



LILY FARM HOUSE

Function Terms and Conditions &
Booking Form



Terms and Conditions

The Lily Farm House Wedding Guide forms part of these terms and conditions.

Tentative Bookings

Tentative bookings are held for 7 days, if the required deposit is not received after 7 days the booking is cancelled.

Confirmation of Booking

In order to confirm your booking a strictly **non refundable** booking fee of \$2000 for evening weddings and \$1500 for day time weddings is required together with this signed Terms and Conditions document. This booking fee is offset against the venue hire fee. Lily Farm House will then provide to you a booking confirmation/receipt and initial invoice based on your guest numbers and selections at time of booking. You acknowledge the required minimum spends as outlined below.

Minimum Spend

The minimum spend for the function is for the food and beverage component provided by Lily Farm House only. It excludes venue hire, ceremony package, wedding suite hire or any other incidental or hire costs for the function.

Minimum spend for evening function (Friday Saturday & Sunday):

- \$10,000 (Food and Beverage approx 65 people). You can have less people and add items such as cocktail package or pre dinner canapes to reach minimum spend for food and beverage.

Thursday evening package for up to 50 guests is \$10950, this includes venue hire and ceremony package.

Minimum spend for day time function:

- Long Lunch \$7000
- High Tea \$7000

Payment Schedule

- 50% of the total function value is required to be paid 60 days prior to the function date.
- 100% of the total function value plus security bond is required to be paid 30 days prior to the function date.

Failure to meet these payments will result in the cancellation of the function and a cancellation fee being imposed.

Cancellation Fee

Cancellation of the function must be received in writing to Lily Farm House, non adherence to the payment schedule is also considered to be cancellation of the function.

All deposits are strictly non refundable and non transferable.

Lily Farm House will charge a cancellation fee as follows:

- Cancellation between 31 days and 60 days prior to your function 50% of the total function value
- Cancellation between 30 days and 0 days prior to your function 100% of the total function value

Postponement or Change of Function Date

Postponement or Change of Function Date is at the discretion of Lily Farm House and is dealt with on a case by case basis. Cancellation fees still apply.

Unexpected event

In the case of an unexpected event such as but not limited to fire, flood, earthquake, pandemic, act of war or any other unforeseen circumstance that prevents us from running the function, we will not be held liable for any costs incurred by you or monies paid by you. We may offer to negotiate another date for your function, however if you refuse to accept any date offered to you then all monies paid to us by you will be forfeited as compensation. We recommend you seek appropriate wedding insurance to cover such circumstances.

Security Bond and Liability

A \$1000 bond is payable 30 day prior to the function date to cover any additional costs incurred during the function and as security for any damage to Lily Farm House and grounds. You are financially responsible for any damage incurred from either yourself, your guests or any vendors contracted by you or your guests. Any damage to Lily Farm House of greater value than the security bond will be invoiced to you and is to be paid by you within 14 days of the function. Lily Farm House is not liable for any loss of or damage to property belonging to you, your guests or any party contracted by you. The security bond does not form part of the bar tab. If you require a bar tab this will be invoiced separately and payable 7 days prior to the function. Beverage Glasses - we allow for breakage of up to 6 glasses, breakage above this will be charged at the replacement cost per item.

Pricing

Prices are current and valid as at 11 January 2024 and are held for any bookings made for functions between 11th January 2024 and 30 December 2025. We reserve the right to update our Wedding Guide at any time and any new bookings made after the release of any new Wedding Guide will be subject to that Wedding Guide.

Terms and Conditions

Food & Beverage Items

Acclaimed Catering provide all food for events at Lily Farm House. Acclaimed Catering are an independent organisation not related to Lily Farm House. Acclaimed Catering is responsible for food safety and hygiene, portion sizes, menu items and food wait staff. No outside caterers may be utilised (the only exclusion is for the wedding cake). Please be aware that menu items may be seasonal and subject to change. If for any reason any food or beverage item is unavailable an appropriate substitute will be offered.

Menu items must be finalised 30 days prior to the function, any special dietary requirements also need to be finalised 30 days prior to the function together with guest numbers.

No food or alcoholic beverages may be brought onto Lily Farm House's premises either by you or your guests. Any beverages gifted at the function are to remain sealed. Beverages remain the property of Lily Farm House and no alcoholic or non alcoholic beverage may be removed from Lily Farm House's premises whether opened or otherwise.

