



Functions at Lavender Valley Farm

We have had work, family celebrations, baby showers, birthday, Christmas parties, conferences - the list goes on at Lavender Valley Farm.

If you are interested in holding a function we are happy to assist and provide as much support as you'd like.

As we are a function centre, you are allowed to organise your own food and catering requirements, whether you do that yourself or arrange for outside caterers. If you would like Lavender Valley Farm to cater, please ask or download our menus.

Plus we are a BYO facility so you are welcome to bring your own juices, cool drinks or alcoholic drinks. They can be chilled in our fridge/coolroom.

Day Function Hire (no Function Food by LVF) - \$400 +GST

- This allows for you to have access from as early as you'd like in the morning to approx. 4.00pm. Please ask whether an extension of time is required.
- You are required to set up the venue as you would like with tables etc.

Evening Function (no Function Food by LVF)- \$500 +GST

- This allow for access from 4.00pm onwards until late. If you require earlier access please ask for an extension of time.
- Whilst we have fairy lights on the veranda and outside lights, festoon lighting of the lawn/garden areas is an optional extra.
- **For lunches/morning teas/dinners where LVF cater - we package the catering, set up, service and tidy up costs to suit the client with no Function Fee.**

What's Included

- Includes use of the whole facility both inside and out areas, kitchen area, fridges, coolroom if required

- 80 chairs, 10 small square wooden tables, 6 square outside tables, 8 x picnic tables, 10 tressles
- Cutlery, crockery and glassware. An urn with tea and coffee cups
- Vases and jars are available to be used for flower decorations and rectangle tablecloths.
- A list of all items that may be used can be supplied.
- Rubbish removal
- Cleaning of the facility afterwards - it is expected that all crockery, glassware & cutlery is cleaned by yourselves or outside vendors. Plus the place is to be left in a neat and tidy fashion.
- 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 experience for you.

General Information

- A marquee/teepee/lights may be set up on the lawn, however please do so with consultation as there are restrictions due to the sub-surface irrigation underneath.
- A band, DJ, musician is more than welcome.
- We do have outside lighting for the large grass area, however should you prefer festoon lighting across the lawn area we can arrange this for you at an extra cost of between \$300 - \$750. Please chat to us about various options.

Sorry we Don't Include

- Set up, unless requested, flowers, table/room decorations, menu & table cards, PA system, projector (though we have a screen) chair covers, or entertainment.

Confirmation of Booking:

Upon booking an invoice will be generated and a \$200 deposit is required to confirm the date. A separate invoice will be issued for food service, should it be required with a weeks notice of expected numbers. Final payment of venue and/or food is required one week prior to event.

Happy Planning

We know that although it is fun to organise an event, it is however not easy, so if there's anything we can help with please just ask. Always more than happy 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.

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