

Terms and Conditions

We are delighted that you have chosen Bulong Estate Winery to host your upcoming function. We look forward to working with you to create your event true to your vision.

Please read these Terms and Conditions carefully prior to paying your deposit. If you need any clarification on any of the terms, we are happy to help you.

Please sign the bottom of each section and the final acceptance and return to us at your earliest convenience.

Please note by payment your deposit you are deemed to have accepted these terms and conditions, so do ensure to read them all before payment.

DEPOSIT.

A non-refundable booking fee deposit of \$500 is due and to secure your booking. This will be deducted from your event total.

PROGRESS PAYMENT DUE AT 90 DAYS.

A progress payment of \$1,000, is due 90 days before your event. This will be invoiced to you via email and will also be deducted from your event final balance. Should you cancel your event at this point, this progress payment is also non-refundable.

FINAL INVOICE PAYMENT DUE.

Your final payment is due 21 working days before your event date. This will be invoiced to you via email and will include all your final decisions and final RSVP's. Less deposit and progress payments. You are required to provide your final RSVP's and final decisions on your event 28 days before your event date, to allow your final invoice to be prepared for payment. We can not proceed with your event unless your invoice has been paid prior.

CANCELLATION.

The deposit of \$500 is non-refundable should you cancel your booking. The progress payment, 90 days before your event is also non-refundable, should you cancel your booking with 90 days or less notice.

If you cancel with less than 21 days' notice, there will be some costs for ourselves and the caterers, as work has been done on your wedding. We will endeavor to keep these costs to a minimum, they will be recouped from your payments to date and we will refund what we can.

Bulong Estate reserves the right to seek compensation for any losses due to cancellation; this would include any costs by the caterers in food preparations and other costs incurred by Bulong Estate and its contractors. Please be aware that caterers may have invested in purchases and preparations within 21 days of your function and will need to be compensated to avoid losses.

RESCHEDULING.

Should you need to move your wedding date for any reason we can do this.

More than 90 days notice, we will need another \$500 booking fee to secure a new date.

Less than 90 days notice, we will need another \$500 booking fee plus \$1,000 progress payment to secure a new date.

The balance owing for your booking is due 21 days before your date. If you need to re-schedule your date with less than 21 days' notice, we will need another \$500 deposit to secure a new date and there will be some costs for ourselves and the caterers, as work has been done on your wedding. We will endeavor to keep these costs to a minimum, they will be recouped from your payments to date and your balance recalculated for payment 21 days before your new wedding date

Terms and Conditions

CHANGING DATES DUE TO COVID OR ANY OTHER REASON

If COVID restrictions or regulations prevent your guests attending from interstate or overseas, or restrict numbers or restrict weddings, we do understand that you would prefer to move your date. Other life events sometimes require a rescheduling of the wedding.

You are welcome to book any future date that is available, including Saturdays or peak times, if they are available.

While we understand that COVID and government restrictions are out of our control and yours, we feel our terms for rescheduling are reasonable, please see our terms for rescheduling.

CANCELLATION DUE TO NATURAL DISASTER OR SITUATIONS BEYOND OUR CONTROL.

In the event that a natural disaster such as bush fire or other situations beyond the control of Bulong Estate prevents your function from going ahead, we will endeavor to refund as much of your payments as possible. This includes, but is not limited to: Fire, Bush fire, flooding, storm damage, State of Emergency and other natural phenomenon.

However, some money will be unrecoverable, such as, costs of food preparations already done and money already spent on preparing for your event.

The caterers are always willing to travel to a different location on the day if this is possible. You may wish to research a backup location away from the Yarra Valley that is less likely to be involved in a bush fire emergency.

Please keep in mind that cancellations would not be done lightly and that our highest priority is the safety of yourselves, your guests and our staff.

If in doubt, we advise seeking wedding insurance independently from your preferred insurance broker.

FINAL NUMBERS AND PAYMENT

We will need your final numbers attending your event 28 days before the date of your event. These final numbers will be used to calculate your final invoice.

Full payment of the balance owing is to be made at least 21 days before the date of your event. Preferred method of payment is direct deposit. Your invoice can be created to allow payment by credit card online, an additional 2.5% credit card charges are added for payment by credit card.

Any Cheques must clear 10 working days before your event.

It is not possible to refund any amounts paid for guests who do not attend.

If you have last minute guests attending, it may be possible to add them to your function, this can be checked with the caterers, and if it is possible, they can be paid for on the day via cash or card. Please contact us with as much notice as possible for additional guests.

