

## Wedding Guest Register, Security Bond and Emergency Contact List

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Please include the name of all in-house guests, including children ...

### Headkeeper's cottage

Name of guests please include children max 8 guests	Please write ages A=adult C=2-18 I=<2yo	Arrival and departure dates	Mobile no	Offsite emergency contact name	Offsite Emergency phone

### Assistant Keeper's South cottage

Name of guests please include children max 6 guests	Please write ages A=adult C=2-18 I=<2yo	Arrival and departure dates	Mobile no	Offsite emergency contact name	Offsite Emergency phone



## Traffic co-ordinator

Please provide the name of your nominated traffic co-ordinator whose responsibility it is ...

- to be aware that the road and cottage area lighthouse path are pedestrian pathways
- to ensure lighthouse gate is closed at all times and padlocked at sunset
- to keep cottage area vehicle free, including all third party contractor (eg photographer, hairdresser, caterer) 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

Traffic Co-ordinator

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## Wedding Liaison

Please nominate a wedding liaison person (not bride or groom) whose responsibility it is ...

- to be the point of contact between lighthouse management and the wedding party on the day of the event
- 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

Wedding Liaison

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# Security Bond

Vehicle type and registrations

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Credit card details

Visa

or

MasterCard

Card number & expiry date

# \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ exp \_ \_ / \_ \_

Name of cardholder

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I agree to adhere to the terms and conditions of letting. I hereby authorise Carjuli Pty Limited (trading as Sugarloaf Point Lighthouse Holiday Accommodation) to debit my credit card in accordance with the terms and conditions of letting. Reasons for debiting my credit card (to a maximum of \$500 per cottage without prior permission) shall include, but not be limited to...

- loss or damage occurred to the cottage, its precinct or inclusions
- loss or damage resulting from the premises being left unsecured
- keys not returned at the time of departure
- any other charges in the conditions of letting

Signature of  
cardholder

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date

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