



BOOKING FORM AND AGREEMENT WEDDINGS & EVENTS

Thank you for booking your event with us.
We look forward to planning your special day with you.

To confirm your booking please complete this form and return to our wedding team within 2 days of making your reservation.

FEE:

CIRCLE YOUR OPTION BELOW AND ADD THE RATES TO THE "PRICE COLUMN"

PRICE

<u>PEAK: OCTOBER – APRIL</u>		
2 NIGHT WEEKEND	\$40,000	
2 NIGHT MIDWEEK	\$25,000	
<u>SHOULDER: MAY & SEPTEMBER</u>		
2 NIGHT WEEKEND	\$40,000	
2 NIGHT MIDWEEK	\$25,000	
<u>WINTER: JUNE - AUGUST</u>		
2 NIGHT WEEKEND	\$30,000	
2 NIGHT MIDWEEK	\$15,000	
<u>SURCHARGES:</u>		
PUBLIC & SCHOOL HOLIDAYS	ADD 10%	
LONG WEEKENDS, 3 NIGHT MINIMUM	ADD \$5000 FOR THIRD NIGHT	
<u>ADD ONS:</u>		
EXTRA BREAKFAST:	\$2500	
<hr/>		
PIZZA NIGHT:	\$3000	
THIRD NIGHT:	\$5000	
PHOTO BOOTH:	\$1200	
COFFEE & ICE CREAM CARAVAN:	\$1500	
TOTAL		\$
DEPOSIT DUE		\$2,000

HIRE PERIOD:

Arrival date: _____

Departure date: _____

EVENT DETAILS:

Confirmed date(s) of wedding: _____

Expected number of guests: _____

Cocktail or Seated event: _____

CUSTOMER DETAILS:

Partner One: _____ Mobile: _____

Partner Two: _____ Mobile: _____

Address: _____

SECURITY CREDIT CARD

We require a credit card as security for your booking. These details are for security purposes only, all payments for your booking via credit card please contact our office – 02 4401 2831.

By providing your card details below, you warrant that you are the authorised cardholder or have the permission and authority of the authorised card holder and agree that this credit card will be used as additional security for your obligations as hirer of our Venue and acknowledge and agree that this credit card may be charged by The Woods Farm without notice, in accordance with the enclosed Terms and Conditions.

Card number _____

Expiry date: _____

CCV security: _____

Card type: _____

Cardholder name: _____

A credit card surcharge of 2.6% applies to all credit card payments.

Signature of cardholder: _____

SIGNATURE OF CUSTOMER

By executing this document, you acknowledge that you have read, understood and agree to this Agreement.

Signature of customer: _____

Print Name: _____

For weddings:

Partner One signature: _____

Partner Two signature: _____

Your booking is not confirmed until you receive written confirmation from our team. Dates can not be held and your booking can not be confirmed until this form is completed and sent back to us and confirmed as being received and correct and the deposit paid within 2 days of issue to the following account:
Account Name: South Coogee Property Company BSB#: 062 334 Account#: 11344278.

Terms and Conditions

General

- I. Definitions:
 - a. **Agreement** means these terms and conditions and the Form.
 - b. **Bond** means the bond of \$3,000 payable to The Woods Farm by you as security for your compliance with this Agreement.
 - c. **Customer/You** means you, the customer named in the Form.
 - d. **Deposit** means the initial deposit of \$2,000 towards your booking Fee.
 - e. **Event** means the Customer's event to be held at the Venue as described in the Form.
 - f. **Fees** means the fees payable to us for your Event and use of the Venue as set out in this Agreement.
 - g. **Force Majeure Event** means an act of God, fire, lightning, earthquake, explosions, flood, power shortage or outage, subsidence, insurrection or civil disorder or military operations or act of terrorism, expropriation, strikes, lock-outs or other industrial disputes of any kind not relating solely to The Woods Farm, any order of any regulatory authority (including in respect of any risk of bush fire) and any other event which is not within the reasonable control of The Woods Farm.
 - h. **Form** means the Booking Form which is part of this Agreement.
 - i. **Hire Period** means the period from 3pm on the Arrival date to 10am on the Departure date as specified on the Form (or any other extended times in which you arrive earlier or depart later).
 - j. **Pool** means the fenced pool area in the Venue.
 - k. **Pergola** means the pergola area beside the Pool in the Venue.
 - l. **Security Credit Card** means the Customer's credit card used as security for the booking, the details of which are provided on the Form.
 - m. **Stationhouse** means the separate day spa business operating from within the Venue.
 - n. **The Woods Farm/Us/We** means South Coogee Property Company Pty Ltd (A.C.N 147 795 480) as trustee for the South Coogee Property Trust (A.B.N. 20 299 689 342).
 - o. **Venue** means Lot 3, Bayly Road, Tomerong NSW 2540.
 - p. **Function Hall** means the purpose-built event shed on the Venue including chairs, tables and decorations subject to availability.

