Service meals are served after all guests have received their meal. Service people will need to be seated separately from your guests

16. Catering

Oatlands House does not permit outside catering companies to operate within any part of Oatlands House

Signature _____



17. Place cards and Bonbonniere

Oatlands house staff are happy to set-up your place cards & bonbonniere.

Place cards must be organised into separate envelopes according to table number. Each envelope is to be labelled with the table number and number of guests per table clearly written on the outside of the envelope. Organise the place cards in the envelope into the order you would like them to be placed around the table.

Place cards and bonbonniere must be delivered to Oatlands House when you bring in your guest lists and other documentation one (1) week prior to your function.

All packages and envelopes must be labelled clearly with the function name, date of function and name of function room. If you have gifts that are to be presented to parents, bridal party etc, please label these clearly with the recipient's name and table number.

18. Gifts and Equipment

Oatlands House accepts no responsibility for loss or damage caused to any items delivered to Oatlands House for use through or during the function eg. audio/visual equipment, gifts, bonbonniere, or any other decorations or equipment to be used at your function. Please organise a gift table or your own security to look after your gifts and items. We suggest gifts be delivered to the bride's home beforehand, as all care but no responsibility for their safety can be taken on our premises.

19. Floor Plan

Please ask for a floor plan relevant to your function specifications.

- Please indicate the number of people seated at each table.(Please Note: Elizabeth, Rebecca and Rose Suites 8-10 guests per table, Garden Suite and Garden Ballroom 10 guests per table)
- Please also include a service table on your floor plan for your photographer, videographer, DJ, MC, band etc.
- Please use the table numbers as per the floor plan.
- Floor plan is not to scale and is indicative only. Actual placement may vary.

20. Guest Lists

Please supply the following lists:

- Typed guest list, alphabetical by surname with table number, this will be displayed on a guest board to advise your guests where they will be seated
- Guest list in table order, guest list to be used for placement of place cards and bonbonniere
- If you are unable to type a list, please supply a neatly handwritten copy of your guest lists

- Please use the table numbers as per the floor plan for your function room
- Please note we require a combined list of the Bride's guests and Groom's guests or other parties.

Signature _____



21. Required one 1 week prior to your function

An appointment must be made with your function co-ordinator 1 week prior to your function to complete your function details. The following will be required at this final appointment:

- confirmation of final numbers
- alphabetical guest list x 2 copies
- table order list x 1 copy
- completed floor plan
- if using Oatlands House DJ please return music selection sheet
- If using Oatlands House MC, please supply an information sheet with seating order of bridal party & order of speeches
- bonbonniere and any other gifts to be presented
- place cards – sorted table by table
- Other (eg. CDs, toasting glasses, cake knife, etc.)
- Final payment (by bank cheque or cash only)

Please do not hesitate to contact us if you have further queries or require any assistance with any other aspects of your function.

22. Public Holidays

An overall surcharge of 15% will apply to all functions held on Public Holidays, Christmas Eve and New Years Eve.

Note: There is a minimum number of 150 adult guests on these days

23. Smoking

Under NSW Legislation, Oatlands House is a non-smoking venue. Smoking outdoors is permitted. Guest must use ashtrays provided. Please Note : No fireworks of any kind permitted on Oatlands House property.

24. Force Majeure

Oatlands House will not accept any liability whatsoever for any event which is beyond our control including acts of nature such as, but not limited to, storm damage and floods, act of God, act of public enemy, war, earthquake, riot, explosion, compliance with any law or government restraint order, rule regulations, strikes, lock outs or any other cause outside the control of Oatlands House

25. Lost Property

Oatlands House takes no responsibility for loss or damage caused to any property belonging to yourself or any guests.

I HAVE SIGNED BELOW TO ACKNOWLEDGE THAT I HAVE READ THE FULL TERMS AND CONDITIONS OUTLINED IN THIS BOOKLET.

Name _____ Signature _____

OPEN HOUSE VEIWING TIMES

Monday to Friday 9am - 5pm.

Saturday and Sunday by special arrangement and dress rules apply.

No quotations are binding on Oatlands House, unless in writing and then only for 10 days.

Oatlands House has a licensed restaurant open 6 days a week Tuesday to Sunday.

Signature _____



RESPONSIBLE SERVICE OF ALCOHOL HOUSE POLICY

To fully secure your chosen date a booking fee/deposit will be required along with signed RSA agreement and terms and conditions

This establishment has adopted the following House Policy:

As the host of today's function, and in the best interest of your guests, staff and community, we need your assistance in these new regulations. Responsible serving of alcohol is vital for legal, health and community reasons. Our society is now less tolerant of the irresponsible use of alcohol that leads to drunkenness, drink driving and under age drinking. We are now far more aware of serious social problems that are associated with such behaviour.

1. In order to prevent under age drinking, we require proof of age to be provided when requested.

NO LIQUOR WILL BE PROVIDED TO MINORS.

2. Persons who are intoxicated will be refused admission to our premises, or removed from our premises.

3. We display and refer to intoxication signs in order to support our responsible attitude and meet the requirements of legislation.

4. Any patron in this establishment will be denied service if they are considered to be intoxicated.

5. We will educate our staff and our patrons as part of our duty of care to ensure that they understand the implications and abide by our responsible service of alcohol policy.

6. We will support and actively promote initiatives to minimise drink driving in order to safeguard the wellbeing of our patrons.

7. All alcohol on the premises comes under the full control and responsibility of Oatlands House. As all of Oatlands House packages include alcoholic and non-alcoholic beverages, our staff who are RSA certified will duly serve guests in compliance with the regulations at all times.

This establishment will affect these strategies by:

- implementing, promoting and modifying on an on-going basis, the House policy.
- preventing under age drinking by insisting on 'proof of age' by requesting a driver's licence, passport, or proof of age card issued by the NSW Roads and Traffic Authority.
- preventing intoxication by recognising the signs of intoxication and refusing service to anyone to the point of intoxication. We will deny entry or service to anyone who is already intoxicated.
- promoting the service of non-alcoholic beverages and low alcohol beers. All of Oatlands House wine lists include non-alcoholic wines, soft drinks, juices and ciders. Low alcohol beer is always the first beer that is served on each function. No jugs of beer are permitted on the tables.

- allowing overnight parking at no cost. Our stewards will be happy to call a taxi if required.

Contact Name Contact Phone

Function name Function Date

Host name Suite.....

Start time Finish time

Signature Date

