



Suppliers at The Fig Tree

Terms & Conditions

Firstly, we welcome your professional assistance in making this event perfect. We are delighted that the bride & groom have chosen you.

- 1) All suppliers must sign this form before being permitted to engage their services at The Fig Tree.
- 2) Staff/supplier parking is located to the left of the entrance at The Fig Tree.
- 3) Upon arrival, please report to the on duty manager at The Fig Tree, for further instructions & updates.
- 4) All equipment necessary to perform your service must be provided by yourself.
- 5) All instructions given by the on duty manager must be adhered to in full.
- 6) Loss, damage and/or injury to yourself and/or others, of your equipment and person is subject to your own liability.
- 7) 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.
- 8) As weather conditions change, please have all appropriate equipment required to preform your billed service. (The Fig Tree will supply power at no charge, if in the event of a power out, your service requires power, please provide.)
- 9) The Fig Tree 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 Fig Tree of any loss or damage to items supplied by yourself.

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

Celebrants

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

The on duty manager will set the level of the PA (if required)

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

The on duty manager will coordinate the location, timing & movement of guests to & from the ceremony.

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



Photographers

10 watermarked images of the ceremony & reception set up are required by all photographers at The Fig Tree. 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.

Videographer

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

Transport

All guests are to be picked up for departure no later than 11pm.

No horns.

Musicians

All musicians must contact The Fig Tree for prior approval.

Your credit card is presented to the onsite manager for a \$1000 prior approval if terms & conditions are broken.

The ceremony is unamplified.

Cocktails & canapés are held by the pool, 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 on duty manager, 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 restaurant.

A DJ or band is permitted.

Drums and wind instruments are permissible subject to approval. Bag pipes are not allowed.

Music is to stop at 10.30pm, when background music can be played.

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.

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 Fig Tree of any loss or damage to items supplied by yourself.

The Fig Tree doesn't have a cake cool room. Unless arranged prior to the event with The Fig Tree.



SIGNED AGREEMENT
THE FIG TREE RESTAURANT

Suppliers

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

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 Fig Tree.

Name of booking: _____

Date of function: _____

Name: _____

Business name: _____

Mobile: _____ Home: _____

Email: _____

Address: _____

Signature: _____ Date: _____

Musicians Only

CC Type: _____ CCV: _____

Card Number: _____ Exp: _____

I agree that if the 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 _____