2. General

- a. The Venue is available for hire subject to the terms of this Agreement.
- b. The Woods Farm reserves the right to refuse any booking without the necessity to give reasons for such refusal to the Customer.
- c. The Woods Farm must be fully informed of the full purpose for which the Venue is to be used at the time any booking is made.

3. Reservations

Except at the discretion of The Woods Farm, reservations and tentative bookings do not constitute any commitment by us to host your Event at our Venue.

4. Confirmed Bookings / Deposit

- a. For your reservation to be a confirmed booking, the Form must be signed and returned within seven (7) days of making your reservation together with the Deposit. The Deposit may be paid by cash, credit card or EFT. The Deposit is non-refundable unless we cancel your booking due to a Force Majeure Event.
- b. Provision of the signed Form and Deposit to us confirms acceptance of this Agreement by the Customer.
- c. The Woods Farm may disregard any booking that is not confirmed within the terms of this Agreement and reserves the right to re-let unconfirmed bookings.
- d. Where you fail to sign and return the Form and The Woods Farm allows your booking to proceed you will be deemed to have accepted and be bound by these Terms and Conditions.

5. Cancellation of a Booking

- a. If the Customer cancels a booking after it has been confirmed, written notification is required and all Fees, including the Deposit paid to The Woods Farm at the time of cancellation are forfeited.
- b. In the event the Customer cancels the booking any time prior to the Hire Period or during the Hire Period, the Customer will be liable to pay all Fees associated with the Event and The Woods Farm is authorised to deduct such remaining Fees from the Bond and/or Customer's Security Credit Card.

6. Changes to Booking

- a. Except at the discretion of The Woods Farm, a Customer wishing to transfer a confirmed booking to an alternate date or select different add-ons remains liable for all Fees paid and all Fees due.
- b. The Woods Farm will use reasonable endeavours to accommodate any changes to a Booking that are requested at least 12 months prior to your Event however where you request a date change and The Woods Farm is unable to secure an alternate booking or a booking of equal value for that Hire Period then you shall be liable for the full Fees or shortfall in Fees (in the event a lower value booking is secured).

7. Inclusions

- a. You will be granted use of the Venue (subject to clause 7.b) including all inclusions set out in Schedule 1 during the Hire Period and on the terms of this Agreement.
- b. You shall be granted the right to use the Function Hall for the hours and day(s) of your wedding reception event only.

8. Event

- a. To ensure the success of your Event, you will be required to provide detailed information about your Event (i.e. running order and timings) to The Woods Farm including a run sheet with all supplier/vendor:
 - i. Names (company and contact);
 - ii. Contact numbers; and
 - iii. Public Liability insurance policy numbers.
- b. The following points must be announced to all guests at the Event by your master of ceremony or other nominated person:
 - i. Exit points and bushfire evacuation route;
 - ii. No amplified sound equipment after 10.30pm on Friday and Saturday (10pm on any other day);
 - iii. The shuttle bus schedule;
 - iv. The location of the collection point for shuttle buses, taxis and other vehicles;
 - v. That the last bus will leave at 11:15pm;
 - vi. That gates will be locked at 11:30pm;
 - vii. That guests must not gather at the entrance to the Venue;
 - viii. That guests must show courtesy to neighbours and keep noise to a minimum when leaving the Venue;
 - ix. That guests must retire to their accommodation by 11.30pm and not congregate at communal spaces on the Venue.
- c. The Customer is responsible for ensuring the Event runs within the allowed timeframes and for ensuring guests occupy and vacate the Venue within the times scheduled. Utilisation of space outside the times included in the Form will be at the sole discretion of the Woods Farm and subject to a further fee.
- d. Due to wear and tear on the Venue we charge \$20 per person over 120 persons. The maximum number of guests allowed is 200 persons. You must seek our written approval for any Event over 150 guests. This does not include service providers.

