

# DUDLEY WINES

KANGAROO ISLAND

## TERMS AND CONDITIONS

To ensure the satisfaction of clients, all bookings are subject to the following terms and conditions.

### 1. DEPOSIT REQUIREMENTS

Dudley Wines will hold a tentative booking for a maximum of 7 days. To confirm the booking, a non-refundable deposit of \$2000 is required and must be accompanied by a signed copy of these terms and conditions. Any deposit paid will be credited against the total amount of your final invoice.

### 2. PAYMENT POLICY

The balance payment including catering and beverages is due 30 days prior. Any additional incidentals incurred throughout the event must be settled prior to the conclusion of the function. Payments are accepted in EFT, bank endorsed cheques or cash. Credit card payments will also be accepted for Mastercard and Visa, a merchant fee of 1.1% applies. Please note American Express is not accepted.

### 3. FINAL CONFIRMATIONS

To ensure the success of your event, we require the final confirmation of all details 30 days prior through the completion of the supplied Event Orders. The Event Orders will include; final guest numbers, beverage selections, catering preferences, dietary requirements, set-up and suppliers. Due to the need to order stock, supplies and confirm staffing, no reduction in numbers from this time will be reflected in billing.

### 4. BOND

A bond of \$500 is to be paid with final confirmation and payment 30 days prior. Breakages/damage or theft is the client's responsibility. Dudley Wines reserves the right to deduct charges for damages, breakages, theft or additional cleaning where required. The balance of funds will be settled and returned to the client within 7 days following the event.

### 5. SURCHARGES

A surcharge of 15% applies to events held on a South Australian or National Public Holiday or Long Weekend (applicable to venue hire, beverage charges & food packages supplied by Dudley Wines). Additionally, charges may apply where an event requires the early closure of the Dudley Cellar Door.

### 6. MINIMUM SPEND

A minimum spend of \$8500 for evening events applies (this is made up of the venue hire fee and beverage package)

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WEDDINGS | MEETINGS | CELEBRATIONS

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### 7. RATES

All pricing is applicable to events booked for the date range indicated; September 2022 to August 2023. Prices are subject to change at the discretion of Dudley Wines.

### 8. CANCELLATIONS

In the event of a cancellation, the deposit is non-refundable. Full payment for the event is required for any cancellation within 60 days or less of the date of the event. All cancellations must be provided in writing. If the event is unable to occur as a result of reasons beyond either parties control (eg, a natural disaster, pandemic, imposed State or Federal Government restrictions) no cancellation fee will apply and we will assist you to re-book on another available date.

### 9. BEVERAGES

Dudley Wines is a licensed facility; strictly no alcohol may be brought onto the property (including car park area) without the written consent of management. Patrons who do bring alcohol on site risk the alcohol being confiscated and/or being asked to leave the venue by management. Dudley Wines reserve the right to refuse service at their discretion under Responsible Service of Alcohol licensing which state it is illegal to supply an intoxicated person on a licenced premise. Beverage service concludes at 11.30pm, all guests must vacate the venue by midnight. Any event continuing beyond the confirmed departure time will incur a surcharge of \$100 per 15 minutes or part thereof. Spirits are not offered by Dudley Wines. By prior arrangement only, 2 x 1 litre bottles of spirits may be provided by the couple for service with mixers throughout the event. Please note a no shots policy applies.

### 10. INTERNAL CATERING

Due to the remote nature of the island, please note all menus and prices are subject to change at the discretion of management without warning. In relation to dietary requirements, Dudley Wines requires confirmation at the time of final event confirmations 30 days prior. A seating plan must be provided that includes the location and names of guests with dietary requirements. In some instances the team may request direct communication with a guest who has particularly challenging dietary needs.

