



## Norah Head Lighthouse Manager Board

P.O. Box 4 Toukley, NSW 2263 Australia

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### Wedding Receptions / Small Functions

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The Norah Head Lighthouse Reserve and Holiday Quarters are approved as a venue to host small wedding receptions and private functions. Please note that Special Family Celebrations, Family Reunions and milestone birthday celebrations require separate approval from the Manager Board prior to booking confirmation. The Terms and Conditions for Wedding Receptions/Small Functions apply.

Both Quarters 1 and 3 must be booked for a minimum of 2 nights with a maximum overnight occupancy of 16 guests. A maximum of 100 guests, which includes the bridal party, are permitted on the Reserve for the function. Larger functions and events must be referred to the Norah Head Lighthouse Manager Board for consideration.

A Booking Fee applies to all such bookings. Please refer to the document 'Description and Fees' for full details.

All standard terms and conditions for the holiday quarters apply as well as additional set conditions, as stipulated in the enclosed document 'Special Conditions of Use'.

**To book, or discuss your requirements, please contact the Reserve Manager  
0452 564 102.**

### Package Contents

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### Special Conditions of Use

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Please note that the Norah Head Lighthouse Manager Board cannot guarantee exclusivity of the site. The Norah Head Lighthouse Reserve is public land and members of the public will and can be in the vicinity. NHLH accepts no responsibility if members of the public encroach on the area being used for the function.

The following conditions apply to all bookings for wedding receptions and small functions booked at Norah Head Lighthouse Reserve –

1. Both Head Keepers Quarters and the Assistant Keepers Quarters **must** be booked, with standard terms and conditions, ensuring exclusive use of the designated function area in the Reserve.
2. The standard minimum-booking periods apply – please refer to the Terms and Conditions for accommodation bookings.
3. A Booking Fee applies to all wedding receptions/functions. Please refer to the document 'Descriptions and Fees'.
4. Maximum 16 guests across both Quarters (maximum 8 in each Quarters), plus an additional 84 day visitors, totalling maximum 100 guests
5. The function is held in a quiet and peaceable environment.
6. All celebrations must be completed by 11.00 pm by which time all day visitors must vacate the Reserve. It is the responsibility of the Quarters Guests to ensure that all visitors have vacated the site by 11 pm.
7. A marquee and/or dance floor are permitted on the northern or western grassed lawn of the Head Keepers Quarters only. If a Marquee and/or Dance Floor are installed, installation must be no earlier than 2pm the afternoon of the day immediately preceding the event and removed by no later than 10am the morning of the day immediately following the event, thereby minimising disruption to normal operations. The marquee and/or dance floor can be installed on either the northern or western lawns adjacent to the Head Keepers Quarters.
8. All marquees and equipment must be free-standing and secured by tent pegs or sand bags only. No holes may be dug or the grounds of the Reserve disturbed in any way.
9. Should additional set-up time be required, an additional fee may be incurred.
10. Naked flames are strictly prohibited.
11. Permitted onsite and additional to the total number -
  - a. **Celebrant** - must provide copies of Public Liability Insurance
  - b. **Photographer** – must provide copies of Public Liability Insurance
  - c. **Caterer** – must provide copies of Public Liability Insurance and, if alcohol is being served, RSA Certificates.
  - d. **Other service providers** remaining on-site during the event – must provide copies of Public Liability Insurance
12. A deposit of 50% of the full booking cost must be made at time of booking and the terms and conditions accepted as part of the booking. The Wedding Reception/Function Form of Understanding and Indemnity must be signed and submitted as part of the booking and deposit payment.
13. Final payment, including all accommodation costs and the wedding reception/function Booking Fee, must be paid at least 60 days prior to the wedding reception/function.
14. The Bride and Groom / Function Organiser are required to meet with the Reserve Managers at least 30 days prior to the wedding reception / function to ensure that all requirements are

satisfied, arrangements in place and complete and sign the 'Form of Understanding and Indemnity'.