9. Use of Equipment

- a. All equipment supplied by The Woods Farm at the Venue remains the property of The Woods Farm.
- b. The Woods Farm gives no warranties or guarantees as to the state of repair or suitability of any equipment.
- c. The Customer must take all reasonable care with the equipment and must maintain the equipment in good condition during the Hire Period (fair wear and tear excepted).
- d. The Customer must return all equipment clean, dry and free from any marks, blemishes and wax to its original location and storage position in the Venue.
- e. The Customer is responsible for the cleaning, repair or replacement cost (as nominated by us) of any stained, dirty, damaged or lost equipment.

10. Payment of Fees

- a. You must pay the Deposit in accordance with clause 4.a.
- b. You must pay \$3,000 4 weeks after booking followed by a minimum of \$1,000 per month thereafter (with any further payments required to comply with clauses 10.c and 10.d).
- c. 60% of the Fees for your Event must be paid no later than 6 months prior to the Event by either cash, credit card or EFT.
- d. The remaining 40% of the Fees for your Event must be paid no later than 3 months prior to your Event by either cash, credit card or EFT.
- e. In addition to the above payments you are required to pay a \$3,000 security bond at least 7 days prior to your Event.
- f. Payments made by credit card will incur a 2.6% surcharge.
- g. A copy of the remittance must be emailed to hello@thewoodsfarm.com.au after each payment made.
- h. The reference of the wedding clients is to be used in all payments made.
- i. Failure to remit the specified amount of fees may result in the booking being cancelled.

11. Damage and Your Security Credit Card

- a. The Customer is liable for any loss, damage or injury suffered by The Woods Farm, its employees, contractors and/or agents and any loss or damage caused to the Venue, our equipment, furniture, fixtures, fittings, systems, decorations or other property to the extent that such loss, damage or injury is caused or contributed to by the Customer and/or any of its employees, contractors or guests in connection with the Event.
- b. The Customer indemnifies The Woods Farm, its employees, contractors and/or agents in respect of any liability, loss, claim or proceeding arising under any statute or at common law in respect of injury, loss or damage to property, real or personal, including cash, or in respect of personal injury to, or death of, any person arising

