

# Wedding Booking Form

The Person Booking the Venue\* \_\_\_\_\_

Contact Details:-Ph. \_\_\_\_\_ Mobile. \_\_\_\_\_

Email. \_\_\_\_\_

Address: \_\_\_\_\_

Suburb. \_\_\_\_\_ State. \_\_\_\_\_ P/code. \_\_\_\_\_

(\*Responsible for payment & damage reimbursement including any legal fees)

Brides Name: \_\_\_\_\_

Grooms Name: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_

Approximant number of guests: \_\_\_\_\_

Arrival Date / Time: \_\_\_\_\_

Departure Date / Time: \_\_\_\_\_

Package chosen: [ ] 3 nights, [ ] Other \_\_\_\_\_

Quoted full cost: - \$ \_\_\_\_\_ Plus Bond \$ \_\_\_\_\_

\*Deposit paid: - amount \$ \_\_\_\_\_ By: [ ] Cash, [ ] Chq, [ ] EFT, [ ] Other

***\*Balance & Bond must be paid no later than 7 days prior to event.***

\*Balance paid: - amount \$ \_\_\_\_\_ By: [ ] Cash, [ ] Chq, [ ] EFT, [ ] Other

Signed: \_\_\_\_\_

(Person Booking the Venue)

## Notes:-

- (1) Minden Retreat is to be reimbursed for breakages above \$10 in value.
- (2) Times in and out 2 pm and 10 am respectively for the rooms & other venue facilities. Unless otherwise stated.
- (3) Minden Retreat services the Bawden Lodge rooms at the end of your stay. All other facilities, Chapel, hall, kitchen, dormitories etc. and grounds are to be left as they are found. We can arrange cleaners for you if you wish – the cost is normally \$750.
- (4) Our cancellation policy is to give no refunds of deposits within 3 months of the original date for which the function was booked. We only refund 25% of deposits within 6 months from date of functions, 50% of deposits for cancellations 6 months to 12 months from the date of functions. and 75% of deposits for cancellations over 12 months from the date of functions.
- (5) Change of date policy – please refer to our hand book for details.

### Office use only:

Processed By: \_\_\_\_\_ Date of booking: \_\_\_\_\_

Diary  Overview  Bookings  Wall planner  File