





ELOPE MICRO WEDDINGS

TERMS & CONDITIONS

1. We will supply all goods and services for which we have provided a quote.
2. We will follow all directions, Terms & Conditions (T&Cs) outlined by the venue.
3. You agree to follow all reasonable directions by us with respect to the safety of all and every person on site at the venue.
4. All conversations and details about your wedding with us will be held in confidence.
5. We have insurance for our staff and the provision of our goods and services. We suggest that you to check that the venue has public liability insurance. For insurance relating to all other suppliers, for any unforeseen circumstances or force majeure that may affect your event we request you book your own wedding insurance. In our experience, Dream Wedding Insurance have been a good option.
6. We are not liable for any breakages, damages and/or injuries, that occur at or leading up to your wedding or after your wedding.
7. We are not liable for the provision of goods or services from third party suppliers. Please visit www.elope.com.au for a list of the suppliers we work with exclusively.
8. Pampas Grass is strictly prohibited at our venues as this is considered an invasive weed and is illegal in NSW. If brought on-site, we reserve the right to remove it immediately at your expense.
9. We are not responsible for a force majeure event, weather conditions, and the effect of weather, the inconvenience and costs associated with weather. We will inform you of our back up plans and give you our best advice.
10. We accept no responsibility or liability for any loss or damage to any property belonging to you or your guests or the venue, including hire equipment and all items that are on site.
11. Elope Micro Weddings requires a bond of \$1000 as security for any cancellation fees or damage caused by your or your guests to the venue premises, the facilities or the property and any planned or unplanned miscellaneous expenses and additional costs on the day of the event. Your credit card details must be provided so that these costs may be settled on the date of the event. We will inform you of these additional expenses and you hereby authorise us and direct us to debit your credit card for those additional expenses.
12. We reserve the right to refuse a booking and refund any payments made at its discretion.
13. You agree to make good at your cost any damage caused by you, your guests or contractors at or to the venue, any plant and equipment connected with the wedding event during the event.
14. You indemnify us from and against any claim, action, suit, damages, cost, loss, expense or liability of any kind, however suffered or incurred, in respect of any loss of life, personal injury, loss or damage to property or other loss whatsoever arising as a result of:
 - a. any breach of this agreement by you or your guests or contractors,
 - b. any breach of the law by you or your guests or contractors,
 - c. any negligent or wrongful act or omission by you in connection with the event and your obligations pursuant to this agreement.
 - i. EXCEPT to the extent that such loss of life, injury, loss of or damage to property or other loss is caused by the negligence or wrongful act or omission by us.



15. Force Majeure event includes any event or circumstances which is in the nature of force majeure including but not limited to fire, flood, storm, accidents, plague, earthquake, riots, explosions, hostilities, labour disputes and industrial actions which prevent a party from complying with its obligations under this agreement and which that party did not cause and cannot control of influence.

16. You consent for imagery from your wedding to be used by Elope Micro Weddings for social media and marketing purposes, unless otherwise specified.

17. Any of our work which is submitted to a blog or magazine must credited to Elope Micro Weddings

PRICING NOTES

1. Elope Micro Wedding prices are confirmed at time of booking.
2. External supplier prices may be subject to change.
3. Staffing is based on a 6-hour service (from when guests arrive to guests leaving).
If longer, there is a charge of \$5pp per hour.
4. Payment by credit card incurs an 2% additional charge. Applicable for catering, staffing, hire items only
5. There is an additional 25% surcharge for Staffing on Sundays & Public holidays.
6. In the event that drinks supply is running low and more is required, our staff can purchase and collect this for you (with your permission). This service incurs a 20% surcharge to cover the additional staff time and return transport during the wedding.

CONFIRMATION OF ELOPE MICRO WEDDINGS & PAYMENT NOTES

1. A deposit of \$1000 is required to be paid by direct debit transfer to Elope Micro Weddings to hold our services for a specified date.
2. Before confirmation of a booking is given, a copy of the signed and completed Elope Micro Weddings Terms & Conditions must be received.
3. Before confirmation of a booking is given, a copy of your wedding insurance certificate from your chosen provider is requested.
4. Elope Micro Weddings will email you to confirm your booking in writing.
5. The remaining balance is payable in two instalments:
 1. 50% of the due balance 3 months prior to the scheduled event due (Catering, staffing & hire items)
 2. The remaining balance is payable 4 weeks prior to the scheduled event
6. The cut-off for final guest numbers is the Monday, two weeks prior to your wedding date
7. Any changes in guest numbers after this date will not change your final quote unless there is an increase in numbers.
8. All suppliers must be paid directly by you, into their nominated bank details



CANCELLATIONS & POSTPONEMENTS

1. Cancellations and requests for transfers of date must be received in writing.
2. If a booking is cancelled more than 12 months prior to the booked date, a refund is given less an administration fee of \$500.
3. If a booking is cancelled within 12 months of the booked date, there is no refund and 50% of the balance payment due.
4. If a date is to be transferred (postponed), the following conditions apply.
 - a. More than 12 months (365 days) prior to the original booked date, there will be a \$500 administration charge and the booking will be transferred.
 - b. All other transfers of bookings the deposit is forfeited.

Please take care to do your due diligence and ask all necessary questions and confirm dates, times and details with all parties before you make your booking.

COVID-19 SPECIFIC POSTPONEMENT POLICY

We are able to offer a postponement of your wedding booking, and we recommend pushing out the date as far as possible. If a second postponement is required, this will incur a \$500 postponement fee.

Final cut off for all planning details, guest number confirmation, balance payment and postponement decisions is 2 weeks prior to the wedding date.

If due to a sudden change of circumstances you choose to postpone during the fortnight leading up to your wedding, we can still postpone, however a 30% postponement fee is applied to food, coordination & staffing.

At this point all money will need to have been received for your wedding and we can apply it towards your new date. The 30% postponement fee would be due 2 weeks prior to your new wedding date.

In case of any postponement, you will need to contact all of your other booked suppliers directly to advise them of your postponement. Each supplier and venue will have different availability for rebooking a new date, as well as different cancellation terms which you would need to discuss directly with them.

If you decide to change venues in conjunction with your postponement, the normal cancellation fees apply in addition to each venue having their own costs, inclusions and Terms & Conditions. This can be further discussed with your planner before finalising your decision.

THE VENUE

The engagement of the venue is your responsibility.

To hire the venue, you must contract with the venue and pay the venue directly.

OTHER SUPPLIERS

You must book and pay for all other suppliers, goods and services you require, chosen from the Elope Micro Weddings Collective. For full list of collective, please see www.elope.com.au

Please note before booking any suppliers, confirm with Elope Micro Weddings