- out of or in connection with the Event where the injury, loss or damage arises out of or in connection with the Event and is caused by any act or omission, or any breach of this Agreement by the Customer, its employees, contractors or guests.
- c. Should damage result in the Venue not being able to be let for a period after your stay, you will be responsible for paying the lost revenue while it is un-rentable.
 - d. Without limiting any other provision of this Agreement, the Customer acknowledges and agrees that The Woods Farm may apply part or all of the Bond and/or charge the Security Credit Card for such amount as is required to cover any loss, damage, costs, claims, expenses and liabilities incurred as a result of any action, inaction or any breach of this Agreement on the part of the Customer, its employees, contractors or guests.
 - e. The authority granted by you to The Woods Farm in clause 11.d is not limited by the amount of the Bond but is a full and unlimited indemnity.
 - f. The Bond will be refunded to you (less any deductions made in accordance with this Agreement) within 21 days of The Woods Farm inspecting the Venue following your Event.
- For the avoidance of doubt, the Customer is liable for the actions of each of its invitees.
12. **Set ups/Contractors**
 - a. Any service providers you invite onto the Venue must provide valid certificates of currency for public liability insurance before they will be granted access to the Venue. You are responsible for ensuring these are provided to The Woods Farm 14 days prior to the Event.
 - b. Decorations must not be nailed, screwed, blue tacked or adhered in any way to any surface. All decorations must be approved by us prior to the Event.
 - c. You are welcome to use existing hooks on our walls or ceiling as advised by us. We can hang such items on your behalf at an additional Fee. We accept no liability whatsoever should you or your employees, contractors or invitees hang items.
 - d. All external contractors and hire equipment must be advised to The Woods Farm no later than 14 days prior to your Event and are subject to approval by us. We can apply time limits or restrictions on the arrival and conduct of contractors.
 - e. All equipment brought onto the Venue must be electrically tagged and tested according to the requirements under the WHS laws. The Customer will be asked to remove any equipment that is not tagged and tested.
 - f. The Woods Farm may supply water to caterers where requested by you however gives no guarantee as to the availability of water or suitability of any water provided.
 13. **Deliveries, Storage & Removal**
 - a. No deliveries may be made to the Venue outside of the Hire Period.
 - b. The Woods Farm will not accept any responsibility for damage or loss of goods left at the Venue prior to, during, or after the Hire Period.
 - c. All goods must be removed at the conclusion of your Hire Period, any goods left without prior arrangement will be deemed abandoned.
 14. **Performing Rights Association License**
The Customer or its contractors must arrange a current Australasian Performing Rights Association License (APRA) licence if an Event includes the public performance of either live or recorded music.
 15. **Marquee**
 - a. You may set up a marquee on the Venue in dedicated spaces designated by us with our prior written consent only. You will need to arrange a generator for power to your marquee.
 - b. All marquees must include flooring to protect the grass at the Venue unless otherwise agreed in writing by us.
 - c. Any Event that requires capacity for greater than 150 persons seated will require a marquee to be added to the Function Hall at your cost including hire, set up and take down. You must arrange this with a third-party supplier. You will be required to pay a fee of \$1,000 to The Woods Farm for any marquee installed on the Venue.
 - d. For any marquees installed adjoining the Function Hall, you must install a safe transition platform between the marquee and the Function Hall at your own cost.
 - e. All marquees must be removed before the end of the Hire Period.
 16. **Vehicles and Parking**
 - a. A maximum of 4 cars are allowed to be parked at each house, any additional cars must be parked in the designated parking area with a maximum of 50 cars permitted in the designated parking area.
