



BURNHAM GROVE  
*Estate*

# BURNHAM GROVE ESTATE

## *Wedding booking form*

Wedding date:

Contact 1 full name:

Mobile:

Email address:

Contact 2 full name:

Mobile:

Email address:

Residential address:

Est. number of guests:

### Package:

- Ceremony only
- Canapes + reception                       Cocktail                       Sit down
- Ceremony, canapes + reception                       Cocktail                       Sit down

### Food & beverage package:

- Standard package (\$150pp)
- Premium package (\$165pp)
- Platinum package (\$175pp)

### Beverage upgrades:

- Spirits package (+\$30pp)
- Premium spirits (+\$60pp)
- Lawn cocktails (+\$30pp)
- Bridal party cocktails (+\$20pp)
- All event cocktails (+\$50pp)

### Ceremony space:

- Secret Garden
- The Views
- Peppercorn Chapel
- Heritage Barn

## *Additional items*

- Wet Weather Marquee (\$700)
- Roof Draping (\$1,500)
- Extension to venue hire (\$500 per hour +\$8pp beverage package)
- White ceremony chairs (40 included) (\$6ea)
- Wooden ceremony arbour - natural (\$200)
- Wooden ceremony arbour - white (\$200)
- Geometric triangle arbour set (\$200)
- Round ceremony arbour - gold (\$200)
- Hexagonal timber arbour (\$200)
- LOVE sign (\$200)
- Clear plinth cake stand (\$75)
- Easel (2 available) (\$25ea)
- Rustic trestle table (\$30)

## *Function times & entertainment*

Please note that all functions held at Burnham Grove Estate between Friday and Sunday must abide by our council restrictions in relation to timings. Your ceremony start time is flexible however all events must cease by 10pm and all guests must depart the property prior to 10:30pm. All booked entertainment, DJ's, Laptops and iPods must be plugged in and played via our in house systems for receptions. Should you decide to book a live band for your function please be aware that a Sound Technician will be employed by the property to be onsite for the duration for your reception and a \$500.00 fee will be charged, the band must contain 4 members or less, play via our in house system, must not contain drums and be present at the property 45 minutes prior to their performance time for a sound test to be conducted. All entertainers will also be required to sign an agreement form prior to your event. Without this, entertainers will not be permitted to commence on the day.

## Further Details

- The venue hire will commence at the guest arrival time & at the same time as your beverage component commences.
- Your contract will contain your payment schedule consisting of an initial payment of \$2,000. This initial payment is your non-refundable deposit and is due 2 weeks from the date your event contract is received. The second deposit valued at 50% of your booking value at that time is due 6 months prior to your event date unless a payment plan has been arranged.
- The final balance will be due approximately 4 weeks out from your event day. All payments can be made via EFT, credit card, cash or cheque. (Unless payment plan has been coordinated with Burnham Grove Estate)
- All weddings, functions, music and entertainment must cease at or prior to 10pm Friday to Sunday, and 5pm Monday to Thursday. We are required to adhere to these restrictions due to courtesy of our surrounding neighbours. All guests are to have departed the property by 10.30pm Friday to Sunday, or 5:30pm Monday to Thursday.
- Once your booking is confirmed our team will liaise with you in the lead up to your special day. We will then be in contact with you approximately 8 weeks prior to your event if not sooner to discuss finer details. On the day, a coordinator will be there to ensure your day runs smoothly.
- Check-in time to the homestead is guaranteed from midday, unless alternate arrangements have been made. Check out the following day is strictly 10am.
- All suppliers, friends or family whom are helping create your event will be able to access the property from 9am on the day of your event, unless otherwise advised. Access for the day prior to your wedding can be confirmed with management 7 days prior.
- Any external vendors or persons assisting in the set up of your wedding are liable for any personal injury or damages to the property.
- An indication of timing is required for contract purposes, however can be amended closer to your event date if desired.
- All beverages must be supplied and served by the venue.

- Once we have received this completed form via email, we will prepare and forward an event contract and invoice request for the deposit payment within 48 hours. This initial invoice must be paid within 2 weeks from the date this form is received.
- Please return this completed form via email to [enquiries@burnhamgroveestate.com.au](mailto:enquiries@burnhamgroveestate.com.au).

## *Cancellation policy*

**120 + days prior to arrival:** Your deposit will be retained as cancellation.

**Between day 120-91 days prior to arrival:** Cancellation will be charged at 50% of the total contracted costs.

**Within 90 days of arrival:** Cancellation will be charged at 100% of the total contracted costs.

Should your function dates change or be postponed outside 90 days of arrival, charges will apply as per the cancellation clause in this contract, however 20% of the total cancellation fee owing will be retained as a deposit for your new booking should an agreement for a suitable replacement date be reached with Burnham Grove within six months of the original contracted date for the event.