



## *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.

### **Function Centre Availability**

- **Wedding Ceremony Only - \$400**
- This allows for use of the facility and garden area for 3 hours.
- Guests may bring their own light refreshments if they would like.
- Access to the inside area if required.
- **Wedding Ceremony & Reception Venue (Weekend Hire)- \$2000**
- This allows for access and use of the facility Friday through to Sunday (or alternative days upon arrangement).
- Included in the price is use of café tables, chairs, crockery, glassware and cutlery, bar facilities, coolroom, outdoor BBQ, rubbish removal and cleaning of facility afterwards. There is the expectation that all crockery, glassware & cutlery that is used is cleaned by external vendors.
- Guests may arrange their own catering options or alternatively Lavender Valley Farm is happy to arrange catering with you.
- We are a BYO facility so you are able to organise your own alcohol and drinks.
- Guests with prior arrangement may stay over night, however please be aware that we only have outside toilets as we are not a camping venue as such.

# General Information

*Seating:* Our beautiful rammed earth building 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/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.

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 know that everyone has personal food preferences so whether it is arranging a food truck, catering for yourself or bringing in an outside vendor this can easily be accommodated.

Alternatively we are happy to cater for you. Please ask to see our menu options which 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.

*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.

*Outside Lighting:* 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 - \$600. Please chat to us about various options.

*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.

*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.

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Information and prices are correct for 2019/2020



# 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		
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5.30 pm		
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6.30 pm		
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"/>		
White Table cloths (\$7 each)	<input type="checkbox"/>		
Silver Table runners (\$2 each)	<input type="checkbox"/>		
Purple Table runners (\$2)	<input type="checkbox"/>		
Outside Festoon Lighting (\$600)	<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"/>			