 - b. You and your invitees (including service providers) must only drive vehicles on the roads and paths provided (unless otherwise agreed in writing by The Woods Farm).
 - c. The Woods Farm reserves the right to charge you \$50 for each incident in breach of this clause 16.
 17. **Accommodation**
 - a. Guests may only stay in the accommodation provided by The Woods Farm as follows:
 - i. Cottage – maximum of 8 persons.
 - ii. Small glamping tent – maximum of 2 persons.
 - iii. Large glamping tent – maximum of 4 persons.
 - b. A maximum of 120 persons may stay overnight at the Venue. You will be charged \$150 per person per night for each person found staying overnight (including within the accommodation, in tents and in cars) at the Venue in excess of 120 persons.
 - c. Any persons not staying at the Venue within the allowable limits must leave the Venue by 11.30pm each night. The Woods Farm may charge a fine of \$100 per guest per hour that remains past 11.30pm.
 18. **Function Hall**
Where you hire the Function Hall you may use it for the day of your Event. Tables, chairs decorations and styling items will be provided for your use subject to availability. You must clean, pack and return all tables, chairs, decorations and styling items to the condition and position prior to the Event.
 19. **Music and Sound**
 - a. Strict noise restrictions apply therefore compliance with this clause 19 is a fundamental term of this Agreement.
 - b. The Woods Farm will provide an onsite speaker and sound system for use with the Function Hall which is set to an approved noise level. This level must not be changed by you. We may change the sound level at any time in our sole discretion.
 - c. Drums and subwoofers are strictly prohibited from the Venue.
 - d. No bands or speakers (other than the onsite speaker during your Event) may be used at the Venue without the prior written consent of The Woods Farm.
 - e. All musicians must be set up inside the Function Hall save for acoustic musicians and ceremony music which is permissible at the Bush Chapel during the Event.
 - f. Where music or noise can be heard beyond the boundary of the Venue, we reserve the right to turn down the speakers and music and direct guests to lower their voices.
 - g. All amplified music equipment must be stopped and turned off by 10.30pm on Fridays and Saturdays and 10pm on all other nights without exception.
 20. **The Stationhouse**
 - a. The Stationhouse is located within the Venue and operates as a separate day spa business.
 - b. This Stationhouse is not to be used for any events or large group gatherings. There is to be no loud music in this space.
 - c. You can book the exclusive use of the Stationhouse by booking in treatments for you and your guests. Otherwise normal operating hours of 10am – 5pm, 7 days a week will apply for the day spa, where it will be open to the public.
 21. **The Pool and Pergola**
 - a. You must not hold any events or parties in the Pool or Pergola (subject to clause 21.b) without the prior written consent of The Woods Farm.
 - b. The Pergola may be used for casual gatherings and breakfast however no loud music or noise is to be made from the area.
 - c. Where we consent to any event or parties in this area you must hire a lifeguard for the duration of use.
 - d. The pool is closed from 10pm to 7am each night and you must not use the Pool area during this time.
 - e. There is to be no glassware in the pool area.
 - f. Children under 12 years of age and any persons who cannot swim must be supervised at all times.
 22. **The Chapel**
 - a. The bush chapel is available for use for wedding ceremonies and yoga classes or any other purpose consented to by The Woods Farm in writing.
 - b. The Chapel is not to be used for wedding receptions and parties.
 - c. No confetti may be used save for organic flower petals. Where flower petals are used, they must be removed from the Chapel floor as soon as possible so as not to stain the timber and chairs.
 23. **Inspections**
We may conduct property inspections, wedding inspections and client tours during the Hire Period. This will be done with minimum impact to you and we will not inspect the Chapel, Function Hall or inside of tents or cottages while in use.
 24. **Dam**
You are prohibited from entering the Dam or Dam area (being a proximity of 3 metres from the edge of the Dam).
 25. **Future Construction**

