



*St Aidan Wines*

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## **WEDDINGS**



*Photo taken in St Aidan Wines Chardonnay Vineyard by Ayzia Jade Photography*

# VENUE HIRE INFORMATION

Congratulations on your engagement and thank you for your enquiry regarding the venue hire of Saint Aidan Wines. We look forward to organising a special and memorable occasion catered just for you.

Please take the time to read through this agreement and do not hesitate to get in touch with any questions.



*St Aidan lawn taken by Ingrid Kjelling Photography.*



*Picnic area taken by Mandy Bowler Photography.*

## **WEDDING CEREMONIES**

Includes ceremony set up with a water station, white clothed signing table and up to 34 white padded seat gladiator chairs. Plus, use of St Aidan Wines grounds for photos.

\$500 – Outdoor Ceremony

\$750 – Undercover ceremony in our Function Pavilion

*\*More chairs, Food and Drink Service and other sundries available on request at additional charge.*

*\*Please note: if you choose to have your reception with us, the ceremony fee is waived.*



*St Aidan Function Pavilion Ceremony.*



*Ceremony in Function Pavilion photo by Kendra Benson Photography.*



## RECEPTIONS IN OUR FUNCTION PAVILION

- Formal Evening with table Service: Maximum 150 people \$45pp.
- Daytime with Table Service Maximum 150 people \$25pp
- Cocktail Style maximum 200 people \$25pp

*\*Minimum venue hire charge is \$2500 (this does not include catering or beverage charges).*

The Function Pavilion is a versatile space for you to create and decorate as you would like.

### What is included:

- Use of rectangular trestle tables that comfortably sit 6 guests.
- Choice of white or black linen tablecloths and napkins.
- Up to 150 white padded seat gladiator chairs.
- Crockery, cutlery, glassware, and other miscellaneous tableware.
- A limited amount of outside furniture; wine barrels, wooden bar tops, bar stools etc. are also available at no extra charge by prior arrangement. Other items hire fees apply.
- Assistance with set up and pack down of the area, including cleaning before and after the reception.
- Access will be available to you from 12pm the day before your event; earlier set-up can be arranged subject to availability. Pack down to be completed by 1030am day after the event unless a later time has been arranged with management.
- Dedicated Bar, complete with RSA qualified staff to serve drinks for the duration of your reception plus floor staff as required.
- A fully integrated sound system that can take input from an iPod, laptop, CDs, DJs, and Bands. It also comes with a cordless microphone. *\*Any musical entertainment brought in for the event must be connected to this system and confirmed with us prior to their booking.*

*\*Please note: You are welcome to outsource furniture and other items from other vendors. We are happy to recommend our preferred suppliers to you. Please confirm required access times with us.*



## CATERING AND FOOD SERVICE

Saint Aidan Wines' Chef and team are passionate and dedicated to creating the perfect menu for your wedding.

Using the finest local produce, we can customise your choices to suit any allergies and/or dietary requirements.

Sample menus are available upon request, with prices starting from: \$50 per person, stand up Cocktail Style function service of 2 hours maximum

\$75 per person:

- Cocktail Style function service over 3 hours
- 3-course alternate drop sit down meal,
- Banquet Style meal served with share style platters in middle of table, OR
- Self - Serve Buffet Style

*\*\*Menu selection and final confirmation of guest numbers are required to be invoiced and paid for at least 2 weeks prior to the event\*\**



## DRINKS SERVICE

Saint Aidan Wines is a fully licensed venue.

Enjoy your own private bar in the Function Room, stocked with your choice of our award-winning wines, a selection of beer and cider, spirits (on request), and non-alcoholic beverages including tea and coffee.

We are happy to try and source your preferred range of beer, ciders, and spirits by prior consultation. BYO alcohol is not permitted

You can also have the option of pre reception drinks being served from our Cellar Door Bar prior to your reception commencing.