MINIMUM SPEND

For our caterers (menus) the minimum numbers are 40 adult guests. All food packages and menu prices are quoted for a minimum of 40 guests.

Our minimum numbers for a Saturday night are 40 adult guests, regardless of caterers chosen. Our minimum for a Friday or a Saturday night booking is a bar tab or drinks package. Non-alcoholic events can be scheduled Sunday through to Thursday.

For less than 40 guests you can organize your own caterers, however please note this may be difficult as they all have their own minimum spends.

For smaller numbers, less than 40 guests, you could consider our elopement/ micro wedding package, get in touch for our package details.

Terms and Conditions

FUNCTION DURATION AND AVAILABLE TIMES

Available times are:

- Lunch function, available 7 days.
Finish times Sunday to Thursday are 5pm.
- Dinner functions, available Friday and Saturday evenings, **finish time 10.45pm.**

Function durations are a maximum of 7 hours on site, including all early arrivals, ceremony and reception.

If you require more than 7 hours on site this may be possible, there is a charge for additional hours plus any beverages consumed or a drinks package.

Ceremony time

Wedding ceremonies may be scheduled up to 1 hour before your reception service starts.

Venue Access time

Access to the property will be available 1 hour before your scheduled ceremony time, for your celebrant and musicians to setup, and other deliveries. **NO GUESTS AT THIS TIME PLEASE.**

Guests should arrive no more than a half hour before the ceremony. We recommend writing your invitations for a 4.30pm ceremony start time as:

Arrive from 4pm for 4.30pm ceremony start.

Or if you are worried that people may be late, tell them;
Arrive from 4pm for 4.15pm ceremony start.

CHILDREN'S MEALS.

Children of the age 12 years and under can be served a children's meal. Those older than 12 years will be charged and served the adult menu.

The charge for a children's main meal is \$20 per child. The choices are; fish and chips, chicken and chips or pasta. All children will be served the same meal.

If parents would prefer to bring their own food to feed children 2 years and under, they are welcome to do so and there will be no charge.

We have two high chairs available.

BEVERAGE PACKAGES – UNDER 18 YEARS.

Beverage packages are for over 18 years only. There is no charge for under 18 years. Non-alcoholic drinks are provided as part of the hire fee.

SUPPLIERS MEALS.

BAND/PHOTOGRAPHER/DRIVERS

Suppliers such as band members, musicians, drivers, photographers, videographers, photo booth staff and other crew members staying for the majority of your function would expect to be served a meal. Please check with your suppliers if they are expecting a meal. A main meal and beverage can be served for \$38 per person. An alcoholic beverage will be offered to all crew except drivers.

DIETARY REQUIREMENTS

Our chefs pride themselves on ensuring people with specific dietary requirements have just as delicious a time as other guests. Your guests will have a meal made specifically for them, by prior arrangement, at no additional charge.

Please inform us of your guests' dietary requirements at least 21 working days before your function date.

If a guest arrives with dietary requirements that have not been arranged prior, **it is unlikely that the chef will be able to make anything suitable on the spot.** We will endeavor to do what we can, however, the caterers pre-prepare and bring only the menu that has been ordered for your event.

ACCESS TO PROPERTY – BUMP IN/ BUMP OUT TIMES – MAKE AN APPOINTMENT

Bump in/ Deliveries/ Decorating

- **Maximum of 2 hours**
- **Between 10am to 12pm for an evening function**
- **Between 9am to 11am for a lunch function or agreed time**

Examples would be

- Furniture delivery
- Cake delivery
- Florist setup
- Decorator
- DIY team doing decorating

The above times are the expected times for your function, but an appointment and agreed time is to be made with the venue manager. The manager will open the gate and be there to supervise.

Please note the venue is closed at other times and there is no access possible. Please ensure your suppliers and DIY team do not expect access at times outside those arranged as they will be disappointed with a locked gate.

Terms and Conditions

Bulong Estate will supervise only and does not provide labour. We cannot move furniture or setup lights; your suppliers must do all the installation.

Next day pickups/ Monday pickups/ storage

It may be possible to have a next day or Monday pickup for your items. Please ask – do not assume.

Bulong Estate does not have space for storage or provide labour to move items out of the weather.

If furniture needs to be moved under a marquee for overnight storage – you will need to organize labour to do this amongst your guests or the hire company.