- a. The Venue is a work in progress and is constantly being upgraded and developed. We cannot guarantee exact time lines, inclusions or exclusions.
 - b. We take every care to minimise the look of incomplete construction and ensure the property is tidy for your Event and Hire Period.
 - c. The amenities including the Function Hall is part of a large construction plan which includes several stages. At certain points this may deem the Function Hall unusable due to changes occurring in construction and council guidelines. If this falls on your Event, we will recreate the space using a hire marquee and the same styling and equipment at our expense.
26. **Guests**
- a. Taxis and other transport services are limited therefore where there are more than 10 guests not staying at the Venue that are in attendance at the Event, you are responsible for arranging a shuttle bus to collect them from the designated collection area at the Venue and transport them from the Venue.
 - b. Given the proximity of neighbouring homes, no guests may wait outside the venue for transport after 8pm nor make any loud noise at, near or around the entrance to the Venue. The Woods Farm reserves the right to fine you \$2,000 for violations of this clause 26.
27. **Children**
The Venue is a working farm and includes a number of hazards. Any children under the age of 12 must be supervised at all times.
28. **Security**
You are responsible for the security of the Venue including all items within the Venue during the Hire Period. In the event of any equipment being stolen from the venue, the hirer shall notify The Woods Farm in writing stating the full circumstances of the theft and the time the police were notified.
29. **Hire Period**
The time of arrival and departure in the Hire Period is strictly enforced as we often have back to back bookings. An hourly fee of \$500 may be charged at our discretion for any late departures after 10am on the Departure date unless otherwise agreed in writing with us.
30. **Animals**
Pets may only be permitted on the Venue with our prior written consent. Where we allow any animals to be on the Venue a fee of \$150 shall apply to cover any flea/cleaning treatment that may be required.
31. **Description**
The description and images of the Venue are provided on our website in good faith but without any warranty. The Venue is susceptible to change over time as items or structures may be added, removed or replaced. The Woods Farm will use reasonable endeavours to maintain consistency with the description however you acknowledge and agree that you make this booking knowing the Venue may vary from time to time.
32. **Rubbish Removal**
- a. The Woods Farm provides a limited number of bins for rubbish. Where the Function Hall is hired, we will provide two skip bins for the Event, one for general rubbish and the other for recycling.
 - b. You are responsible for ensuring all rubbish is placed within the bins provided. Where the rubbish bins are full you are responsible for removing the excess rubbish from the Venue.
 - c. The costs to collect and remove excess rubbish (including any rubbish that does not fit within the bins provided) from the Venue will be charged to you at hourly rates of \$45 plus transport and tip fees.
33. **Departure and Cleaning**
- a. The premises and grounds are to be left in a clean and tidy condition. The property must be left secure with all doors and windows locked.
 - b. No furniture, plants, objects or otherwise are to re-arranged or moved from their positions on the Venue including anything within the Function Hall, the Stationhouse, the glamping areas, the Cottages, the Pool or the Pool Pergola. A fee of \$1,000 shall apply if any items have been moved from their original positions.
 - c. All dishes, glasses, pots and pans etc. must be washed and put back into cupboards with the dishwasher emptied if applicable. A charge of \$200 will automatically apply for a failure to comply with this clause 33.c regardless of the number of dishes not cleaned or put away.
 - d. If a BBQ is provided it must be cleaned thoroughly on departure or a cleaning fee of \$200 will apply.
 - e. If a Pizza oven is provided it must be cleaned thoroughly on departure or a cleaning fee of \$200 will apply.
 - f. Where any other extra cleaning is required it will be charged and calculated on the number of hours required over and above the normal cleans, at a rate of \$45 plus GST per hour.
34. **Directions and induction**
- a. We have the right to require the Customer, any guest or invitee or person engaged by the Customer to carry out reasonable directions and inductions in relation to the use of the Venue.
 - b. In the event of an emergency, the Customer and guests will follow the directions of Venue staff to evacuate the Venue if instructed to do so.
35. **Observance of Laws**
The Customer and its guests shall in all respects observe and comply with the provisions of all relevant State or Federal legislation, in particular liquor licensing laws.
36. **Conduct of Event**
- a. The Customer shall conduct and manage the Event in a proper, orderly and lawful manner and shall not permit any act, matter or thing which may injure the reputation of The Woods Farm or the Venue.
 - b. We reserve the right to halt or cease an Event if an incident occurs or it is deemed unsafe to continue. The Venue reserve the right to remove a person/s without liability if behaviour is not considered appropriate.
37. **Smoking**
In the interest of public health, and in line with Government Regulations, the Venue is a smoke free Venue however a permitted smoking area can be set up if requested by a Customer prior to the Event. We reserve the right to charge a \$1,000 fee for any smoking on the Venue outside of any permitted smoking area.
38. **Prohibitions**
- a. Confetti (with the exception of organic flower petals), confetti substitute or glitter are not permitted in any area of the Venue. A cleaning fee will apply if these are used.
 - b. The use of special effects, including hazers, smoke and dry ice machines, are prohibited in all areas of the Venue at all times unless approved by us in writing prior to your Event.
 - c. The use of candles and candelabra are prohibited in the glamping tents and cottages.
 - d. No flammable liquids or other dangerous substances shall be brought into the Venue.
 - e. No live ammunition, gun powder or fireworks used for special effects shall be brought into the Venue.
 - f. No items or decorations shall be placed on any stairway or hand-rail or in front of any exit or fire escape.
39. **Liability**
- a. To the extent permitted by law, we do not accept liability for any latent defects in the Venue and we will not be liable to you for any liabilities, loss, damage or injury arising from or connected to the use by the Customer, its employees, contractors or guests of the Venue. Use of the Venue is at the Customer's own risk.
 - b. To the extent permitted by law, our liability in connection with this Agreement and the Venue is limited to the Fee.
 - c. Should you discover a breakage or default that is not caused by you or your invitees please advise The Woods Farm manager immediately to enable us to consider who is liable. If you fail to do so you will be held liable.
 - d. In addition to any other releases, exclusions and warranties in this Agreement, to the full extent permitted by law, you (including your heirs, successors, executors, administrators, agents and assigns) agree to waive, release and indemnify The Cove in respect of any losses, damages, claims, injuries, liabilities, costs, charges or expenses whatsoever in connection, directly or indirectly, with this Agreement and your use of the Venue, including without limitation those arising under statute, tort, contract, common law or equity (including for The Cove's negligence).
40. **Insurance**
The Customer must ensure that any property, scenery, decorations, equipment and the like that is brought into the Venue for the purposes of the Event have been insured by either the Customer or the supplier.
41. **Force Majeure**
If The Woods Farm is rendered unable wholly or in part by a Force Majeure Event to carry out its obligations then this shall not affect the operation of the terms and conditions of this Agreement, and the risk of frustration is to be borne by the Customer.
42. **Severability of Terms and Governing Law**
If anything in this Agreement is unenforceable, illegal or void then it is severed, and the rest of this Agreement remains in force. The terms of this Agreement are governed by the laws of New South Wales and the Courts of New South Wales shall have exclusive jurisdiction to entertain any action in respect of the Agreement.

