

# TERMS & CONDITIONS

## DEPOSIT & FINAL PAYMENT

- You are required to pay 50% of the total venue fee (including accommodation if using) as a deposit upon making your booking.
- The remainder of the total fee must be paid in full 2 calendar months prior to your event.
- All prices exclude GST, 10% GST will be added to your final confirmation.
- All our prices are subject to change in-line with the government recognised inflation rate. Your final fee amount will reflect pricing at the time when your quote is due to be paid.

## SECURITY BOND

- A \$1,500 security bond must be and your credit card details must be provided as security paid 7 days before your event. This will be refunded into your account not later than 7 days after the event subject to all terms and conditions being maintained.
- Breakages and losses to the property are to be reported to Frida's Field management.

## INSURANCE

- We require you to purchase event insurance that includes public liability insurance of \$10 million for any unforeseen circumstances or issues that may affect your event and the performance of your suppliers and/or guests. Proof of insurance must be provided to Frida's Field management not less than 2 calendar months prior to your event. This typically costs less than \$200 and we can recommend some providers.

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## INCLUSIONS

- Your venue fee includes exclusive use of the Frida's Field restaurant space, restaurant tables and chairs, lawn terrace adjacent to the restaurant space and your choice of ceremony sites (including wet weather back-up on the restaurant space veranda and/or inside the main restaurant space) for wedding set up, event and pack down.
- Your choice of various photography sites around the farm (photos around The Cottage accommodation are only permitted if you have rented this space as part of your package).
- Reception is to be held inside the restaurant space and veranda, unless otherwise arranged with Frida's Field management.
- Guests are permitted on-site for 8 hours from 2:30pm to 10:30pm unless prior arrangement has been made with Frida's Field Management.

## EVENT COORDINATION

- We require you to use a local wedding/event coordinator that is approved by Frida's Field management to ensure your wedding runs smoothly and on time (not a guest at your wedding).
- On-the-day coordination and month-out event coordination is required as a minimum.
- You must provide Frida's Field management with the name and contact details of your coordinator at least 3 months prior to your event.

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## PHOTOGRAPHY

- You are welcome to take photos anywhere around the farm.
- Photos around The Cottage accommodation are only permitted if you have rented this space as part of your wedding package.
- You are required to provide Frida's Field management with 10 images of your choice from your wedding photography for use in our marketing.

## TREE PLANTING

- Frida's Field Management will plant a tree in honour of your wedding on our farm. This tree planting will take place within one month of your event date and you will be emailed a downloadable PDF with images of your tree and an explanation of the roll it will play within our regenerative farm model. You are welcome to visit your tree over the years (please email us to organise prior to your visits).

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## MANAGEMENT APPROVAL & SUPPLIER AGREEMENTS

- All event plans are subject to approval by Frida's Field management.
- One month prior to your event, you or your event coordinator must provide in writing a detailed list of all suppliers and an Event Schedule outlining all operational details relating to your event (e.g. delivery schedule, when external suppliers will be onsite etc).
- All suppliers must sign a copy of our Suppliers Agreement.
- All deliveries to Frida's Field must be advised to Frida's Field management prior to delivery.
- There are to be no nails, hooks, hanging or plugging-in of equipment without prior approval.
- Frida's Field is not responsible for the conduct or performance of your selected suppliers.
- The client is responsible for all agreements with and fees payable to suppliers.

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## MUSIC & CERFEWS

- Restaurant space to be closed up at 8pm to reduce external noise – North facing front doors are to be fully closed, the back windows are to be fully closed, and doors facing lawn terrace are to be partially closed to still allow access to bathrooms (council requirement).
- Music and event must cease by 10pm (council requirement).
- All guests must vacate the event space and Frida's Field grounds by 10:30pm (council requirement).
- DJ and live music permitted inside restaurant space.
- Live music allowed until 7pm only and must be limited to a maximum 3-piece band. No drums or bass allowed.
- Acoustic/background music permitted after ceremony outside around the ceremony site.
- Music must not exceed 90 decibels inside the restaurant space.
- All musicians and DJs must be approved by Frida's Field management.

