

Wedding Form of Understanding and Indemnity

Booking dates		
Date and time of wedding		
Anticipated number of guests attending		

Wedding liaison contact name	
phone	
email	

I/we

indemnify Sugarloaf Point Lighthouse Holiday Accommodation and agree to the following terms and conditions.

1. all three cottages are booked with standard terms and conditions, giving exclusive use of the cottages and their grounds
2. a 20% wedding surcharge applies
3. a maximum 20 overnight lighthouse guests
4. a maximum additional 15 day visitors
5. overall function has a maximum of 35 attendees
6. quiet enjoyment and no amplified music
7. celebrations to be completed by 9.00 pm by which time all day visitors must vacate and the precinct return to evening quiet
8. no attachments to buildings or marquees
9. no naked flames
10. permitted onsite (and included in overall function maximum) are
 - a. celebrant
 - b. photographer, licensed with National Parks
 - c. caterer
11. at the time of payment of balance tariff to
 - a. provide a completed Wedding Guest Register, Security Bond & Emergency Contact List which will include the names of all in-house guests, day visitors and supplying emergency offsite contact details
 - b. nominate a traffic co-ordinator whose responsibility is
 - to ensure lighthouse gate is closed at all times and padlocked at sunset
 - to keep cottage area vehicle free, including all third party contractor vehicles
 - to ensure in-house lighthouse guest cars only inside gate
 - to ensure wedding day visitors' vehicles are parked in the public car park outside the gate
 - to transport visiting wedding guests via one nominated vehicle from the lighthouse gate to the cottage area

- c. nominate a wedding liaison person (not bride or groom) whose responsibility is
 - to be the point of contact between lighthouse management and the wedding party
 - to ensure guests respect the environs of the National Park and Seal Rocks village
 - to ensure guests behave in an orderly, safe and peaceable manner, both onsite and in surrounding areas
 - to ensure lighthouse booking terms and conditions are fulfilled
 - to ensure third party suppliers conform to all terms and conditions
 - to ensure the use of flower petals only, no confetti, rice or helium balloons to be used

Standard terms and conditions of letting

Please read these Terms and Conditions of your booking carefully as any departure from them gives management the right to refuse access, amend or terminate the booking.

12. Please ensure all receipt details are accurate.
13. Your cottage will be available from 2:00 pm on the day of arrival and is to be vacated by 10:00 am on the day of departure.
14. A deposit of 50% of the total tariff must be received to confirm your booking. Payments can be made by internet or bank transfer, cheque, money order or eftpos. All credit card payments for deposits and balance of payments will incur a 2% merchant fee. A fee for dishonoured cheques will be payable at the current bank rate.
15. Full payment and the signed Security Bond Authorisation Form/Guest Register are due prior to your arrival.
16. Cancellations are refunded only when the cottage is relet for an equal number of days/dollar value. All cancellations are subject to a \$50 administration fee. No refund on any unused portion of a confirmed holiday booking will be made.
17. No rescheduling of bookings will be accepted within one month of your stay. Rescheduling will be considered on a case by case basis. An administration fee of \$50 will be incurred on each reschedule.
18. For your convenience our office will be open every day from 9.00 am to 6.00 pm in summer and 9.00 am to 5.00 pm in winter. The office closes between 1.00pm and 2.00 pm. Our on-site caretaker will be available from sunset to sunrise in case of emergency.
19. Your Security Bond Authorisation will be effected without prior notice if the premises are left in an unsatisfactory condition on your departure. An administration fee of \$50 will be charged if a bond claim is processed. Unsatisfactory conditions shall include, but not be limited to:
 - a. the premises requiring extra cleaning
 - b. loss or damage occurred to the cottage, its precinct or inclusions
 - c. loss or damage resulting from the premises being left unsecured
20. Management further reserves the right to make a claim on the security bond, without notice, to recover any costs incurred due to guests' or guests' visitors' failure to comply with the terms and conditions.
21. Upon receipt of your final payment and signed Security Bond Form/Guest Register an access code will be issued allowing entrance through the lighthouse gate. This access code is to be kept confidential as only guests' vehicles are authorised by NPWS to be on site.
22. Your receipt notes the maximum number of guests permitted in your cottage. Please inform us at the office prior to receiving any day or night visitors. NPWS strictly limits the number people across the three cottages, at any one time. For safety purposes your visitors' names will be noted.

23. The lighthouse cottages are self contained, self-catering holiday accommodation. All bed and bath linen is provided, with our compliments.
24. All furnishings and equipment must be left in the cottages as originally found. All damage, breakages or losses to the cottages and/or furniture/furnishings are to be reported to the office and arrangements made for reimbursement.
25. All accommodation is for short-term holiday purposes only. Functions, parties and unauthorised guests are strictly prohibited. All bookings are accepted on the basis that utmost care and consideration is given to the cottages and neighbouring guests.
26. No responsibility is taken for guests' personal property left on the premises. Items left on departure will be posted COD.
27. Guests are responsible for the safekeeping of accommodation keys. Replacement of any lost keys will incur a fee.
28. As car parking space is limited, only 2 motor vehicles per cottage can be housed in the garage area. Vehicles are permitted to drive to the cottages for loading and unloading purposes. No responsibility is taken for guests' vehicles.
29. Removal of excess garbage is your responsibility. If left on site a fee of \$20 will be charged.
30. As the lighthouse site is located in the Myall Lakes National Park all native flora and fauna are protected. The feeding of any native animals is strictly prohibited.
31. Pets are not permitted on site under any circumstances.
32. No smoking is allowed in any of the cottages.
33. Seal Rocks area is subject to power outages and we take no responsibility for any inconvenience or damage to your property that may occur.

DATED this

day of

201

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Name

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signature

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Name

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signature