SCHEDULE 1 - INCLUSIONS



ACCOMMODATION

- Accommodation in houses for up to 64
- Accommodation in 10 large glamping tents for up to 40
- Accommodation in 8 medium glamping tents for up to 16
- Total accommodation for up to 120
- Use of houses exclusively
- Use of tents exclusively
- Cleaning of all accommodation

HOUSES

- There are 8 houses. Each has 3 bedrooms and can sleep up to 8 people.
- Each house is fully self-contained and has a full kitchen
- All linens and bath towels provided for up to 8 people in each house
- Each of the houses are individually styled and designed and all feature original artworks
- 1 Bathroom
- Laundry with washing machine and second toilet

GLAMPING

- There are 10 large glamping tents, that each sleep 4 people and feature a king size bed and either a daybed/fold out sofa
- There are 8 medium glamping tents that each sleep 2 people and feature a queen size bed.
- Firepits for glampers
- Outdoor area for glampers
- Shared camp kitchen with oven, microwave, kettle, toaster, knives, cutlery, fridge etc
- Bathroom with toilets and showers
- Bathroom products and toiletries

CEREMONY

- Use of the bush chapel for ceremony
- Chairs in the chapel for up to 140

BREAKFAST BUFFET

- We will put on a continental breakfast buffet for up to 120 people (extra \$20 per person over 120) at the pool pergola including; assorted juices, breads, jams and spreads, pastries and croissants, fresh fruit, cold meats, cheese, salmon, dill & cream cheese, bacon and egg rolls, cereals and milk.

ACTIVITIES

- Animal feeding led by our staff for all guests
- 1 yoga class for all guests at a time of your choice, this will be held in the bush chapel

GUEST GIFTS

- A Woods Farm hamper in each house with a welcome note to your guests from you (which we write and set up in each house) such as "Welcome to our wedding...we are so glad you are here! Love from X and X"

STAFF

- 1 Staff member present for trouble shooting 4 hours on day before event
- 2 Staff member present for 8 hours on day of event. Noon – 11pm for assisting with general operations such as rubbish, noise management, traffic etc.
- Security staff may be on site 24/7 at our discretion
- Parking for all guests – 4 cars max per house. 50 additional cars maximum for the day of the main event only

STYLING SUPPLIES

- Use of the styling shed and most supplies
- Reception furniture; tables and chairs for up to 140 (we can suggest local suppliers for any additional)
- Indoor bar
- Outdoor bar
- 2 x Firepits
- Baby grand piano
- Chandeliers
- Indoor and outdoor Festoon lights

Note: The Woods Farm is continually improving the Venue and new structures and facilities may become available in the future, these will not be automatically included in your Booking however The Woods Farm may make these available to you for an extra fee.

THE WOODS FARM STAFF ONLY:

DATE CONTRACT RECEIVED: _____

RECEIVED BY: _____

RATE CHECKED AND APPROVED BY: _____

DATES AVAILABLE AND APPROVED: _____

DATE DEPOSIT RECEIVED: _____

ENTERED INTO LH: _____

CONFIRMATION SENT: _____