



YEOWARRA HILL



Weddings . Catering . Functions . Vineyard . Party Hire

WEDDING RECEPTIONS

Arrangements can be made for Set Banquet, Alternate Placement, or Buffet with Catering from 50 – 180 guests (seated) or Cocktail (200) available at Yeowarra Hill depending on the style of reception you desire to compliment your special day.

We can provide a quote on your own specific requirements or menus.

Please Note:- For Weddings in December a 70 guest minimum applies.

Catering: We do cater at other venues for up to 350, dependant on the size of the venue.

CEREMONY

If you would like to be married in the garden at Yeowarra Hill there is no additional charge applied and an extra hour can be added to the function duration time. Upon conclusion of the ceremony, your function time begins, please consider this when organising timing with your celebrant.

Photos may also be taken around the grounds with prior arrangement.

Please note:- If your celebrant requests an onsite rehearsal this must not be scheduled for the day/evening prior, please do not make appointments without prior consultation with Yeowarra Hill, as charges may apply.

MENU

Please note that the menu may vary due to seasonal availability, however the prepared menu is indicative of the quality we offer. We reserve the right to make alternative arrangements where supplies are unavailable or not of suitable quality. Please advise us of any vegetarian or special dietary requirements at the time of confirmation of numbers.

BEVERAGES

We are happy to arrange your beverages in a way which will best suit your needs, we can tailor your package to an all inclusive price, or beverages can be charged on a consumption basis (preferred). We can discuss which beverages you would like to have served and any restrictions to the type of beverages. Sprints may be charged to your guests on a 'pay as you go' basis if you wish. Alcohol is not to be consumed in the carpark.

We are a fully licensed restaurant and do not allow BYO.

Catering: We do cater for beverages if required, this will be dependant on Venue

TABLE ARRANGEMENTS & DECORATIONS

The arrangement of tables is to be discussed at the time final numbers are notified (4 weeks prior) Place cards & seating arrangements are your responsibility, a seating plan (minimum A4 - size and design to be discussed) should be drawn up, & place cards should be arranged in individual envelopes according to tables. *Note: Round tables seat 10, Trestles seat 8-10* Tablecloths & serviettes are all white, however you may arrange coloured serviettes if desired.



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Floral arrangements & decorations are to be arranged & paid for by yourselves. Should you wish to hang anything additional from the ceiling of the marquee ie: paper lanterns, parasols etc a charge of \$75 will be incurred to cover the cost of installation - due to OH&S laws these items may not be self-installed.

Catering Offsite: Tablecloths & Serviettes are your responsibility, as are floral arrangements, table decorations, candelabra & chair covers, or these may be organised upon request and charged for accordingly. Arrangements to be discussed for setting of tables at other venues eg: cutlery, crockery etc. If the Venue you have chosen is fully licensed then the provision & setting of glassware (only) will generally be done by bar staff. These arrangements will be assessed on an individual basis.

WEDDING CAKES

Due to Victorian Food Safety Laws, Yeowarra Hill has a strict policy on cakes brought in. We only accept cakes that are professionally prepared by a Registered Food Business.

Cakes must be delivered at least 2 hours prior to the beginning of the function.

If the Wedding Cake is to be served as Dessert then a plating fee of \$7.00 per head will be applied. This is to cover costs involved with provision of staff etc. for additional time.

Serving of Wedding cake as dessert is not a preferred option & should be discussed with the caterer.

Cake & Cake bags/boxes are your responsibility.

ENTERTAINMENT

If you choose to have a band or entertainment for your function at Yeowarra Hill, they are required to contact us to arrange a set up time.

When making arrangements please discuss whether they require a main meal & soft drink & allow for this in your arrangements.

FUNCTION DURATION at Yeowarra Hill

An afternoon lunch function should conclude no later than 5.00pm and evening functions should conclude at 11.00pm (*this will depend on the time your function has started*)

An extension of function time until 12.00pm may be available but due to changes with Liquor Licensing Laws an additional charge of \$300 (fees & staffing) is applicable.

Standard times are:

Lunchtime - 5 hours

Evening - 5 hours – (6pm – 11pm)

An additional hour can be added if the ceremony is held at Yeowarra Hill (no Charge), or by arrangement (Fee may apply)

Please notify your guests that rose petals may be thrown however confetti & rice are not acceptable.