It may not be possible for a next day or Monday bump out if we have another function on the next day. Please be prepared to pay for weekend or late night bump out if necessary.

DIY DECORATION – MAKE AN APPOINTMENT

You may prefer to do your own decorating and floral work, with the help of family and friends. You are welcome to do so.

Bump in/ Deliveries/ Decorating/ DIY work

- **Maximum of 2 hours**
- **Between 10am to 12pm for an evening function**
- **Between 9am to 11am for a lunch function or agreed time**

You will be sent a planning document with information on DIY decorating, as well as a link to our blog with tips for DIY decorating.

Decorating and deliveries will be scheduled with the venue manager prior to the day and agreed.

Please note the following rules at Bulong Estate:

- Confetti is not permitted (of any kind)
- Glitter is not permitted
- Marquees must be professionally installed; our preferred supplier is Betta Event Hire.
- Festoon lighting must be professionally installed.
- Home made cakes are permitted to be brought. No other home made food is permitted.
- Nothing can be attached/ stuck to walls
- Nothing can be hung from trees
- No stakes are allowed into the lawn (we have a watering system that could be damaged), sandbags or weights should be used instead.

TAKING HOME YOUR DECORATIONS AND FLOWERS

- Do not leave any valuables such as wedding gifts, laptops, money in wishing wells overnight. These must be taken with you at the end of your event.
- Your decorations, flowers and items that you have brought are your responsibility. They are to be packed up and removed by you at the conclusion of your function,
- We recommend giving flowers to your guests to take home with them at the end of the event if you cannot remove and use all your flowers yourselves. We hate to see them go to waste. Or giving them to places that would appreciate them such as nursing homes, hospitals, teachers staff rooms.
- We can dispose of some items in our rubbish skip, and rubbish bins. However, this should not be excessive.
- If you would like to leave some items to be collected the next day, this is may be possible, please check if this is possible – do not assume.
- It may be possible to leave cars in the carpark overnight, at the owners own risk. Please ask first. Generally, they can be collected at 10am the next day after they check out of their accommodation. If we have an early function on the next day, this may need to be earlier.

Terms and Conditions

RESPONSIBILITY AND CONDUCT.

You assume full responsibility for the conduct of your guests.

Please note that during a function if your guests are found to be offensive, unruly or endangering anyone's safety, that you will be informed and asked to engage them about their conduct and the possibility of their not remaining for the rest of the event.

Bulong Estate reserves the right to exclude or eject any person for misconduct, including any behaviour found to be offensive or endangering the safety of employees of Bulong Estate or your guests.

Guests are asked not to enter areas on the property that are labelled as staff only or no access. This is to ensure everyone safety and our privacy. We are a working vineyard and ask that guests remain in the areas intended for them and observe no access signage.

Bulong Estate follows the national guidelines for the responsible service of alcohol and Bulong Estate policy is to serve guests in a friendly, professional and responsible manner. Staff members are instructed not to serve alcohol to persons under the age of 18 years or who are in a state of intoxication. Bulong Estate encourages drinking in moderation.

You assume full financial responsibility for any loss or damage that is sustained by Bulong Estate during the course of Your function.

I have read, understood and accept the above terms and conditions by Bulong Estate Winery.

Function Date: _____

Name: _____

Signed: _____

Name: _____

Signed: _____

Terms and Conditions

VENUE HIRE AND BRINGING OUTSIDE CATERING

The following section is relevant for bringing your own preferred caterers. Please ignore if you are using our menus and caterers.

We highly recommend our preferred caterers, The Essential Caterers. They provide excellent service and quality and we prefer them to be used for all functions and weddings at Bulong Estate Winery.

However, if you do prefer to bring your own caterers, this is possible with a few terms and conditions outlined below.

VENUE HIRE AND BRINGING YOUR OWN CATERERS.

The venue is available for hire to bring your own preferred catering.

There are no BYO drinks, we do not have a BYO liquor license. Bulong Estate provides all the beverages. See the next heading for details.

Minimum hire is 4 hours.

Shorter hire times are suitable for a birthday celebration or corporate event, such as end of year or Company Christmas party. Or a micro wedding or elopement for less than 40 people, without a full reception.

Maximum hire time is 7 hours.

Suitable for a wedding reception with ceremony onsite, 7 hours is the standard time provided for a wedding booking. An additional 2 hour of delivery/ bump in/ decorating time is available in the morning of the event.

