



HAMILTON ISLAND WEDDINGS

Great Barrier Reef Australia

RECEPTION & FUNCTION VENUE

Information Form

This form is to gather information regarding your existing reception or function venue booking. If you have not yet secured your reception or function venue please contact your wedding or enquiries consultant.

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

When do I need to return this form?

All food and beverage choices along with a signed copy of this form must be returned to your wedding consultant no later than 4 weeks prior to your wedding day.

Please note, many of the details supplied in this form can be updated and/or changed closer to the date of your function; however any changes to your reception or function arrangements must be supplied to your consultant in writing, and should not be regarded as confirmed until you have received notice in writing from your wedding consultant.

VENUE INFORMATION

Which function are you booking (please circle)?

Wedding Reception (dinner or lunch)	Pre wedding Gathering	Post wedding recovery party/cruise	Hens function	Bucks function
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Function details

Requested venue						
Function date						
Requested start time						
Requested finish time						
Minimum expected guests	Adults:		Children:		Infants:	
Maximum expected guests	Adults:		Children:		Infants:	

Sole use

Are you booking a sole use function?	Yes	No
Entire venue or section of venue?	<input type="checkbox"/> Entire venue	<input type="checkbox"/> Section only
If section only, which section?		
Sole use cost/ minimum spend amount?		

Decorations

Will you be having decorations?	Yes	No
Who is supplying these decorations?	<input type="checkbox"/> I Do Events	Other:
Do you require the venue to supply chairs appropriate for chair covers?	Yes	No
What time do your decorators require the venue to be set up for your function?	Actual set up time will be at the discretion of the venue and advised at a later stage.	

Entertainment Please note: this option is only available where sole use of entire venue is booked

Will you be having entertainment or music?	Yes	No
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Speeches

Are you planning formal speeches?	Yes	No
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What point of the evening would you like the speeches to take place?

<input type="checkbox"/> Before meals are served	<input type="checkbox"/> Immediately after mains	<input type="checkbox"/> Immediately after desert
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How many people will be speaking?

How long in total will speeches take?

Please provide the name of your Master of Ceremonies (MC)?

FOOD & MENU REQUIREMENTS**Chosen Menu style**

Please circle your chosen menu style & provide further information in the relevant section below

A la Carte	Alternate drop	Choice menu	Buffet	Canapés /Tapas
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Your expected cost per guest for food only?

\$

A la carte

Your guests will be dining off the menu of the day, therefore no choices are required.

Alternate Drop

Number of options		Price per head	\$
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Entrée	Main	Desert	Sides

Choice Menu

Number of Choices		Price per head	\$
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Entrée	Main	Desert	Sides

Buffet

Set buffet name		Price per head	\$
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For Denison Star buffet only, please note your chosen hot dishes to be included in your buffet

Canapés/Tapas

Please list below your chosen Canapé & Tapas items and the number of each item required

Item	#	Item	#

BEVERAGE REQUIREMENTS

Chosen beverage option

Please circle your chosen option then provide further information in the relevant section below

Beverage package	Bar tab- open	Bar tab- selected items only	Guests to pay
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Your expected cost per guest, for beverage? \$

Beverage Package

Please note your selected beverage package as per your chosen venues portfolio
Please note how many hours you would like to book your chosen beverage package for

	Price per head	\$

Bar Tab- Open Bar (means your guest can order any beverages supplied by that venues bar)

How much would you like your bar tab to be
Would you like to be advised when your bar tab reaches a certain amount?
At what amount would you like to be notified?

\$		
	Yes	No
\$		

Bar Tab- Selected Items only

How much would you like your bar tab to be
Would you like to be advised when your bar tab reaches a certain amount?
At what amount would you like to be notified?

\$		
	Yes	No
\$		

Please list items to be included in your bar tab

Beers	Spirits	Soft drinks & juices	Coffees & Liquors

Wines			
White	Red	Champagne & sparkling	Desert wines

Please note, while we welcome you to make your wine choices now, unfortunately due to seasonality and availability of wine stock, your choices cannot be guaranteed. Should your first choice not be available, you will be notified and provided with alternate options for your reception or function.

CREDIT CARD AUTHORISATION- This section must be completed

This section must be completed to enable Hamilton Island Weddings to confirm your reception or function booking. The credit card details supplied below may be utilised to enable the function venue named on this form to recover monies owed to them in the following circumstances:

- To charge you for any payments still outstanding on the day of or after the date of the function being booked on this form.
- To charge you for any costs incurred by the venue of the function being booked on this form, due to cancellation by you of your function in an unreasonable period of time.
- To charge you for any costs incurred during the function but after the final payments have been made by you.
- To charge you to recover costs for any damages to the venue deemed to be caused by you or your guests prior to, during, or after the function being booked on this form.
- The credit card details supplied above will not be used other than in the circumstances stated above.

