



*St. Aidan Wines*



## *Function Agreement 2017*



754 Ferguson Road, Dardanup, 6236, WA

## **Agreement for St Aidan's Cellar Door & Function Centre**

Thank you for your Enquiry regarding Weddings and Functions at St Aidan Wines.

We are happy to cater to suit your own ideas and individual budget as much as possible to make your special occasion really memorable.

In our Cellar Door Café we have room for up to 40 people for a Sit down Meal, and up to 90 for a Cocktail Style Function.

The Function Centre can cater for 50 to 150 people for a formal Sit down Meal, or up to 200 people for a less formal, Cocktail Style Event.

### Facility Fees:

#### **Weddings Ceremony Only:**

Use of the Grounds are \$500, which includes option to provide a White Clothed Signing Table and up to 25 chairs. More Chairs, Drink Service, Food Service and other Sundries are available at a price to be negotiated.

If using our Function Centre for your Ceremony the charge is \$750.

No Confetti allowed without prior consultation and then only degradable items to be used.

*Please note: If you also choose to have your reception with us, the ceremony fee is waived*

#### **Receptions and Parties in Cellar Door Café:**

There is a maximum of 40 people allowed for a Sit Down Meal, and 90 for a Standing Cocktail Style Reception.

If you require exclusive use of the Café during our normal operating hours there is a Minimum Food spend obligation of \$1,500. If your food requirements do not total \$1500 the remaining charge will be invoiced as a Venue Fee.

For Functions after 5.00pm there is an additional Venue fee of \$100 per hour, this increases to \$200 per hour after midnight.

#### **Receptions and Parties in Function Centre:**

Venue Hire: Evening Sit Down Functions: \$40 per person (*minimum* hire charge \$2,000)

Daytime Sit Down Functions & Cocktail Style Parties: \$25 per person

Incorporated in the Venue Hire Charge for Daytime and Evening Sit Down Functions, the Function centre comes fully equipped with Tables, Chairs (White Gladiator), White Linen Tablecloths (these come ironed and folded square so will have a small amount of creasing) and Napkins plus all Crockery, Cutlery and Glassware. A Limited amount of Outdoor Furniture, Wine Barrels, Stand Bar Tables etc. are available at no extra cost. Extra Tables and Tablecloths for Cakes, Gifts, Decorations etc. are available at a price to be negotiated.

Naked Flame Candles are not to be used without prior consultation and if used are to be housed in a covered vessel. LED light candles are preferred. Confetti is not allowed without prior consultation and then only degradable items are to be used. An extra cleaning fee may be charged.

The Space is designed to give you many options for decorating and lights, and we make it available to you from 3.00 pm the day before (If there is no prior bookings we may be able to make it available at an earlier time). There is a fully integrated sound system that can take inputs from Ipod / MP3, CDs, DJs and Bands. It also comes with a cordless Microphone. *Any Musical Entertainment brought in must be connected to this system and confirmed with us prior to being booked.*

This hire cost also includes Staff up until midnight. After this time there will be an extra charge of \$50 per 15 minutes until the centre is cleared of guests.



### **Food Service:**

We would love to find out more about your ideas for your reception food requirements.

Sample menus are available on request and start from \$35 for a Cocktail Style Finger Food Sundowner/Brunch Function or from \$60 for a 3 course Buffet OR Sit down plated meal with Alternate Drop Entrée & Mains and your Own Cake used as the Dessert Option.

Menu Options and Final Numbers **Must** be confirmed and paid for no less than 10 days prior to the event.

We are happy to cater for specific guest requirements given adequate notice.

### **Drinks Service:**

Wine, Beer and Spirits are available at our Bar Prices. This will include a Bar with a dedicated staff member in the Function Centre, as well as access to our Cellar Door Bar prior to the Reception commencing. We are happy to consider supply of specific Beer/Cider/Spirits of your preference by prior consultation. We are a fully licensed Venue. **BYO is not permitted.** We are happy for you to negotiate how we charge for bar service, either by setting a maximum Bar Tab, and charge guests for drinks after or prior to reception, or to renegotiate the Tab limit once it is reached.

Soft Drinks, Coffee and Tea: these are available at normal prices. Tea and Coffee can also be offered as part of the food package.

Our dedicated bar staff are all RSA qualified and at their discretion have the right to refuse service to anyone who is deemed to be intoxicated.

*Please note there will be a 15% surcharge on public holidays.*

### **Other conditions:**

To confirm your booking you will be asked to pay a \$1000 (or \$500 for Ceremony only) *Non-refundable Deposit* within 31 days of first Enquiry. After this time if we have not been authorized to issue an Invoice for Deposit, we will contact you to confirm or cancel. If we have other enquiries for the same date within the 31 days we will contact you to confirm you are still interested in holding the date before proceeding.

The Deposit will be only be refunded to you After the Event once full payment has been received and if there is no damage to any Property on St. Aidan grounds, or if no excess cleaning is required, otherwise these charges will be deducted from your deposit.

For Functions during our Normal Opening Hours we reserve the right to continue normal Wine Tasting and Sales. The Café food service (if space allows) will also continue.

Due to close proximity of neighbors & legal noise requirements we will request that the penetrating sound (mainly Bass) be turned down on music at 10.30pm, and we will need to monitor this at our property perimeters. No Music to continue after Midnight. We request patrons on departure keep noise to a minimum to respect our neighbors.

We request that you remove any equipment you have left after the event by 10.30am the next day to allow reopening of the Café at 11.00am. This can be negotiated if space and circumstance allows for storage and collection at a later time.

There is parking for about 50 cars adjacent to cellar door with overflow available on the property.

Following RSA procedures we are happy for guests who are not able to drive home to leave their cars on site overnight.

We ask that the cars be removed from the parking area in front of the cellar door by 10.30am the next day to allow for use by our Cellar Door customers. Please have your guests advise a staff member if you are leaving a vehicle overnight so access to the property can be arranged the next day

**We would love to discuss your plans further so feel free to contact Julie, Phil or Mary to arrange a meeting.**

**If you have any further queries please contact us via email at [cellardoor@saintaidan.com.au](mailto:cellardoor@saintaidan.com.au) or call during business hours, 11am – 4pm on (08) 97283007.**

**Please note we are closed Wednesdays.**

**Look forward to helping you create a truly memorable day at St. Aidan Wines**