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## TRANSPORT & PARKING

- All guests must arrive and depart by bus. There is no guest car parking at Frida's Field. Please ensure that this is printed on your wedding invitations and stipulate where the bus pick up and drop off points are located.
- Car parking is provided for 12 cars only which are reserved for the immediate wedding party only and suppliers directly involved with the event. Any parking for guests with special circumstances must be prearranged with management. Parking is not permitted on lawns or anywhere else apart from the 12 designated parking areas. No parking is permitted along the main road.

## KIDS, PETS & SMOKING

- Children must be supervised at all times.
- No pets are allowed on the property.
- The property is non-smoking and smoking is strictly prohibited from anywhere indoors. Any extra cleaning resulting from smoking related damage will incur a charge.

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## EVENT SET UP

- Frida's Field in-house team will provide a basic set-up of the restaurant space with its own tables, chairs, crockery, cutlery and glassware (the table layout will be coordinated with your wedding coordinator). Any additional set up desired beyond the basic set up is to be agreed with Frida's Field Management in writing one month prior to your event. The Client is responsible for all operations and costs involved with the set-up of the restaurant space beyond the basic set up provided by Frida's Field.
- If the client wishes all Frida's Field tables and chairs to be completely removed from the venue to bring in alternative hired items a cost of \$500 will be charged for labour and storage.
- Frida's Field's linen napkins may be used for a cost of \$3pp or the client may source their own linen at their own cost.
- Ceremony set up is to be provided by the Client. Frida's Field can provide 30 ceremony chairs and a basic ceremony set up in your choice of on-site location for \$300.
- There are to be no nails, hooks, hanging or plugging-in of equipment without prior approval.
- Frida's Field does not allow fireworks displays, wishing lanterns or helium balloons to be released. Only natural, biodegradable confetti such as flower petals to be used.
- Site access for suppliers is available from 8am to 12pm on the day of your event, unless previously agreed with Frida's Field Management.

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## EVENT PACK UP & RUBBISH REMOVAL

- Clients are responsible for all operations and costs involved with the break-down of the event space beyond the basic set-up provided by our in-house team. All additional set-up items must be completely removed from the site by no later than 9am the morning after your event (and preferably the night before).
- All personal belongings such as guest book, polaroid cameras etc and leftover alcohol are required to be picked up the day after the event by 9am.
- A rubbish removal fee of \$350 will be charged to handle the additional waste created by your event.



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## FOOD & DRINK

- The prices quoted in this document is for the provision of the venue and accommodation hire only. A separate quote will be provided for your food & drinks catering.
- Minimum Spend – \$11,500 is required as a minimum catering spend including both food and drink (no additional labour costs are charged for the delivery of your catering package. The actual final cost of your catering will depend on menu items selected and number of guests).
- All prices exclude GST, 10% GST will be added to your final confirmation.
- Frida's Field reserves the right to update its food and drink packages to reflect availability and inflation.
- All food and drinks (apart from wedding cakes) are to be provided by Frida's Field in-house catering team. BYO food is not permitted. If you wish to BYO a wedding cake, clients must take full responsibility for any food allergies or food poisoning. Any left-over cake must be taken at the end of the event by the client unless prior arrangements have been made with management. Frida's Field holds no responsibility for any cake left behind. Frida's Field food must not be taken off the premises due to health and safety regulations. \$5pp cakeage will be charged to BYO wedding cakes for plating-up and serving with fruit and cream.

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## FOOD & DRINK cont.

