



**HAMILTON ISLAND
WEDDINGS**
Great Barrier Reef Australia

INDIVIDUAL PAYMENT FORM

- You can use this form to make payments to Hamilton Island Weddings, or other service or product suppliers as required. Please ensure you complete and return a copy of this form for all payments you make to us or any other product or service providers.

IMPORTANT INFORMATION WHEN MAKING PAYMENTS

- If you are paying by direct deposit, ensure you are making the payment into the correct bank account; many payments do need to be made to bank accounts other than Hamilton Island Weddings.
- Ensure the amount you are paying is correct, and is not more than the total you are required to pay that particular business.
- Ensure any deposits or pre payments you have paid to date have been deducted from the total owing BEFORE you pay the final payment.
- Payments can be made by Credit Card, Cash, Room Charge, Direct Deposit, or Cheque, however cheques must be received no less than 2 weeks prior to the wedding date otherwise these cannot be accepted.
- If you are unsure of who an amount is required to be paid to, or the total amount remaining to be paid, please contact your wedding consultant.

HOW TO MAKE A PAYMENT

Step 1. Complete the form on page 2

Step 2. Return the completed form to your wedding consultant via email, fax or post

Step 3. Please do not regard this as paid until you have received written confirmation from your wedding consultant or the outlet receiving the payment.

WHEN MAKING PAYMENTS BY DIRECT DEPOSIT

Use the following bank details for various outlets

Hamilton Island Weddings

Account Name	Hamilton Island Weddings
BSB Number	084501
Account Number	62 209 2827
Bank	National Australia Bank
Reference to be used	Grooms surname and the date of your wedding i.e. "Smith211007"

Hamilton Island Conventions

Account Name	Hamilton Island
BSB Number	084704
Account Number	517622486
Bank	National Australia Bank
Reference to be used	Grooms surname & the word "Conventions" i.e. "Smith Conventions"

Cruise Indigo- Denison

Star & Banjo Patterson

Account Name	Denison Star Pty Ltd
BSB Number	084501
Account Number	540855421
Bank	National Australia Bank
Reference to be used	Grooms surname and the date of your wedding i.e. "Smith211007"

Mariners Restaurant

Account Name	Mariners
BSB Number	084501
Account Number	548466623
Bank	National Australia Bank



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INDIVIDUAL PAYMENT FORM

Wedding name	
Wedding date & time	
HIW Consultants Name	
Today's date	

Payment Amount	
What business is this payment being made to?	
What product or service are you paying for?	

Please note, many payments and deposits need to be paid/directed to other businesses/company's, therefore please check with your consultant as to whom a particular cheque or direct deposit needs to be paid to prior to completing this form.

You may use the following methods of payment:

- Cheque or Money Order**
 - Enclosed or;
 - Posted separately, if so date posted: _____

- Direct deposit-** Please see page 1 for account and reference details

Amount Deposited	
Date Deposited	
Transfer Reference	

- Credit Card-** Please note: the following credit card fees apply:

Hamilton Island Weddings: 3.5% for AMEX & Diners and 1.5% for VISA, MasterCard & Bankcard

Hamilton Island Resort: 3.5% for AMEX & Diners and 1.5% for VISA, MasterCard & Bankcard

Cruise Indigo: 3% AMEX and no fee for Visa, MasterCard, Bankcard (Diners not accepted)

Type of Card	Visa	M/C	B/C	AMEX
Name on Card				
Card Number				
Expiry Date				

Authorisation:

By signing below you are authorising Hamilton Island Weddings to:

- Pass on your credit card details or payment information to other businesses as indicated by you in the above form or as deemed necessary by your wedding consultant.
- Charge your credit card or accept payment for products or service as indicated above.

Card member and/or payee's signature:	Today's date:
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