### 11. EXTERNAL CATERING

Dudley Wines' flexible catering options allow for the selection of an external caterer, subject to management approval. It is important that any prospective caterer contacts Dudley Wines to discuss the facilities prior to quoting for your event as conditions of use and equipment are limited. An external catering fee of \$3pp +GST is applicable. Kitchen access is available from 4pm unless otherwise negotiated. In some instances caterers may also be required to pay a security deposit, refundable when kitchen is returned clean with no damages/losses incurred. Approved caterers must provide a copy of their insurances to Dudley Wines no later than 30 days prior. Dudley Wines takes no responsibility for confirmation of menu, pricing, numbers to be catered for, or outcomes, which are the responsibility of the couple/caterer.

### 12. AV, DECOR AND THEMING

Prior approval by Dudley Wines is required for all audio visual, decor and theming. Attaching anything by nails, screws or adhesive to any part of the premises is not permitted, without prior consent. Only bio-degradable confetti is to be used outdoors. Dudley Wines is happy to assist with alternatives to accommodate your chosen decor where possible. Arrangements for this must be made with notice and finalised no later than 30 days prior to the event.

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### 13. CHILDREN

Children are welcome at Dudley Wines however, the property is a working farm and child safety is the responsibility of parents and guardians. For safety, Dudley Wines request children be supervised at all times.

### 14. SMOKING

Smoking is only permitted in designated areas. All Dudley Wines event spaces including the lawns and deck are non-smoking. A smoking area is provided for convenience of your guests in the car park.

### 15. CLEANING

General cleaning is included in the venue hire. Additional cleaning charges may be incurred where an event has created cleaning requirements deemed to be over and above those expected for an event use.

### 16. ACCOMMODATION

Accommodation options on the island aren't endless, for this reason Dudley Wines recommend all guest accommodation is booked well in advance to avoid disappointment, especially in peak periods. Dudley Wines take no responsibility for the availability of accommodation.

### 17. INCLEMENT WEATHER

In the event of inclement weather the Dudley Wines team will assist as much as possible to accommodate alternative arrangements. They are however not responsible for the provision of marquees or any additional expenses that may be incurred in instances of bad, wet or windy weather. An inclement weather plan must be made and agreed to within the final event orders.

### 18. ISLAND ACCESS

Transportation to and from the island is the responsibility of the couple and their guests. Whilst rare, there have been occasions that have caused the ferry and/or air services to be cancelled or postponed. For this reason, Dudley Wines recommend clients are adequately insured for such instances and all guests arrive on island at least the day prior to the event.

### 19. RESPONSIBILITY

As your hosts we take every possible care, however we are not responsible for the damage or loss of merchandise brought onto the property, any introduced food consumed or audio visual and décor installed. Dudley Wines is not responsible for any theft, damage or loss of any goods that may occur within the premise and car park.

### 20. INDEMNITY

You are responsible for and must indemnify Dudley Wines for loss or damage to the Cellar Door arising out of your use, or any person attending the event. You are responsible for claims by any person for loss, injury, death or damage of any kind arising from your use, or any persons attending the event, which is caused or contributed to by your negligence or that of persons attending the event.

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## TERMS & AGENCY

Unless otherwise agreed, the party which signs these terms and conditions will be the party responsible for the payment of the event charge. Please read these terms and conditions carefully. If you do not understand any of the terms or have any questions, please discuss them with us. If you have read and understood the event Terms and Conditions set out on the previous pages and accept them, please sign the terms. In signing the terms, they are binding. Please keep a photocopy for your records.

Date: \_\_\_\_\_

Names: \_\_\_\_\_

Signature/s: \_\_\_\_\_

Method of deposit payment (please circle):      Enclosed      EFTPOS/Credit Card      Direct Deposit  
Direct Debit Details:                                  BSB 633-000                                  Account Number 148012412

## EVENT DETAILS

*Please supply all details as known at time of booking. Arrangements can then be altered with the Dudley Wines team up to the final confirmation 30 days prior to the event.*

Client/ Contact person: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

Residential address: \_\_\_\_\_

Telephone: home \_\_\_\_\_ mobile \_\_\_\_\_ business \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Start time: \_\_\_\_\_

Finish time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Catering Requirement:                                  Sit down                                  Cocktail                                  Other \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Please return signed copy of the terms and conditions to Dudley Wines in confirmation of your booking.

September 2022 to August 2023 Package provided.

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