

Terms & Conditions

Ceremony and Reception

1. A non refundable \$150.00 booking fee is included in the price. Then a deposit of \$250.00 is required to secure your booking. Once a deposit is received your booking will be considered confirmed.
2. Our price list is subject to change. If a booking and deposit have been made price quoted is secure.
3. In the event of a confirmed booking being cancelled, notice must be received at least 14 days prior to booking. Deposits will be refunded if notice has been received prior to that time.
4. Balance of payment is to be made no later than 14 days prior to your booking.
5. If balance of payment is not made on the due date (refer to #4) the booking will be cancelled and you agree to forfeit your booking fee and deposit.
6. Payment can be made online to our account, by eftpos, credit card or cash.
7. All damages, losses and breakages will be charged to you and are your responsibility until collected or returned. Replacements will be charged at full present day values. The Gateway Village takes no responsibility for any damage or injury caused by the use of its equipment once you have accepted it.
8. No red carpet to be laid on damp or wet grass.
9. No chair covers to be used on damp or wet grass.
10. Immediately after outdoor ceremony all items will be removed and located to the Lillypond Centre.
11. Decorations may be used but must be easily removed by the hirer. The use of pins, nails, screws or staples, adhesive material, blue tack or sticky to affix decorations is not permitted. Use of such items could cause the loss of deposit.
12. The hirer and his/her/their party are expected to conduct themselves in a satisfactory manner and when leaving the area are expected to do so quietly so as not to inconvenience residents. The hirer is responsible for the control of the quantity of alcohol consumed and expected to exercise their discretion in refusing to supply any member of their party who is intoxicated.
13. It is expressly agreed between The Gateway Village management and the hirer that the hirer will bear all responsibility for the control and abatement of any noise within the Lillypond Centre and surroundings during the period of hire. It is clearly understood that all music, noise and activities must cease at the time listed. Failure to do so will result in forfeiture of the security deposit and may result in police action.
14. The Gateway Village accepts no responsibility for injury suffered by person/persons hiring The Lillypond Centre or grounds or any person in attendance during the period of hire weather the injury is received in the Lillypond Centre or its precinct.
15. All vehicles are to be parked in the designated parking areas.
16. No confetti to be used in the Lillypond Centre.
17. No selling of alcohol is permitted at The Gateway Village.
18. Hirers must insure themselves against liability for injury to persons or damage to property and are responsible for damage to the Lillypond Centre property and their own.
19. The hirer can start setting up 10.00am on the day of hire unless a setup has been arranged.
20. All evening functions to finish by 10.00pm.
21. The hall and surrounds must be vacated by 10.30pm.
22. It is the responsibility of the hirer to ensure their guests :-
Leave both the premises and the area quietly with minimum disturbance to residents
Taxis collecting from your function must not announce their arrival by blowing their horns.
23. All garbage and recycling must be put into appropriate bins. Any items left for The Gateway Village to dispose of will be charged.
24. Should the building become unusable to the hirer due to fire, tempest, vandalism or any other reason prior to event beyond the control of The Gateway Village then we are only liable for the refund of the hire fee.
25. An extinguisher and fire blankets are installed in the kitchen area. Barbecues are only to be used outside. Fireworks and sparklers of any type are not to be used under any circumstances. Candle usage approval must be sought and will only be given subject to compliance with special conditions.
26. Any damages rendered to the building, fixtures, fittings, floor coverings, electrical equipment, furniture, windows, fire fighting and safety items, interior decorations etc. will be borne by the hirer.
27. It is the responsibility of the hirer to clean the hall, kitchen, toilet and verandah floors and equipment to the order in which they were found or a cleaning fee will apply. If a hirer requires cleaning to be carried out by The Gateway Village staff, please indicate on application form. (a cleaning fee applies). All outside items must be put inside hall and locked up on completion.
28. All hire activity must finish at the time listed. Persons may only remain after that time for the purposes of cleaning the premises. Without exception the Lillypond Centre must be vacated by end of hire plus 30 minutes. Clean up time on the following day will be allowed for the hall to be returned to handover stated by 9.30am or subject to hall hire commitments. Time limits will be listed on your hire notice.

Ceremony

1. A non refundable \$75.00 booking fee is included in the price. Then a deposit of \$100.00 is required to secure your booking. Once a deposit is received your booking will be considered confirmed.
2. Our price list is subject to change. If a booking and deposit have been made price quoted is secure.
3. In the event of a confirmed booking being cancelled, notice must be received at least 14 days prior to booking. Deposits will be refunded if notice has been received prior to that time.
4. Balance of payment is to be made no later than 14 days prior to your booking.
5. Payment can be made online to our account, by eftpos, credit card or cash.
6. All damages, losses and breakages will be charged to you and are your responsibility until collected or returned. Replacements will be charged at full present day values. The Gateway Village takes no responsibility for any damage or injury caused by the use of its equipment once you have accepted it.
7. No red carpet to be laid on damp or wet grass.
8. No chair covers to be used on damp or wet grass.
9. Immediately after outdoor ceremony all items will be removed and located to the Lillypond Centre.
10. The hirer and his/her/their party are expected to conduct themselves in a satisfactory manner and when leaving the area are expected to do so quietly so as not to inconvenience residents. The hirer is responsible for the control of the quantity of alcohol consumed and expected to exercise their discretion in refusing to supply any member of their party who is intoxicated.
11. It is expressly agreed between The Gateway Village management and the hirer that the hirer will bear all responsibility for the control and abatement of any noise within the Lillypond Centre and surroundings during the period of hire. It is clearly understood that all music, noise and activities must cease at the time listed. Failure to do so will result in forfeiture of the security deposit and may result in police action.
12. The Gateway Village accepts no responsibility for injury suffered by person/persons hiring The Lillypond Centre or grounds or any person in attendance during the period of hire weather the injury is received in the Lillypond Centre or its precinct.
13. All vehicles are to be parked in the designated parking areas.
14. No selling of alcohol is permitted at The Gateway Village.
15. Hirers must insure themselves against liability for injury to persons or damage to property and are responsible for damage to the Lillypond Centre property and their own.
16. The hirer can start setting up 10.00am on the day of hire unless a setup has been arranged.
17. It is the responsibility of the hirer to ensure their guests :-
Leave both the premises and the area quietly with minimum disturbance to residents
Taxis collecting from your function must not announce their arrival by blowing their horns.
18. All garbage and recycling must be put into appropriate bins. Any items left for The Gateway Village to dispose of will be charged.
19. Should the building become unusable to the hirer due to fire, tempest, vandalism or any other reason prior to event beyond the control of The Gateway Village then we are only liable for the refund of the hire fee.
20. An extinguisher and fire blankets are installed in the kitchen area. Barbecues are only to be used outside. Fireworks and sparklers of any type are not to be used under any circumstances. Candle usage approval must be sought and will only be given subject to compliance with special conditions.