- Our bar staff will record drink consumption throughout the night. You can set your limit for the maximum spend, or have your guests pay as they go. Once your maximum is close to being reached, we will let you know so that you can either increase it or move to charging guests.
- If you are running a TAB, we will charge you by the bottle of wine, not by the glass.
- Spirits can be charged in the TAB, or have your guests pay for them.
- Please let us know what time you wish to start your TAB (before the ceremony, after the ceremony before the reception, or when the reception starts).



# TERMS AND CONDITIONS

- Booking enquiries are held under no obligation for a 30-day period. If we have other enquiries/requests for the same date within the 30-day period, you will be contacted to confirm if you are still interested in holding the date before proceeding with other enquiries.
- A deposit of \$1000 (or \$500 for ceremony only) is required to secure your date.
- For Receptions, the \$1000 deposit is held as bond and will be reimbursed back to you after the event. Additional charges will be deducted from the bond, including excessive cleaning fees, breakages, extra labour, and damage to Saint Aidan property. Your deposit will not be reimbursed if cancellation occurs.
- Confirmation of details (final numbers, catering options, dietary requirements, function layout and special requirements etc.) are required 21 days prior to the date of function/event for invoicing and ordering purposes. Alteration of final numbers and dietaries can be accommodated up to 7 days before the event.
- Venue Hire and Catering Invoice will be sent 3 weeks prior to your Wedding day, with payment in full required no later than one week prior. Drinks Invoice will be sent post reception with payment required within 14 days.
- For weddings during our normal trading hours, we reserve the right to continue wine tastings and sales in our Cellar Door. Food service in our Restaurant will also continue as per normal.
- The Venue Hire charge (minimum \$2500) includes all staffing up until midnight, after this time there will be an additional charge of \$55 per 15 minutes per staff member (minimum 2 staff) until the venue is clear of guests.
- A 15% surcharge will apply on public holidays.
- All live Music after sundown is to be contained within our Function Pavilion footprint and be connected to our sound system, unless authorised by us otherwise by prior arrangement. Respect to our neighbours and surrounding environment is of our utmost importance and your cooperation is appreciated.
- Due to proximity of neighbours and legal noise requirements we will request that the penetrating sound (mainly Bass) be turned down on tracks/amplifiers after 10.30pm and turned off at midnight. Staff will be monitoring noise throughout the evening. We also request guests keep noise to a minimum on departure to respect our neighbours.
- St Aidan Wines is responsible for the configuration of furniture, table clothes if required, glassware and table settings, additional decorations and styling are the patrons responsibility.
- Decorations and items left behind after the event are required to be collected by 10.30am the next day to allow reopening of the Cellar Door at 11am. Time can be negotiated if space and circumstance allow for storage and collection at a later time. We will store your items as safely as possible however, Saint Aidan Wines takes no responsibility for loss or damage of any items left on premise with us.
- Onsite Parking allows for 50 cars adjacent to the Cellar Door, with overflow available elsewhere on the property. Following RSA protocols, we are happy for guests who are unable to drive to leave their car on the gated property overnight. We ask that they be removed from the parking area by 11am to allow space for our other Cellar Door guests. If access is required prior to our opening time, please have your guest notify a staff member. St Aidan Cellar Door is secured and alarmed overnight.
- Naked flame candles are NOT PERMITTED without prior consultation. If use is permitted, they must be housed in a covered vessel. LED light candles are preferred. We are in a rural area and take fire safety very seriously. Confetti items only allowed with prior approval and then only bio-degradable items are to be used.
- Our experienced bar staff are all RSA qualified. At their discretion, they have the right to refuse service to anyone who is deemed to be intoxicated or engaging in antisocial behaviour. BYO Alcohol is not permitted and will be confiscated if found on premise.

## Venue Hire Agreement

I/We,

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Agree to the above venue hire terms and conditions included in the Hire Agreement.  
We understand and accept all hire fees and additional charges that may occur.

Signature/s: \_\_\_\_\_

Date of event: \_\_\_\_\_ Date signed: \_\_\_\_\_