



terms & conditions

Booking Fee: Written confirmation and a \$1000.00 booking fee is required to secure the time and date selected for your wedding within 10 days of making a tentative booking. Failure to pay within this period will result in tentative booking being cancelled.

Cancellation: Should the function be cancelled, the following conditions apply:

- Cancellations must be received in writing
- More than 6 months prior - you will be entitled to a \$900 refund; a retainer of \$100 will be kept by us for the time involved for interviews and paper work in establishing your file
- 1-6 months prior - 90% of deposit will be refunded providing the venue is re-booked
- 15 days-1month prior - 50% of function cost will apply
- 14 days or less prior - 100% of function cost will apply

Minimum Number: The following minimum numbers apply:

Saturday Night: A minimum of 80 adult guests is required. (Excluding "Pure Indulgence" Package – min 60 adult guests required)

Other Times: A minimum of 60 adult guests is required. (Excluding "Pure Indulgence" Package – mini 50 adult guests required)

Public Holiday: A minimum of 80 adult guests is required (regardless of the day of the week the public holiday falls on).

You are still required to pay for the minimum number should your numbers fall below any of the above.

Public Holiday Surcharge: This package does not include public holidays. Please request our public holiday package.

Final Number: The final number accepted will be the number advised 14 days before the function date and will confirm the minimum number to be charged. After this date increases will be accepted but no decreases.

Duration: Your wedding can be booked over the following times:

Lunch: Receptions are booked over a four hour period with access from 11.30am. Lunch receptions must conclude by 4pm.

Dinner: Receptions are booked over a five-hour period. Access is available from 5.30pm during Daylight Savings and upon request for other times of the year. Dinner receptions must conclude by 11.00pm.

Wedding Ceremony: Your wedding ceremony is booked for a duration of 30 minutes. At the completion of your ceremony your wedding package will commence with pre-function drinks.

Payment: 40% of balance to be paid 8 weeks prior to the function date. Final accounts are to be paid 14 days prior to the function date. Payment can be made by cash, credit card, bank cheque or direct deposit.

Price Variation: All prices quoted are on current costs & may be changed at any time. Notice will be given in writing of changes. Please expect an annual increase to occur 1st September each year.

Menu Selection: To be confirmed 14 days prior to function date. The Newport Mirage reserves the right to change menu items based on seasonal availability.

Children's Meals: Children under 2 years are free. Children aged between 2-4 years are charged \$12.50. Price includes garlic bread, chicken nuggets with chips, ice cream with topping and soft drinks. Children aged between 5-12 years are charged \$29.50. Price includes garlic bread, choice of chicken schnitzel or battered fish with chips, ice cream with topping and soft drinks.

Special Meals: We are pleased to cater for special diets and vegetarians. Prior notification is necessary to prepare these meals.

Additional Meals: Meals for entertainers, photographers and videographers are charged \$35.00 and include a main course only.

Responsible Service: The hotel reserves the right to refuse service to any patron and practices Responsible Service of Alcohol.

Entertainment: Entertainment must conclude by 11.00 p.m.

External Contractors: All external contractors must be advised to the Newport Mirage prior to the function and are fully subject to management approval. The Newport Mirage Management reserves the right to apply limits/restrictions on these contractors so as not to impact on the venue & surrounds (noise & vibrations etc).

Insurance: Whilst hotel staff will take all care, no responsibility will be taken for damage or loss of goods, equipment or merchandise left on the premises prior to, during and after the function.

Damages: Correct liaison with hotel staff can often avert accidents within the hotel. You will be financially responsible for any damage suffered to hotel property during the course of your function.

Confetti: Please abstain from throwing confetti and rice. Rose petals are acceptable.

Cleaning Fee: At our discretion should the premises be left in an unacceptable state, a cleaning fee will be charged.

Accommodation: We are pleased to block up to 10 rooms (upon request) for guests requiring accommodation on the night of your wedding. Any rooms that have not been confirmed with a credit card or deposit 28 days prior to the wedding date will be automatically released for re-sale. Please note that check-in time is from 2pm & checkout time is 10am.

Agreement: I have read and understand the above terms and conditions:

Name: _____

Address: _____

Phone: _____

Date of Booking: _____ Start Time: _____

Approx Number: _____ Package Type: _____

Signature: _____ Today's Date: _____

How did you hear about the Newport Mirage? _____

If you were referred, who referred you? _____