15. The Bride and Groom / Function Organiser must nominate -

- a. A Traffic/Security Liaison whose responsibility is to liaise with the Reserve Managers prior to the commencement of the function and to -
  1. Ensure the Reserve entry gate is closed at all times
  2. Keep the Quarters area vehicle free, including all third party contractor vehicles
  3. Ensure that only Quarters guest cars are inside the Reserve access gate
  4. Ensure that all other day visitors' vehicles are parked in the public car park outside the gate
- b. A Wedding/Function Liaison Person whose responsibility is to liaise with the Reserve Managers and to -
  1. Be the point of contact between the Reserve Managers and the wedding party
  2. Ensure that guests behave in an orderly, safe and peaceable manner, both onsite and in surrounding areas
  3. Ensure the booking terms and conditions are fulfilled

16. If you cancel the wedding reception/function, in addition to the normal Terms and Conditions for the accommodation, the following conditions apply -

- a. 12 weeks or more prior to the date of the wedding reception/function, then the Trust will charge a Cancellation Fee equivalent to 20% of the Amount and refund you the balance paid.
- b. Less than 12 weeks and more than 6 weeks prior to the date of the wedding reception/function, then the Trust will charge a Cancellation Fee equivalent to 50% of the amount and refund you the balance paid.
- c. Less than 6 weeks prior to the date of the wedding reception/function, then the Trust will charge the Amount and you will not be entitled to a refund.

17. If you wish to change the date of your wedding reception/function you may do so up to 12 weeks prior to the date booked and in those circumstances there will be no additional charge. After that time if you wish to change the date, you will be charged a further 20% of the amount paid.

### Specifications and Requirements for Suppliers and Providers

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- All Contractors and Suppliers are required to submit a copy of their current Public Liability Insurance Certificate of Currency to the Norah Head Lighthouse Reserve Manager Board at least one week (7 days) prior to an event they are involved with.
- If the event includes the consumption of alcohol, all guests are expected to practice the responsible consumption of alcohol.
- Electricity is available from the Lighthouse Tower and Quarters 3.
- Providers must supply their own extension cables and connections. These must have current 'tag and test' certification.
- All installations, such as but not limited to marquees, dance floors, etc must be secured by use of tent pegs, sand-bags, or similar. Any ropes used must not be placed to present a risk to patrons. No holes may be dug into the grounds.
- All installations such as but not limited to marquees, must be secured in a safe manner and able to withstand any current or potential wind conditions during the event.
- Extension cables for electricity must be secured down by tape and/or sand-bags and/or weights to ensure trips and falls are avoided.
- Red Carpet, or similar, must be secured down with sand-bags or suitable weights to ensure trips and falls are avoided.
- The Holiday Quarters supply sufficient cooking utensils, crockery and cutlery for guest use only. Any additional cooking utensils, crockery or cutlery required for an event must be supplied by the supplier/contractor and removed immediately following the event. All care must be taken to ensure that items belonging to the Norah Head Lighthouse Reserve Manager Board are not unintentionally removed. Additional charges may be incurred should any items be found to be missing following an event.
- Any noise stemming from the use of equipment or machinery, for example generators, must not exceed acceptable noise limits and cause inconvenience to guests visiting the Reserve.
- All structures for example arches, canopies, flags, being used to decorate the Reserve or facilitate the function must be secured down with weights and/or sand bags.
- Vehicles related to suppliers/providers for the event are permitted inside the Quarters gates for delivery and pick up purposes only – once goods/items have been delivered the vehicles may be parked in the parking area adjacent to the Stables, space permitting, and as directed by the Reserve Managers. If no parking is available, cars must be parked in the public car park outside the restricted area.
- Every effort must be made to avoid any damage to the grassed areas. Any excessive damage may incur an additional fee for repatriation, at the discretion of the Norah Head Lighthouse Reserve Manager Board.
- All visitors, including suppliers and contractors, to the Norah Head Lighthouse Reserve are required to observe the instructions and requirements of the Reserve Managers. These may vary from time to time due to conflicting events and/or activities on the Reserve and weather conditions.

**Form of Understanding and Indemnity**

Booking dates		
Date and time of wedding		
Anticipated number of guests attending		
Wedding/Function liaison contact name		
Phone		
Email		

I/We .....

Indemnify Norah Head Lighthouse Reserve Manager Board and agree to the following terms and conditions.

