



*St Aidan Wines*



*Function Agreement 2019*



754 Ferguson Road, Ferguson Valley, 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 listen and organize an event to suit your own ideas and individual budget to make your special occasion really memorable.

In our Cellar Door Restaurant, we have room for up to 60 people for a Sit-down Meal and up to 120 for a Cocktail Style Function.

The Function Centre can cater for up 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 34 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 Restaurant:**



There is a maximum of 60 people allowed for a Sit - Down Meal, and 120 for a Standing Cocktail Style Reception.

If you require exclusive use of the space during our normal operating hours there is a Minimum Food spend obligation of \$2500. If your food requirements do not total \$2500 the remaining charge will be invoiced as a Venue Hire Fee.

For Functions after 5pm there is an additional Venue fee of \$150 per hour, this increases to \$300 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: \$TBC depending on type and style of event.

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 PERMITTED without prior consultation and if used are to be housed in a covered vessel. LED light candles are preferred. We are in a Rural Area and take safety of property and people very seriously.

**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 12 pm the day before your Function (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 /laptop, 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 all staffing up until midnight. After this time there will be an extra charge of \$50 per 15 minutes until the venue is cleared of guests.



### **Food Service:**

St. Aidan Wines has a passionate and dedicated Catering team ready to create a Menu using the finest local ingredients. 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, including any special dietary considerations.

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 or engaging in unsociable behaviour.

*\*Please note there will be a 15% surcharge on public holiday functions.*

## **Other conditions:**

To confirm your booking, you will be asked to pay a \$1000 (or \$500 for Ceremony only) *Non-refundable Deposit* within 30 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 30 days, we will contact you to confirm you are still interested in holding the date before proceeding with an alternate booking.

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 proximity of neighbours & 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 neighbours.

We request that you remove any equipment you have left after the event by 10.30am the next day to allow reopening of the Cellar Door at 11am. This can be negotiated if space and circumstance allow for storage and collection at a later time.

There is parking for about 50 cars adjacent to cellar door with overflow available elsewhere 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 as the property is secured and alarmed overnight.



**We would love to discuss your plans further so feel free to contact Julie our Function and Events Manager to arrange a meeting.**

**If you have any further queries please contact us via email at [events@saintaidan.com.au](mailto:events@saintaidan.com.au) or call 0448800463.**

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