Credit Card Authorisation Details- Please note: the following credit card fees would apply:

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

Cruise Indigo: 3.5% AMEX and no fee for Visa & MasterCard (Diners not accepted)

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

By signing below you agree to allow to either your function venue or Hamilton Island Weddings to charge your credit card listed above for any of the reasons as noted above on this page. You also agree that should sufficient funds be unavailable on the card listed above or should the card no longer be valid, that you will make alternate arrangements for applicable payments to be made in the circumstances as listed above.

Signature:	Full Name:	Date:

Reception and function booking Terms & Conditions

- Your reception or function venue booking is not confirmed until you have received advise in writing from your wedding consultant, verbal notices of availability should be strictly regarded as tentative only and should not be relied upon under any circumstances.
- Noise curfews apply to all reception and function venues including restaurants. All curfews are subject to change without prior notice and may change from that time notified to you at time of booking.
- Where an a la carte menu is being utilised for a booking, the a la carte menu offered by the restaurant on your chosen function date will be utilised for your function. Any a la carte menu shown to you or viewed prior to your reception or event is to be regarded as a sample only.
- Choices for wine, champagne etc are welcome however cannot be guaranteed, where a wine may become unavailable, you will be notified by your consultant and advised of alternate available choices
- BYO is not available in many venues, in the rare circumstances where BYO is allowed, corkage fees will apply and vary.
- Where an outdoor venue is booked, a wet weather option will be chosen on your behalf by a Hamilton Island/Hamilton Island Weddings representative where necessary. If, in the event of unfavorable weather, the wet weather option will require additional decoration and set up to make it look appropriate for your wedding reception or function, in all cases these additional requirements will be at your cost.
- By booking your reception or function you are agreeing to choose your requirements from the wedding portfolio current at the time of booking. However, all venues reserve the right to change certain aspects of these portfolios including but not limited to available food and beverage styles and options, table layouts, space availability and curfews. The venue does agree to make all reasonable attempts to supply what was offered before or at time of booking.
- Many venues standard chairs are not designed to fit chair covers and/or decoration, where this is the case and chair covers are being utilised, appropriate chairs can be provided by the outlet however additional costs will be incurred by you for the hire of these chairs.
- Where chairs are required, it is your responsibility to ensure you have requested these chairs to be arranged by your wedding consultant.
- All details regarding your reception must be advised in writing to your wedding consultant no less than 4 weeks prior to your function date.
- If absolutely necessary in the event of unforeseen circumstances your function cannot be held in your chosen venue, the venue reserves the right to supply an alternate venue in its place. All additional costs incurred through the moving of the event or reception will be covered by the venue. Hamilton Island Weddings or the venue will not be held liable for any costs or damages outside those directly incurred by the moving of the function. This condition is not relevant to functions which have been moved due to weather.
- Any recommendation, comments, or details regarding a venue which are made verbally by Hamilton Island Weddings or Hamilton Island staff should not be relied upon and can only be relied upon when made to you in writing and specifically about your function and venue.
- If deposit or credit card details have been supplied, you are instructing Hamilton Island Weddings to pass these details onto the relevant outlet and for that outlet to action the charging of the specified charges to the credit card details provided.
- You understand that should you cancel your wedding within an unreasonable period of time, that the venue may charge a cancellation fee to cover any costs of your function which are unable to be recovered by the venue.
- Entertainment can only be utilised for functions where the entire venue has been booked solely for your function, in all other cases, for the comfort of other resort guests no entertainment or music will be allowed.
- Other options such as speeches are allowed in non sole use venues however are to be conducted in a way which does not disturb other resort guests who may be utilising the same venue.
- All venues reserve the right to refuse alcohol to people who appear intoxicated. All venues strictly abide by RSA regulations.
- Surcharges may apply to payments made with Credit Cards and may vary from time to time without prior notice.
- You agree to pay for all costs incurred by the supply of your reception or function. And that these costs will be paid in full either prior to or on your wedding day.
- These terms and conditions are in addition to the terms and conditions included in each individual restaurant portfolio.

I have read, understand and agree to the above terms and conditions

I hereby agree that I have read and understand the terms and conditions above, and the terms and conditions within the individual wedding portfolio of the venue I am booking for my reception or function. I agree to advise my Hamilton Island Weddings consultant in writing immediately should I wish to change any of the above details in regards to my reception.

Name

Date

Signature