Time	2024/25 excl GST	2024/25 incl GST	2026 excl GST	2026 incl GST
4 hours	1000	1100	1200	1320
5 hours	1500	1650	1700	1870
6 hours	2000	2200	2200	2420
7 hours	2500	2750	2700	2970

Each additional hour is \$500

Included in the hire fee are:

- Use of all of our furniture
- Venue manager onsite to receive your deliveries and ensure the venue is setup to your requirements
- All cleaning and rubbish removal
- Bar service staff
- All glass ware for all drinks. Including champagne glasses, wine glasses, tumblers and tea and coffee cups.
- Ice. We have an ice machine.
- All non-alcoholic drinks. Including juice, soft drink, non-alcoholic beer, tea and drip filter coffee.
- Times available are a lunch function 7 days a week with a 5pm finish. Dinner functions are available for Friday and Saturday nights only, with a finish time of 10.45pm.

BEVERAGES

Bulong Estate Winery supplies all beverages. We do not have a BYO liquor license. We grow, make and bottle our own wine which we provide for each function on site where a vintage is available.

You can pay for alcoholic beverages by consumption at the end of the event (bar tab paid by cash or card) or your guests can purchase at the bar (cash and card facilities available). Or you may select one of our all-inclusive beverage packages.

Our professional wait staff all hold responsible service of alcohol certificates, and we ensure safe service of alcohol.

Terms and Conditions

REGISTRATION AND INSURANCE REQUIREMENTS FOR YOUR CATERER COMPANY.

Please ensure that we have spoken to your catering company and approved them before you pay your deposit. We will be ensuring they meet our requirements.

- Our requirements are:
 - They must be a registered company and have the correct food handling certificates and the appropriate insurance. A business with food service such as food truck, café, restaurant or catering company would meet this requirement.
 - They must provide all crockery and cutlery and napkins. They are welcome to use our kitchen to wash up all crockery and cutlery or take it away with them. We provide table clothes and glassware only.
 - They must provide all the staff needed for food service, including kitchen staff, wait staff and clearing and cleaning.
 - They must clear up rubbish from service. We can dispose of rubbish if needed, but we prefer them to take it with them.
 - They must leave the kitchen in a good and clean status as it was provided to them, including mopping the floor on leaving.
 - Your caterers are welcome to use our professional kitchen, walk in cool room and washing station if needed. If your caterers would like to know what equipment our professional kitchen has, you can give them my details to have a talk with me, or for them to arrange to have a visit and have a look for themselves.

BYO FOOD – CAKES ETC TO BE SERVED

Your catering company is directly responsible for any food served onsite. If you would like to bring your own food, this would include cheese platters, other platters or cakes you must make arrangements directly with your catering company. Any food brought on site will be discussed with your caterers to ensure they are taking responsibility for its safety and service, please make sure you have had this conversation with your caterers before the day to ensure there is no disappointment if they will not allow it.

This includes cutting and serving of wedding cake or birthday cake. It is quite common to bring your own cake and most caterers will be happy to take responsibility for it and serve it for you. Bulong Estate staff can cut and platter your cake if your caterers are not available to do this.

AVAILABILITY OF CROCKERY AND CUTLERY AND NAPKINS

Please note we do not have plates, bowls or cutlery for meal service. Your caterers must provide this. We have limited platters and cake plates and forks for serving of wedding cake only, please discuss this with us.

If you provide your own cutlery and plates, Bulong Estate does not have the staff to wash these. You will need to ensure your catering team will be cleaning up and washing dishes for you.

Please arrange pack down and clean up after grazing tables by yourselves or your catering company.

QUANTITY OF FOOD FOR YOUR GUESTS

While making arrangements for your menu please be conscious of the amount of time your guests will be on site and that you will be serving them alcohol. Also be thoughtful that some guests have travelled a distance to arrive and have possibly arrived a half hour before your ceremony. A long delay before they get any food can result in unhappy guests. An adequate amount of food will also help with the consumption of alcohol.

When you use outside catering Bulong Estate has had no involvement with the quantity of food that you are arranging and we cannot know if they are advising you correctly. So please ensure you have considered the food quantity.

If I can be of any help advising you on your menu and quantity of food please get in touch.

Terms and Conditions

I have read, understood and accept the above terms and conditions for venue hire and bringing my own preferred caterers, by Bulong Estate Winery.

Function Date: _____

Name: _____

Signed: _____

Name: _____

Signed: _____

These terms are valid from 1st June 2024