



# *St Aidan Wines*

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## **FUNCTIONS**





# VENUE HIRE INFORMATION

St Aidan Wines can cater for functions large and small with a capacity of 100 guests sit down and up to 150 guests stand up (cocktail style).

To secure your booking a refundable deposit is required for **Non-exclusive** functions during trading hours for 15-50 guests.

**Exclusive** functions or functions larger than 50 guests within opening hours we charge a venue hire fee starting at \$400. Other venue cost may be applicable.

Additional costs for evening venue hire may be applicable depending on your requirements.

Depending on your Functions requirements St Aidan Wines Function Centre and Resturant have endless range of layout combinations to suit your function.



# CATERING AND FOOD SERVICE

Saint Aidan Wines' Chef and team are passionate and dedicated to creating the perfect menu for your function. Using the finest local produce, we can customise your choices to suit any allergies and/or dietary requirements. Sample menus are available upon request.

We have options for cocktail canape food service, sit down meal (entrée, main, dessert), a mixture of both, buffet style food service and high tea options.

Groups larger than 15 guests require a pre-order with corresponding names and dietary requirements prior to the date.

Please see the function catering menu for catering options.

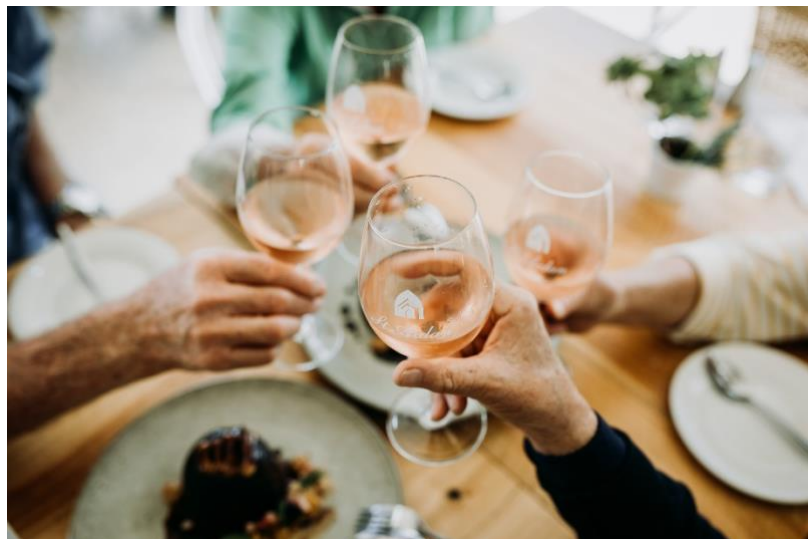


# DRINKS SERVICE

Saint Aidan Wines is a fully licensed venue.

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

- Our bar staff will record drink consumption throughout the function. 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.



*Photos by Christina Denton Photography*

## TERMS AND CONDITIONS

- To secure your date of function we require a Deposit or Venue Hire Fee depending on the requirements of your function.
- A full refund will be given if function is cancelled 14 days prior to the event any cancellation after this time may be non-refundable. St Aidan Wines will cater for the number of people booked. Alterations in guest numbers may be made up to 7 days before the function, if changes are made later than this date you will be charged accordingly.
- The Venue Hire charge includes staffing and set up and pack down costs. Additional venue costs may apply depending on function requirements.
- Confirmation of details (final numbers, catering options, dietary requirements, function layout and special requirements etc.) are required 14 days prior to the date of function/event for invoicing and ordering purposes.
- Venue Hire (if applicable) and Catering Invoice will be sent 2 weeks prior to your function, with payment in full required no later than one week prior. Drinks Invoice will be sent post reception with payment required within 14 days.
- We are only able to ensure we can cater for any dietary requirements if advised 7 days prior to the booking date. If we are not advised prior and there is a dietary requirement, we will cater to this to the best of our abilities, however we cannot guarantee that we will have the dietary options available.
- 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 you 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 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.
- We would love to use photos taken at our events. Please let us know if you do not wish to be photographed.

### Venue Hire Agreement

I/We, \_\_\_\_\_ 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: \_\_\_\_\_