



Terms and Conditions - Wedding Venue Hire

Please note payment of the deposit constitutes acceptance of these terms and conditions. Terms and Conditions are subject to change without notice, however any changes will be advised as soon as possible.

Thank you for choosing to hire Kianinny for your event. Kianinny has been hosting events for decades and the following terms and conditions have been written to ensure that there is clear understanding of what you are getting, what you are not getting and how to ensure your guests have a great time and to ensure that you understand your responsibilities as the hirer. Should you have any questions or wish to discuss further please ensure that you call us on 02 6494 1990 before signing this agreement.

Confirmation of Booking

Due to the high demand for hosting special occasions at Kianinny, a non-refundable deposit of \$1000 is required with any wedding booking to secure your desired date. This deposit payment should be made within 7 days of booking to secure the date. Please note that in the event of a cancellation, deposits are non-refundable and non-transferable so please choose carefully.

Hire Period

Arrival time for you and your guests is no earlier than Friday 3pm and the departure time is strictly by 10am Monday. You will not have access to the venue before or after these times, unless authorised by Kianinny. The delivery or removal of equipment, setting up or cleaning of the venue must be completed during the hire period. Any change or extension to the booking period may incur additional costs.

What is included in your Venue hire at Kianinny

Ceremony location, Lakeside or Bush Pavilion (or both as per your quote), tables, chairs, white table clothes and all Cottage Accommodation. Cottage accommodation can be charged directly to your guests or can be paid for by the hirer. A minimum charge for accommodation is applicable as per your quote which consists of all 21 cottages for 2 adults for 2 nights (no one night stays). As part of your exclusive hire of Kianinny and your wedding package guests receive the 3rd night free (Pay for Friday and Saturday night and receive Sunday night free).

What is not included

Alcohol, AV or Sound system, Glasses, Bar Hire, RSA Staff, Food, Decorations, Commercial Kitchen hire, cutlery, crockery. *Some of these items are available for an extra charge if required.*



Security Bond

Kianinny requires payment of a \$1000 security bond included in your final invoice. Kianinny reserves the right to make deductions from your security bond in the event that you, or any guest/supplier working on your behalf or attending your function causes any of the following; Damages to buildings or landscaping, Damages to hire items, and/or fittings or fixtures any mess or damage requiring extra or additional cleaning to return the premises to a satisfactory standard. ***This includes litter, cigarette butts, bottles and cans left around the property. It is the responsibility of the hirer to ensure that no rubbish is left around the property.***

Any balance of the security bond after allowing a reasonable estimate of such loss or damage (if any) shall be refunded to you within 14 days by electronic bank transfer. Should any charges need to be discussed, refund of the bond may be delayed. If the security bond is insufficient to pay for such loss or damage, an invoice will be issued for additional charges.

Payment of fees

Deposit - Non-refundable \$1,000 due to secure your date within 7 days of booking.

50% of the estimated invoice - Payable 3 months out from the check in date.

Full payment of the remaining balance and security bond - is due no later than 7 days prior to your wedding date. Invoices will be issued to you in line with these dates, your prompt payment is appreciated.

Should payment not be paid within these timelines Kianinny reserves the right to retain any money paid and Cancel the hire event. It is the responsibility of the hirer to ensure payment is made in a timely manner in line with the above timelines. If you believe you may have a delay in payment please contact us in the first instance to discuss suitable arrangements.

Prices

All prices quoted are inclusive of GST. Prices are correct at the time of printing and are subject to change without notice. However, any change in price will be communicated as soon as possible. Please refer to your quote for applicable pricing at the time of booking.

Conduct/Terminating the Occupancy

Kianinny reserves the right to terminate the occupancy without notice for breach of these Terms and Conditions. Kianinny staff are empowered to act as deemed necessary for the proper conduct of the stay.

Insurance

Kianinny will not accept responsibility for damage or loss of personal property or merchandise left on the premises prior to, during or after any event.



Smoking

Smoking is banned inside all of our buildings. Please note that we will have one designated smoking area for the event day. You will need to make sure your MC announces this and all the guests are aware that this is to be adhered to at all times during the event and make sure they use the ashtrays provided. Yourself and your guests will be required to pick up any cigarette butts that are found lying around before your departure. This is also relevant for around each cottage that you and your guests are staying in. If further clean up is required the applicable charges will be deducted from the bond.

Cancellation by hirer

All cancellations are required to Kianinny in writing or email to info@kianinny.com.au. Wedding bookings that terminate their booking more than 365 days (12 months) prior to arrival, will be refunded any payment made above the \$1,000 non-refundable deposit. Where a Wedding booking terminates their booking less than 365 days (12 months) prior to arrival, the Wedding is also liable for full payment of the venue hire fee or 25% of the estimated invoice/quote charges, whichever is higher. Wedding bookings that terminate their booking within 3 months of the check in date are subject to full payment of the estimated invoice/quote supplied for the total event.

Emergency and Evacuation procedure

Confirmation of final guest numbers are required in writing at least 2 weeks prior to your Wedding for Planning and Emergency Procedures. We have an emergency and evacuation procedure plan, please make sure you ask Kianinny staff about this to familiarise yourself. You can also go to our website to view the procedures at any time.