- Frida's Field catering payment is required to be paid in full 14 days prior to the event taking place. This payment is non-refundable. Final payment details will be outlined in your catering package confirmation email.
- Payment can be made via bank transfer or credit card. Credit Card payments will incur a 1.5% surcharge. Your credit card details will have been provided to venue management as part of the venue booking process. Outstanding costs incurred during the event can be finalised on departure with supplied credit card details help by our management.
- Payment confirmation will be emailed on receipt of final payment. You may be liable for any excessive glassware, table ware or furniture damage/breakage occurring during your event.
- Should payment not be received at least 5 days prior to your event, Frida's Field reserves the right to cancel your event immediately unless specific arrangements have been otherwise made with our management.
- Frida's Field can provide charcoal linen napkins for \$3pp; and menus printed on A5 kraft paper for \$1.50pp (if desired).

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## FOOD & DRINK cont.

- All Drinks Packages are for 4 hours and then \$15pp/\$17pp/\$19pp per extra hour afterwards
- BYO beverages are not permitted. If Frida's Field staff suspect customers are bring their own alcohol into the event they will be asked to leave.
- All our wines are chosen because of their farming ethos (organic, biodynamic or sustainable) and the wines made with minimal intervention. These are handmade wines and are often made in small batches, therefore the wines are subject to availability but will be swapped for similar wines if unavailable.
- You may be able to swap wines from the packages if required by negotiation with Frida's Field Management.
- All bar service must be managed by Frida's Field in-house team and all alcohol is required to be served by staff with current NSW RSAs. Straight alcohol shots and self-service spirit bars are not permitted at any stage. Should Frida's Field or your coordinator consider any of your guests to be intoxicated, we reserve the right to cease alcoholic drinks service to those guests or the group as a whole.

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## ACCOMMODATION

- Check in is 3pm the day before your wedding and check out is 10am the day after your wedding, unless otherwise agreed in writing. We do our best to accommodate early arrivals and late departures when organised in advance, however additional charges may be incurred if this has not been previously agreed as cleaning bookings need to be adhered to.
- The Cottage is predominately suited to couples, however a maximum of 4 people are allowed to stay overnight. Please inform us if you need extra linen for the pull-out couch. The fireplace will be provided with wood during Autumn and Winter months only.
- Only guests staying overnight are permitted in The Cottage after 9pm the night before the wedding and 3pm the day of the wedding. No parties or gatherings are permitted in the accommodation. Any additional occupants will be asked to leave and additional charges will be deducted from the client's security bond.
- Management should be informed in writing of all people who will be entering The Cottage (e.g. hair & make-up; photographer; bridesmaids; family members etc).
- All accommodation items such as kitchenware, bathrooms, linen etc are strictly to be used by accommodation guests only (not for parties, weddings or other functions) and for their intended purposes only.

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## ACCOMMODATION cont.

- Any damage, breakage or loss to the property and its contents must be paid for and reported to management prior to your departure. If you discover a fault or breakage upon arrival, please advise management straight away otherwise it will be considered your responsibility.
- If it comes to the attention of management that the accommodation is being misused by the clients and/or their guests, they will be asked to leave the property immediately without any refund.
- The Cottage should be left essentially in the same condition as it was found. If management feels that the property has been left with extra mess and additional cleaning is required, you will be charged \$40/hour for each additional hour of cleaning required.
- Management endeavour to have any repairs to appliances and other fixtures attended to as soon as possible, however in some unforeseen circumstances the immediate repair may be beyond their control. No responsibility is taken by management for the consequences of such unforeseen circumstances and there will be no refund or discounts deducted from tariff for unusable appliances or items awaiting repair or replacement.

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## GUARANTEED NUMBERS

- The guaranteed number of persons attending the function must be received by Frida's Field management no later than 14 days prior to the function to ensure that all preparation and staffing requirements are met. This number must not vary significantly from the number stated on the Booking Confirmation form unless previously agreed with management. Frida's Field management shall be entitled to charge the client for guest numbers exceeding the guaranteed number and request additional guests to leave the function.
- Once final numbers have been confirmed, catering payment will be charged. Should your guest numbers be less than confirmed, Frida's Field will not refund any moneys. Should you have extra guests, payment will be required by credit card.