Responsible Service of Alcohol

Lily Farm House is required to adhere to the Responsible Service of Alcohol. Lily Farm House has the right to refuse service of alcohol at any time during the function and no refund or compensation will be made. Under no circumstances is anyone under the age of 18 permitted to consume alcohol.

Noise Restrictions

All venues are required to comply with noise regulations.. Lily Farm House reserves the right to reduce music volume or shut any music down that does not comply with noise regulations. Lily Farm house is unable to allow live bands or speakers to areas outside the building after 6pm. Doors to external courtyard need to be pulled across at 10pm for DJ and dancing inside the building.

Conduct

You are responsible for the conduct of you, your guests and your contractors at all times. We reserve the right to shut down the function in the case of disorderly conduct, offensive, illegal or unlawful activity and no refund or compensation will be made.

Smoking

No smoking is permitted in Lily Farm House building or grounds. A designated outdoor area may be assigned at your request, this must be advised to us 7 days prior to the function.

The Lily Farm

You acknowledge that The Lily Farm is a working business operating along side Lily Farm House. The Lily Farm operates from Tuesday to Sunday from 9:30am to 3pm. The Lily Farm has a separate entrance and car park.

Deliveries

Deliveries are by prior arrangement only. You must advise any expected deliveries including expected items and delivery times to the wedding co-ordinator. We are not responsible for the unloading of any deliveries. All items remain at the risk of the owner at all times. All items must be removed by 8:00am the morning following the function.

Personal Belongings

Lily Farm House accepts no responsibility for personal belongings of you, your guests or your contractors. All personal belongings are to be removed at the cessation of your function. All personal belongings will be discarded 7 days from your function.

External Suppliers

You must obtain our consent for any external suppliers to access our premises. Appropriate notice must be given to the wedding co-ordinator.

Special Dates and Public Holidays

Special dates including New Year's Eve and Public Holidays are by negotiation only.

Function Times

Function times are as advised in your invoice. All patrons must vacate the premises at the end of the pre-agreed function time or additional charges will be incurred.

Lily Farm House is licensed to operate Monday to Wednesday 10am to 6pm, Thursday 10am to 10pm and Friday to Sunday 10am to 12 midnight.

Restrictions - Venue Building and Grounds

Only flower petals/leaves to be used on our grounds, no paper confetti or streamers, including biodegradable confetti are allowed. Nothing is to be nailed/glued or otherwise attached to our building other than by hook/fasteners already provided.. Any electrical equipment must comply with Australian Standards and permission must be granted for its use. We reserve the right to remove any decorations or equipment that we deem unsafe. Festoon lights to rear courtyard are by Lily Farm House only.

CCTV

Lily Farm House is a licensed venue, therefore CCTV Camera systems are operating at all times in the licensed areas, excluding the wedding suite and toilets.

Booking Form

We look forward to welcoming you to Lily Farm House. To confirm your function please complete and sign this booking form and acceptance of our terms and conditions.

Client Details

Name:	
Address	
Phone	
Email	
Name	
Address	
Phone	
Email	

Function Details

Date and Time	
Estimated Guest No.	
Preferred Menu Format	Wedding Feast/Plated Service/Canape/High Tea/Long Lunch
Preferred Beverage Format	Lily (standard)/Iris (natural/lo-fi)/Magnolia (premium)/High Tea/Long Lunch
Ceremony on Grounds	Yes/No
Wedding Suite Hire	Full Day/Reception Only/Pop Up Creche/Nil
Additions if Known	

Booking Form Continued

Client Signatures

We acknowledge we have read and understood the terms and conditions contained in the Lily Farm House Terms & Conditions and Booking Form and we agree to comply with all terms and conditions contained therein. We acknowledge the booking fee paid is strictly non refundable.

The booking fee will be offset against the function cost

Signed	
Name	
Date	
Signed	
Name	
Date	

Payment Details for Deposit

Name	Lily Farm House
BSB	036-046 (Westpac)
Account Number	238350
Booking Fee	Evening Function \$2000/Day Function \$1500/Thursday Package \$1500
Reference	Last Name

Please copy and paste these numbers, no responsibility can be taken for incorrect entry of bank details.

Please email this completed form to
info@lilyfarmhouse.au



LILY FARM HOUSE

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