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VENUE HIRE COSTS / BOOKING FEE

For Receptions held at Yeowarra Hill a venue hire charge of \$500 is applicable.

Onsite at Yeowarra Hill the Venue Hire Cost includes the Marquee set at 3-5 bays (90-150sq mts) which will accommodate 70 -110 people (*numbers based on round tables, plus a dance Floor*). Cost is also inclusive of the tables - whether round or trestle, white stackable chairs (*upgrades available*) tablecloths, crockery, cutlery, glassware & Staffing (both bar & wait staff)

Catering: Offsite catering incurs a minimum charge of \$300 by way of a Booking Fee - this cost is applied to cover initial appointments and site visits to ensure your wedding is conducted as efficiently as possible. (Additional fees may apply for catering purposes - the cost of which will be dependent on venue/location/travel & selected menu, please refer to Catering Quote Information for further details)

Catering: Hire costs for other venues will be charged according to their policies directly to You

YEOWARRA HILL PARTY HIRE

The marquee can now be extended to accommodate up to 180 seated guests - at round tables, or 200 at trestle tables, making the marquee 7 bays long (210sqmts), due to the infrastructure involved in setting up these additional two bays a hire charge of \$450 is applicable.

Silk Lining for that added romantic effect is also now available for the ceiling of the Marquee - this is also hired equipment and incurs an additional charge for installation – a special ‘on site’ price is available on application.

Chair Covers & a range of coloured Sashes are also available for hire - if you wish to have chair covers these must be sourced through Yeowarra Hill - as the covers are specific to our type of chairs. Chair covers are available at \$5.00ea with coloured sashes \$1 -\$2ea dependant on whether we have the colour you require - this price is inclusive of set up and laundering.

White stacking chairs can also be upgraded to white padded folding chairs - onsite \$3ea – these look particularly nice with trestle tables.



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TERMS AND CONDITIONS

BOOKINGS & PAYMENTS

Tentative bookings will be held for 14 days. (One date only)

Confirmation of booking will occur upon receipt of a \$500 deposit, (equivalent to the cost of the venue hire) *Off-site Catering: \$300 (other venues) further charges apply where outdoor kitchen setups are required.*

All customers are required to sign our booking agreement upon paying the deposit.

You will be given a copy of this agreement, which will also act as a receipt.

Initial payment equal to half the projected food cost, together with expected guest numbers are required a **minimum of 28 days** prior to the function.

Please note that this is the minimum number of guests that you will be charged for.

The ages of any children attending should be noted at this time so they can be charged accordingly.

Menus & arrangements will also be finalised at this stage.

Balance of Food Costs to be paid 14 days prior to the event.

Final Payment of beverages should be paid at the conclusion of the reception.

EFTPOS facilities are available & Payments may be made by cash or cheque, please be advised that *Credit Card* transactions may incur additional fees. (*Currently 1.5% of total*)

Arrangements can be made using direct deposit should you prefer to pay by instalments in advance.

REFUND POLICY

Deposits are non – refundable upon cancellation within 6 months of the proposed reception.

Prior to this time refunds are conditional of that date being rebooked (less \$150 admin fee)

PRICING POLICY

All prices quoted are based on current costs & are inclusive of 10% GST as at 1st January 2016. **Prices will not be guaranteed more than 12 months out unless the deposit is paid.**

CONDUCT POLICY - for functions held at Yeowarra Hill

Damage or loss to the property and/or fittings during the function will be the financial responsibility of the Organiser(s). **Excess to be paid on insurance claims \$500.**

The Organiser(s) will ensure that Guests behave in an orderly & appropriate manner at all times. Please advise your guests that Confetti & Rice are unacceptable and that you will be charged a \$200 clean up fee if they are thrown.

Whilst children are welcome – they must be supervised by an adult at all times & are restricted to the area within the hedges. Balls in the front garden are not permitted.

Management reserves the right to exclude or eject any, and all, objectionable persons from the premises without liability.

Whilst all due care will be taken, Management will not be liable for loss or damage of any items before, during, or after a function.

Payment of deposit constitutes your acceptance of the above terms & conditions.