## CANCELLATIONS

- All cancellations need to be made in writing at your earliest convenience. Cancellations made outside 9 calendar months from your booking will result in a 100% refund of deposit less a \$500 administration fee. All cancellations made within 9 calendar months of your booking will result in your deposit being forfeited. There is no refund of payment if upon arrival a couple is dissatisfied with the property - all inspections, questions and due diligence must be completed prior to making your booking.
- Frida's Field reserves the right to cancel any booking and refund payment in the event of unforeseen circumstances out of our control.

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## LIMITED LIABILITY & RIGHTS RESERVED

- Frida's Field accepts no responsibility or liability for any loss or damage to any property belonging to the client or the client's guests, including hire equipment and all items that are on site.
- Frida's Field management reserves the right to exclude or remove any undesirable persons from the event or premises without liability.
- Should Frida's Field or your coordinator consider any of your guests to be intoxicated, we reserve the right to cease alcoholic drinks service to those guests or the group as a whole.
- Frida's Field cannot be held responsible for weather conditions or any inconvenience and costs associated with this.
- The lawns, gardens and fields will alter in appearance in various seasons and weather patterns; we endeavour to maintain the
- grounds to a high standard at all times however please be aware that weather patterns affecting the grounds are out of our control.
- If it comes to the attention of management that the property is being misused by the clients and/or their guests, they will be asked to leave the property immediately without any refund.

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## FORCE MAJEURE

- If Frida's Field is temporarily unable to provide venue, accommodation or catering services due to an unforeseen event beyond the control of either party that prevents or hinders the ability to deliver these services (such as an act of god, natural disaster, government action, national emergency, act of war or labour shortage); Frida's Field management must inform you in writing as soon as they are aware that their services will be unavailable due to this event and your wedding will be postponed until the event has passed. You can reschedule your wedding to a new date agreed to by both parties within the following 12 month period without any changes in pricing or other conditions. This new date must be selected at least 3 months prior to the new date taking place. Frida's Field will not be held liable for failing to perform its obligations under this agreement as long as the failure is triggered by something beyond its reasonable control. This clause does not excuse payment of monies due.

## UNFORESEEN CHANGES

- If the venue and/or accommodation become permanently unavailable due to unforeseen circumstances, the client will be notified in writing and we will endeavour to find you an alternative venue/accommodation elsewhere. Full monies will be refunded. You, the client, will not hold Frida's Field responsible.



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Due to the COVID-19 Pandemic it is necessary to put in place additional conditions/restrictions for weddings and events at Frida's Field ["the venue"]. These conditions will vary as the pandemic circumstances evolve and the Commonwealth and State governments review the restrictions. You agree:

- The you have entered into this agreement with Frida's Field at a time where government regulations and/or directions restrict numbers of people in groups and regulate behaviour by requiring social distancing specifically at events such as weddings ["COVID19 directions"].
- It is your responsibility:
  - to brief guests on the current COVID-19 directions before and at the time you hire the Venue; and
  - to personally observe conduct of all persons invited by you to the Venue, to ensure compliance with COVID-19 directions
- Pay us any cost incurred in extra cleaning before and after your use of the Venue if required.
- You will indemnify us against all actions, claims, demands, losses, damages, costs and expenses which we may sustain or incur for which we may become liable whether during or after your use of the Venue in respect of or arising from any loss, damage or personal injury to any person caused by a failure to observe COVID-19 directions by the neglect or default by your or any invitee while on the Venue property.
- If any part of these terms and conditions are held by a Court that any part is void, voidable, or unenforceable, that part will be severable from and will not affect the continued operation of the rest of the terms and conditions.

We agree:

- That if you need to reschedule your wedding due to the COVID-19 directions, we will allow you to do so to a new date agreed to by both parties within the following 12 month period without any changes in pricing or other conditions.