



BYRON BAY WEDDINGS

Suppliers at Byron Bay Weddings' Off-Site Events Terms & Conditions

Firstly, we welcome your professional assistance in making this event perfect. We are delighted that your services have been engaged & look forward to working with you.

Byron Bay Weddings has been engaged by the venue owner & client to ensure the event runs smoothly & all T&C's have been understood & upheld. In doing this we need your full understanding of the venues T&C's as well as our own T&C's.

1. All suppliers must read the venues own T&C's listed on their website.
2. All suppliers must sign this form before being permitted to engage their services at the venue.
3. Staff/supplier parking is located strictly at designated areas specified for the venue. The day coordinator or venue manager will be able to direct you to designated parking.
4. Upon arrival, please report to the day coordinator or venue manager at the venue, for further instructions & updates.
5. All equipment necessary to perform your service must be provided by yourself.
6. All instructions given by the day coordinator must be adhered to in full.
7. Loss, damage and/or injury to yourself and/or others, of your equipment and person is subject to your own liability.
8. A service provider meal, of the guests' main course, will be provided to all nominated suppliers post service. This is charged at \$25 per person to the supplier (or bride & groom if agreed & paid for by them). All dietary requirements must be notified in advance of the day.
9. As weather conditions change, please have all appropriate equipment required to preform your billed service. (The venue will supply power at no charge, if in the event of a power out, your service requires power, please provide.)
10. The venue will not be held responsible for loss/ damage of your equipment or cancellation of your booking.

Hair & make up

Please confirm your arrival time prior to the event.

Please ensure that hair & make up is completed 15 min before the ceremony starting time.

Florists

Please ensure delivery & pick up of flowers are at pre-approved times.

No responsibility is taken by the venue of any loss or damage to items supplied by yourself.

The venue does not have a flower cool room. Unless arranged prior to the event with the venue/ Byron Bay Weddings.

Celebrants

Please ensure that you arrive no later than 30 minutes before the ceremony.

The day coordinator will set the level of the PA (if required).

If a PA is required it must be battery operated with a cordless microphone.

The day coordinator will coordinate the location, timing & movement of guests to & from the ceremony.

No other equipment is permitted (apart from the appropriate documents.)

Videographer

A copy of the final edited video (short) is required, subject to the bride & groom's consent.



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Photographers

10 watermarked images of the ceremony & reception set up are required by all photographers at the venue. These are to be submitted no later than two weeks post the wedding. Photos of the bride & groom & or guests are subject to the bride & groom's consent. The use of a drone is to have approval by the venue.

Transport

All guests are to arrive at pre approved times (usually 30min pre ceremony.)
All guests are to be picked up & off premises at pre approved departure times (time varies at venues).
No horns.

Musicians

All musicians must contact *Byron Bay Weddings* for prior approval.
Your credit card details are required for security.
A \$1000 fine will be imposed if terms & conditions are broken & the day coordinators instructions are not followed.
The ceremony is unamplified.
Cocktails & canapés are held in a designated area, where a space is provided for you to entertain.
If light amplification is required at this stage, one speaker is permitted. All equipment must be provided. (Extension cords, tape, umbrellas, rugs, tables, stools etc.)
A level of noise is agreed with the day coordinator, who will monitor this.
If need be, this will be reminded to you once, before a fine is applied.
All music post 7.00pm is to be held inside the venue (if applicable).
A DJ or band is permitted.
No drums or wind instruments (unless approved)
Music is to stop at 30min before departure.

Decorator/stylist

All equipment supplied by yourself is to be set up & packed away by yourself on the day of the event.
Set up can commence at 9am on the day of the event.
Pack down is to be finished by 11.30pm on the night of the event. Subject to prior approval.
No hooks, nails, tape etc. is permitted without prior approval.

Cake/dessert table/lolly suppliers

Please ensure delivery of cake & pick up of stand are at pre-approved times.
No responsibility is taken by the venue for any loss or damage to items supplied by yourself.
The venue doesn't have a cake cool room. Unless arranged prior to the event with the venue/ Byron Bay Weddings.



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SIGNED AGREEMENT
Byron Bay Weddings' Off-Site Events
Suppliers

The person signing this document fully understands the Terms & Conditions outlined in the provision of their services at the venue.

My signature hereunder indicates that I have noted and accepted the above conditions.
Failure to do so will indicate you wish not to provide your service at the venue.

Name of booking: _____

Date of function: _____

Name: _____

Business name: _____

Mobile: _____

Home: _____

Email: _____

Signature: _____ **Date:** _____

For Musicians Only

CC type

Card Number

Exp date

CCV

I agree that if T&C's are broken & I have not followed instructions as outlaid by the day coordinator a \$1000 fine will be deducted from my credit card.

Signature: _____ **Date:** _____