

Thank you for considering Lake Charlotte Vineyard for your function. Our venue is quite unique and makes the perfect setting for weddings, birthdays, christenings, work functions, or any other celebration.

Several venue hire options are available, the options below cover a 6 hour duration (excluding the Garden & Vineyard hire). Longer hire periods can be negotiated, please discuss with your function coordinator.

EXCLUSIVE USE – FULL SERVICE

Should you wish to have your event fully catered & staffed by Lake Charlotte, no venue hire fee applies. We do however require a minimum spend of \$4000 for exclusive use of the venue.

EXCLUSIVE USE – VENUE ONLY, SELF-CATERED & STAFFED

Lake Charlotte is available for straight venue hire for a fee of \$1100. This option includes access to the kitchen and dining areas and the use of existing crockery, cutlery, chairs and tables. No set up, service, catering or linen is supplied. All function arrangements must be approved by management.

Subject to availability, service staff can be arranged by Lake Charlotte for \$39.50 per staff per hour (minimum 2 hour call), please discuss your requirements with your function coordinator.

SHARED USE

If you do not require exclusive use of the venue, groups can be accommodated during standard restaurant hours with no hire fee. Please see our website for set menu options perfect for group bookings. No self-catering during shared use.

GARDEN & VINEYARD

Our grounds and vines make the perfect backdrop for ceremonies and photos. A fee of \$200 applies for 3 hours of access to the gardens & property. This is in addition to any of the venue hire options above.

FOOD & BEVERAGE

Our set menus are suited to group bookings and functions. Menus can also be tailored for your specific requirements. Please discuss with your function coordinator.

Beverages are available as per the restaurant beverage menu, with prices subject to negotiation. ALL wine consumed on the premises is to be purchased from Lake Charlotte.

CAKES

If you would like us to cut your cake for you and serve it with freshly whipped cream and berry coulis, there is a cake service fee of \$2.50 per person.

Alternatively, you can cut it at the table (we provide knife, plates and forks) with no cake service fee. All BYO cakes attract the cake service fee. Cup cake tiers attract no cake service fee.

CAPACITY

Lake Charlotte Vineyard can host up to 55 seated guests, or 110 for a cocktail function.

LINEN, FLORAL ARRANGEMENTS & TABLE DECORATIONS

All linen and decorations must be provided and set up by the booking party.

Terms and Conditions for the use of Facilities and Services

Please note prices and menus subject to change without notification
Valid for functions held between 1 January 2016 and 30 December 2016

BOOKINGS

Tentative bookings will be held for fourteen days, and unless we are informed otherwise the booking will be automatically cancelled after that time.

Should our venue and packages meet with your expectations we suggest you contact our functions manager immediately to secure your date. We will require a deposit of \$500 for confirmation.

FINAL CONFIRMATION OF ARRANGEMENTS

Food & beverage details, as well as final numbers are to be finalised 10 days prior to the function date. Should the guest numbers be less than the confirmed number, you will be charged at the confirmed rate given 10 days prior to the function. Your numbers may increase but this must be approved by our kitchen.

The total food bill and drinks package are to be paid 7 days prior to the function date by cash, eftpos or cheque. Fifty per cent of the estimated drinks on consumption is to be paid 7 days prior to the function with the balance to be settled on the night of the function.

CANCELLATIONS

All cancellations must be received in writing. The following fees apply:

More than 6 months notice – full refund of deposit

Less than 6 months – 50% cancellation fee applies

Less than 1 month – no deposit will be refunded

DAMAGE TO PROPERTY

Lake Charlotte Vineyard does not accept any responsibility for damage or loss to any of the guests' property left on the premises prior, during or after a function. Clients are financially responsible for damage to any linen, fittings, property or equipment by their guests. Any damage will be billed.

CHILDREN

All guests attending private functions must be 18+ unless accompanied by a parent or legal guardian. Photo identification must be produced when requested.

✂

AGREEMENT

I hereby acknowledge and agree to the terms and conditions as set out by Lake Charlotte Vineyard. Sign and return agreement with your deposit.

X

Signature _____

Name _____ Date _____