

VENUE HIRE COSTS - Effective From March 2010

CELLAR DOOR AREA FUNCTION

Seated - Maximum capacity 70 guests (Minimum 40 guests)
\$25 per person

Price includes set up, chairs, square, oblong or long table style with white linen cloths & napkins, glasses, crockery and cutlery & floral arrangement at each end.

Cocktail style – Maximum capacity 120 Guests (Minimum 40 guests)
\$20 per person

Price includes set up, minimal seating, staff.

Special Notes – In general the Cellar Door area is only available after 6pm on any given day due to our normal Cellar Door tasting activities unless in a marquee (see marquee function pricing below).

Smaller private functions (Max 40 people) may be arranged during Cellar Door hours. The cost per person in this case is \$8 (weekdays) and \$10 (weekends) for venue only.

MARQUEE FUNCTION

Seated Dinner Function \$65 per person (Min. 40 / Max. 120)

Price includes Marquee & set up, long table style with white linen cloths & napkins, seating, glasses, crockery and cutlery, staff.

Cocktail Style Function (Min 40 / Max 150)

\$55 per person

Price includes Marquee & set up, minimal seating, venue staff.

IMPORTANT NOTES:

Any extra decorations are the responsibility of the customer, including chair covers and sash, floral arrangements, etc.

Prices do not include catering. A list of recommended local restaurants and caterers is attached with contact details. We can help with your choice and can recommend the most appropriate caterer for your type of function. If you would like us to fully coordinate the caterer, menu, etc the extra cost would be \$5pp. If you would like to take advantage of a mixed selection of our popular regional platters as an option instead of canapés for a cocktail function, the extra cost would be \$20.00pp.

Beverages are extra. Beverages charged on consumption, wines at cellar door prices. Price lists are available on request

Beer \$5 per bottle

Soft drinks and juices from \$3 per bottle/can

Terms and Conditions

1. Bookings

To confirm a booking we require a 20% deposit, along with signature confirmation. Tentative bookings need to be confirmed within 14 days or the date will automatically be made available to other clients.

2. Cancellation

A full refund of deposit is applicable if a cancellation is made no less than four weeks prior to the intended function, less a 10% service fee. If cancelled within four weeks of function, deposit is not refundable.

3. Final payment/numbers

Final confirmation of numbers is required no less than five working days prior to the function. Increase in numbers/additional costs after this will need to be paid for at completion of function.

4. Responsibility

The client is financially responsible for any damage to the property and/or equipment caused by guests during the function. A cleaning fee of \$150 will apply if any part of the property is left in an inappropriate state. Although all due care will be taken, Leconfield do not accept responsibility for any loss or damage of goods or articles prior to, during or after the event.

5. Noise

Leconfield is situated within a residential area; please respect this when vacating the premises. In any event a function would not be allowed after 12 midnight in respect of our location.

6. Cellar Door & Grounds

Booking a daytime function does not ensure exclusive use of Leconfield Cellar Door or grounds.

7. Liquor Licence

Responsible service of alcohol as stated in the Liquor Licensing Act 1997 will be adhered to at all times. No alcohol will be served to minors and management reserves the right to refuse service or remove from the premise clients who are under the influence and, in our judgement, pose a threat either to themselves or others.

8. Costing

Leconfield provides glassware, cutlery, crockery and seating for up to 50 settings for a sit down function (logo'd glasses for up to 120 for a cocktail function). Tablecloths, extra chairs and tables for any additional numbers will incur hire costs as negotiated, as will entertainment, stage, etc – if required. The client will need to supply or pay extra for chair covers, candelabra, extra flowers, or any other decorations.

9. Pricing

Prices are a guide only and will be confirmed on discussion, based on needs of individual clients. **Prices are valid to June 2010.**

Rina Lockwood
Events Manager

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RECOMMENDED CATERERS:

Restaurant/Caterer	Contact	Phone No:	Email:
Happy Food Company	Andy or Anna	08 8556 7337	acada@bigpond.com
Salopian Inn	Michael Ewers	08 8323 8769	michael@salopianinn.com.au
Red Poles	Ros	08 8323 8994	redpoles@bigpond.net.au
Market 190	Wayne Angove	08 8323 8558	wayne@market190.com.au
Oscar's Diner	Ashleigh	08 8323 8707	oscarsdiner@esc.net.au
Blanco Catering	Lucy or Steve	08 8331 3381	events@blancofood.com.au
Finicky Fingers	Debbie	08 8381 9460	