Cleanliness

You must leave the venue in a clean and tidy condition and return it to the condition before the time of hire. If the venue is not left in a clean and tidy condition, any cleaning costs incurred will be at your cost and may be deducted from the bond. If the cost of cleaning/damages exceeds the bond, the hirer is liable for the shortfall and will be invoiced accordingly.

Rubbish

All rubbish is to be picked up from Bush Pavilion and Lakeside Deck areas. All cans and bottles are to be placed in the recycling bins provided. General rubbish is to be placed in the general waste bins provided. Failure to comply will result in additional cleaning charges. *Please note that the property is also used for School Camps and having cigarette butts and Alcohol containers discarded around the pavilions is not appropriate.*



Setting up and packing up

You are responsible for setting up and packing down the hired areas. Time required for this must be allowed for in our hire period. You have access from Friday at 3pm to set up if required. *Please note due to our open air venues possums and wildlife to access these venues each night and may damage or destroy items. Please plan any breakable/fragile/plant based decorations to be put in place on Saturday morning.* Tablecloths are put on the reception tables on Saturday morning by 7:30 am ready for the table decorating to be done. *Pack down must be completed by Sunday at 1pm this includes all decorations, arrangements and wedding equipment in the Bush Pavilion and Lakeside Deck. If any extra table, chairs or any other hired items have been hired these must be picked up by Monday 9am.*

Liquor Licence - Responsible Service of Alcohol

Kianinny is committed to the responsible service of alcohol. All staff members are instructed not to serve alcoholic beverages to guests under the age of 18 years old or to those guests who appear to be in a state of intoxication. Service of alcoholic beverages will conclude by 11pm. Kianinny does a 5 hour service period concluding at 11pm. Extra hours can be provided but can not operate after 11pm due to our Licencing Agreement. If you wish to serve alcohol it will need to be done with either Kianinny RSA staff or a local vendor that is approved by Kianinny. If using Kianinny you will need to supply all alcohol. We will only be serving beer, wine, cider, soft drink, water and pre mixed drinks, no double shots are allowed. *Strictly no BYO.*

Alcohol, Drugs and Behaviour Standards

Illicit drugs are not permitted on the Kianinny Property.

Alcohol is to be served by Kianinny and RSA approved staff/vendors. Outside of the alcohol supplied to us/vendors there is no BYO permitted into your event. Alcohol can be enjoyed responsibly in guest cottages during your weekend with us. Aggressive or Abusive behaviour will not be tolerated on the Kianinny Property. Any aggressive or abusive behaviour will result in swift action which may include the cancelation and immediate termination of your event and hire of the property. There will be no refund of money paid or the bond should this happen.

Decorations

You must not affix any decorations to any surface of the venue without consent from Kianinny. You must remove all decorations from the venue within the hire period or as directed by Kianinny staff members.



Photographs

The client(s) hereby allow(s) Kianinny to display any photographs taken on premises, and to generally promote the business in advertising, brochures, magazine articles, website, sample albums etc.

Keys

Keys must be returned at the end of the hire period either by returning in the key return box which is located outside of reception, dropping off to the office or leaving the key in the cottages on the dining table. In the event of losing a key you will incur a \$12 charge. This will be deducted from the security bond.

Noise

We have a very strict noise policy that states all music/dj must finish by 11pm. Ensure noise levels comply with the facilities licensing to ensure maximum levels are not exceeded. Our noise compliance is with the Bega Valley Shire Council. Kianinny is respectful of our onsite managers and local residents as we are located near a residential area and should be mindful of keeping the noise to a minimum and making sure we comply with the local council and have the music finished by 11pm.

Security

Kianinny reserves the right to request that the hirer provides security personnel for the event. Kianinny will provide the security company and forward the security costs onto the hirer/s. This is usually 2 security guards per 100 guests. Times can vary for the security personnel to be onsite. The cost of this will be as per your quote.

Candles/ Naked Flames

Under no circumstances are candles and/or naked flames to be permitted during your stay with us.

Confetti and Sparklers

The use of sparklers is only permitted outdoors and on days/times of the year that local RFS Regulations allow (low fire danger days). Out of respect for the environment, Kianinny does not permit the use of confetti, metal scatters, glitter, rice or similar items. An acceptable alternative will be rose petals or biodegradable confetti but must be removed at the end of the event. Please note Kianinny are protecting our wildlife and fauna onsite.



Firepit

Under no circumstances is the firepit to be used during your stay over your wedding weekend. After speaking with the local RFS we have decided that this is no longer an option for us at Kianinny due to the regulations and safety.

Runsheet and Floor plan

In order to help make sure your Wedding runs smoothly we will require in writing a copy of your run sheet for your special day and seating arrangements/setup at least 14 days prior to your arrival. This will ensure we can have everything on our end ready for your arrival on Friday at 3pm.

We look forward to helping you enjoy your event and celebrate in the truly natural destination wedding venue that is Kianinny Bush Cottages.

The Team at Kianinny Bush Cottages

I/We have read and understood the above terms and conditions for the hire of Kianinny Bush Cottages for my event. By signing this document I accept to be bound by the terms and conditions as stated above.