1. Both the Head Keepers Quarters and the Assistant Keepers Quarters are booked with standard terms and conditions, giving exclusive use of the designated areas (please refer to the enclosed map) for a minimum of two (2) nights, except for long weekends and the Christmas/New Year period when the minimum booking periods are four (4) nights and seven (7) nights respectively.
2. A Wedding Reception/Function Booking Fee applies. Please refer to the document 'Descriptions and Fees.
3. A maximum 16 overnight guests in the Quarters - 8 in each Quarters.
4. Overall the function has a maximum of 100 attendees.
5. The event is conducted for quiet enjoyment and amplified music is limited to specific moments during the wedding – wedding march and bridal waltz.
6. Wedding Celebrations / Celebrations to be a maximum of 5 hours and completed by 11.00pm by which time all day visitors must vacate the Reserve and the precinct returns to evening quiet.
7. A marquee and/or dance floor is permitted on the northern or western, grassed lawn of the Head Keepers Quarters only. No holes will be dug and the grounds will not be disturbed in any way. All structures such as marquees and dance floors will be free-standing and secured by tent pegs or sand bags.
8. Naked flames are strictly prohibited.
9. Permitted onsite are -
  - (a) celebrant
  - (b) photographer
  - (c) caterer
  - (d) other service providers such as equipment hire delivery/pick-up
10. At the time of payment of the tariff balance to -
  - (a) provide a completed Security Bond Form
  - (b) nominate a Traffic/Security Liaison whose responsibility is to be the point of contact between the Reserve Managers and -
    - i. To ensure the Reserve gate is closed at all times
    - ii. To keep Quarters areas vehicle free, including all third party contractor vehicles
    - iii. To ensure in-house guest cars only are inside the access gate
    - iv. To ensure wedding day visitors' vehicles are parked in the public car park outside the gate

- v. Ensure the function is conducted in a safe and secure manner
- (c) Nominate a Wedding Reception/Function Liaison Person (Suggestion - not bride or groom) whose responsibility is
  - vi. To be the point of contact between Reserve Managers and the wedding party
  - vii. To ensure guests behave in an orderly, safe and peaceable manner, both onsite and in surrounding areas
  - viii. To ensure the booking terms and conditions are fulfilled

**NB All standard Terms and Conditions apply in addition to above requirements**

DATED this ..... day of ..... 20.....

.....

Name

.....

Signature

.....

Name

.....

Signature

**Security Bond, Traffic/Security Liaison and Wedding Reception/Small Function Liaison Person**

Accommodation Booking Dates		
Date and time of wedding reception / function. <i>{Please include details of the wedding ceremony if on the Reserve}</i>		
Anticipated number of guests attending (See Attachment A – maximum number allowed)		
Wedding Liaison Contact Person		
Phone		
Email		

Credit card details \_\_\_\_\_

Card Number and Expiry Date \_\_\_\_\_

CCV Number \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

I agree to adhere to the Standard Terms and Conditions of booking as well as the Special Conditions of Use for a Wedding Reception / Small Function. I hereby authorise the Norah Head Lighthouse Manager Board, on behalf of Norah Head Lighthouse Reserve Manager Board, to debit my credit card in accordance with the terms and conditions of my booking/stay and wedding reception/ function. Reasons for debiting my credit card (to a maximum of \$500 per Quarters without prior permission) shall include, but not be limited to –

- Loss or damage occurred to the Quarters, the Reserve or inclusions
- Loss or damage resulting from the premises being left unsecured
- Keys not returned at the time of departure
- Any other charges in the conditions of letting

Signature of Cardholder \_\_\_\_\_

Date \_\_\_\_\_

**Traffic/Security Liaison Person**

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Please provide the name of your nominated Traffic Liaison whose responsibility it is to liaise with the Reserve Managers and -

- 5. To ensure Lighthouse Reserve gate is closed at all times
- 6. To keep Quarters areas vehicle free. Please refer to the enclosed map for parking availability for caterers, photographers, limousines, etc.
- 7. Ensure that only accommodation guests' cars are inside the Quarters access gate
- 8. Ensure all other day visitors' vehicles are parked in the public car park outside the Reserve gate
- 9. Ensure the function is conducted in a safe and secure manner

Traffic Liaison Person \_\_\_\_\_

Contact Number \_\_\_\_\_

**Wedding Reception/Function Liaison Person**

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Please nominate a liaison person (not the bride or groom) whose responsibility it is -

- 4. To be the point of contact between the Reserve Managers and the wedding party
- 5. To ensure that all guests behave in an orderly, safe and peaceable manner
- 6. To ensure the booking terms and conditions are fulfilled
- 7. To ensure third party suppliers are aware of and conform to all terms and conditions

Wedding Reception/Function Liaison \_\_\_\_\_

Contact Number \_\_\_\_\_



Site Map Indicating Designated areas where a marquee can be installed

