



## *Congratulations on Your Engagement*

Thank you for considering Lavender Valley Farm as a potential place for your wedding. Please note this information is just provided as a general guide and we are happy to meet and discuss your particular requirements & requests so that it is a memorable day for you.

Please note that the pricing structure is different when the café is operational (April - September).

### **Function Centre Only (October - March)**

- **Wedding Ceremony Only - \$200**
- **Wedding Ceremony & Reception Venue - \$1200**

This allows for use of the facility Friday through to Saturday evening, with collection of gear upon arrangement.

Included in the price is use of café tables, chairs, crockery, glassware and cutlery. Rubbish removal and cleaning of facility afterwards.

Not included is set up/pack down, bar facilities (available upon request), food, PA system, music, decorations.

We are a BYO facility so you are able to organise your own alcohol and drinks. We can arrange a bar attendant for you if you require.

External food vendors are permissible during this period or alternatively Lavender Valley Farm is happy to arrange catering with you.

Evening closing time is 12.00pm

## Wedding during café Operational Times (April – September)

- **Wedding Ceremony Only - \$200** (for 40 guests or less, additional hourly charges apply for large groups to allow for privacy and intimacy \$200/hour)
- **Wedding Ceremony & Reception Venue - \$2500**

This allows for use of the facility for the full Saturday, with collection of gear upon arrangement. Depending upon type of wedding reception ie. Cocktail, the café may not be required to be closed for the whole day so there can be reduced fees.

Included in the price is use of café tables, chairs, crockery, glassware and cutlery. Rubbish removal and cleaning of facility afterwards.

Not included is set up/pack down, bar facilities (available upon request), food, PA system, music, decorations.

Set up may be done Saturday morning or alternatively Friday afternoon if no other function is occurring.

We are a BYO facility so you are able to organise your own alcohol and drinks. We can arrange a bar attendant for you if you require.

Please note, due to the running of the café any food arrangements must be organised through Lavender Valley Farm. No external food vendors permissible.

Closing time is 12.00pm

## *General Information*

**Seating:** We can sit approx. 80 people inside (air-conditioned), however there is room outside for more. Guests are allowed to mix and mingle outside prior to and after the function meal. A marquee/lights may be set up on the lawn, however there are restrictions due to the sub-surface irrigation system and

removal must be at the earliest possible time (especially during café operational times).

For all the above we are happy for you to organise wedding planners to set up tables, chairs, flowers etc during the day or alternatively LVF can set up your tables as per your instructions and design, at an hourly cost of \$40 p/hr.

Our tables are square or rectangular (tressle tables) and our chairs are café ones. You are more than welcome to arrange for the hire of alternative tables, chairs, decorations etc. from an external source.

**Food:** We are happy to cater for you and the attached menus are just a guide. We can individualise your wedding menu to suit your preferences and tastes. Food costs are in addition to the function charges above and are charged per the finalised number, one week prior.

**Alcohol:** We are BYO, so alcohol can be arranged by yourselves however we can have a drinks server available or a bar area can be set up for guests to help themselves.

Our bar area is generally set up outside on the veranda and is a glass door fridge, 2 x large eskies and a rustic serving bar. The cost for this set up is \$100.

**Music:** A band, DJ, musician is more than welcome. For a 70 people wedding, the music/dancing can be inside, however for larger numbers dancing room would have to outside eg. veranda/lawn area.

**Sorry we don't cover:** Flowers, alcohol, table/room decorations, menu & table cards, PA system, tablecloths, chair covers, wedding cake, or entertainment.

**Confirmation of Booking:** Upon booking an invoice will be generated and a \$200 deposit is required to confirm the date. Final numbers for food service are required one week before wedding date. Final payment of venue and/or food is required one week prior to event.

If for whatever reason payment has not been made by the due date, venue will be shut or food quantities will be adjusted. Under no circumstances will payment be allowed after the event.

### *Happy Planning:*

We wish you all the best as you plan your wedding. We would love to opportunity to sit down and chat as this is intended to be just a guide and we wish to make your special day memorable. Should you have any queries, please don't hesitate to contact Liz Elliott-Lockhart.

(W) 99205469 (Mob) 0427 205069

[liz@lavendervalleyfarm.com.au](mailto:liz@lavendervalleyfarm.com.au)



deposit. An invoice will be generated to the name and contact person below with details of payment.

After function, will be referred to a debt collection agency.



# Wedding Day Checklist

Name of Bride & Groom:

Date of Wedding:

Time of Wedding Ceremony:

Task	Day Fri/Sat	Wedding Planner	LVF	3 <sup>rd</sup> Party	N/A
Drinks & Ice Delivered		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drinks & Ice Set Up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table & Chair Decorations Delivered		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Round Tables & Chairs Delivered		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flowers Delivered/Set Up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair Cover Set Up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside Set Up eg. Fairy lights		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceremony Area Set Up - chairs, carpet??		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music for Ceremony		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signing Table Set Up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cake Delivered - Set up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tablecloths		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table Set Up - tablecloth, decorations, cutlery, glassware, name tags, favours		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Information regarding the running of the day:**



# Wedding Day Timeline

Please feel free to use the below timeline to help you plan your perfect day.

If holding a ceremony and function with Lavender Valley Farm it helps us to know when speeches, toasts, drinks, dinner courses are to be served etc.

Time	What's Happening	Who?
8.00 am		
8.30 am		
9.00 am		
9.30 am		
10.00 am		
10.30 am		
11.00 am		
11.30 am		
12.00 am		
12.30 am		
1.00 pm		
1.30 pm		
2.00 pm		
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3.00 pm		
3.30 pm		
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5.30 pm		
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7.00 pm		
7.30 pm		
8.00 pm		
8.30 pm		
9.00 pm		
9.30 pm		
10.00 pm		
10.30 pm		
11.00 pm		
11.30 pm		
12.00 pm		
12.30 pm		



## Additional Extras

Below is a list & prices of additional extras. Some may be known ahead of time while others will be determined according to time spent.

Items for hire	Please tick if required	No. required	Total Cost
Ice (\$4.50 per bag)	<input type="checkbox"/>		
2 x Gas Heaters (\$40 ea)	<input type="checkbox"/>		
White Table cloths (\$7 each)	<input type="checkbox"/>		
Silver Table runners (\$2 each)	<input type="checkbox"/>		
Purple Table runners (\$2)	<input type="checkbox"/>		
Bar area Seat Up (\$100)	<input type="checkbox"/>		

Activities undertaken in addition to normal food service (\$40 per hour).	Please tick if required	No. required	No. of hours required or used	Total Cost
Access to the café during non-operational times	<input type="checkbox"/>			
Consultation regarding wedding details	<input type="checkbox"/>			
Bar person	<input type="checkbox"/>			
LVF Decoration/Set up of tables, drinks etc	<input type="checkbox"/>			
Pack away of Party Hire dance floor (\$80)	<input type="checkbox"/>			



