



*meclup*  
FARMHOUSE

# WINTER MICRO WEDDINGS





## INTIMATE PACKAGE

Reception venue hire \$1,500.00

Minimum spend \$4000.00

20 - 30 guests

Available April - September

Private and exclusive use of Meelup Farmhouse for an intimate dinner inside our cosy restaurant setting for up to 30 guests, access available from 5pm.

Venue hire is inclusive of:

- ° Event Co-Ordinator
- ° Timber farmhouse chairs for up to 30 guests
- ° Rectangle timber banquet tables 1m x 2m set up as two long tables
  - ° In-house PA system
  - ° Gift table, cake table and cake knife
  - ° Undercover enclosed dance floor
  - ° Fixed feature bar
- ° Culinary team inclusive of chefs and waitstaff
  - ° Crockery, cutlery, napkins and glassware
  - ° Easel for seating plan
  - ° Freestanding wood fireplace





## MICRO PACKAGE

Reception venue hire \$3,500.00

Minimum spend \$6000.00

30 - 60 guests

Available May - June, August - September

Private and exclusive use of Meelup Farmhouse for a special celebration on our undercover veranda for up to 60 guests, access available from 5pm.

Venue hire is inclusive of:

- ° Event Co-Ordinator
- ° Timber farmhouse chairs for up to 60 guests
- ° Rectangle timber banquet tables 1m x 2m
- ° In-house PA system
- ° Gift table, cake table and cake knife
- ° Undercover enclosed dance floor
- ° Fixed feature bar
- ° Culinary team inclusive of chefs and waitstaff
- ° Crockery, cutlery, napkins and glassware
- ° Easel for seating plan
- ° Suspended panel heaters
- ° Freestanding wood fireplace





## ADDITIONALS

Onsite ceremony

\$1000.00

- ° Your choice of ceremony location
- ° Twin seat benches for up to 24 guests,
- ° Round timber signing table + two wicker arm chairs
- ° Exclusive use of grounds for photos
  - ° Water station
  - ° Power supply

Optional hire items

- ° Ceremony seating upgrade of 32 folding chairs \$225.00
  - ° Large white clam shell for wishing well \$200.00
  - ° Small white clam shell \$120.00
- ° Cocktail high bar table set (includes 4 stools at each) \$100.00
  - ° White sofa sets (2 couches + 1 coffee table) \$325.00
  - ° Wireless microphone \$150.00



# TERMS + CONDITIONS



## TENTATIVE BOOKINGS

Tentative bookings will be held for a period of two weeks and will automatically be cancelled unless arrangements have been made to extend the tentative booking period.

## CONFIRMATION OF BOOKINGS

A non-refundable deposit of \$2,500.00 is required to secure the venue and date of your event. Signed Terms & Conditions are also required at this time. Completion and signing of the booking form and submitting it with the deposit to Meelup Farmhouse indicates the clients acceptance of these Terms & Conditions.

## PAYMENT POLICY

Once the initial deposit is paid there will be two further payments required prior to your event taking place at Meelup Farmhouse. A payment of 50% of the total minimum spend will be required no later than three (3) months prior to the event date. The third and final payment is due fourteen (14) days prior to the event taking place and is based on all final arrangements made with the Venue Co-Ordinator.

Beverages charged on a package rate will also need to be paid for at this time. Should beverages be on a consumption basis, a deposit of \$30.00 per adult is required fourteen (14) days prior, with the remainder to be settled at the conclusion of your event. Credit card details are to be provided as security for final payments.

## PRICING

Pricing applies to events taking place prior to 31.12.2025, however prices are subject to increase and change without notice. With the changes of vintages and varieties of wine, wine selections for your event are to be confirmed no earlier than twelve (12) weeks prior to your event. All prices are inclusive of GST.

## PUBLIC HOLIDAYS

A 25% surcharge applies to the total value of all events booked on a public holiday (total of food & beverage only). When your event concludes at midnight leading into a public holiday a \$750.00 service fee applies. Surcharges do not contribute to the minimum spend.

## TIME SCHEDULE

Guests arriving for a wedding ceremony cannot arrive earlier than 4.00pm. Access to the venue for set up is from 3.00pm. All amplified music and alcohol service to conclude no later than 11.45pm, with the venue to be vacated no later than 12.00am.

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## CANCELLATION

Cancellations must be made in writing to Meelup Farmhouse. All deposits are non-refundable and non-transferable. Meelup Farmhouse also reserves the right to charge a cancellation fee of the estimated total minimum spend value of the event as follows: Notice within 6 months: 50%. Notice within 3 months: 75%. Notice within 1 month: 100% . Deposits can be used as part payment of cancellation fee. A change of dates or postponement of a an event requested by the client must be within twenty eight (28) days of confirmation and the deposit may be transferred to the new date strictly once.

## COVID-19 POLICY

A reschedule due to COVID-19 will be facilitated only in the event that there is a state mandated lockdown that prevents Meelup Farmhouse from operating as a function venue, and your confirmed event date falls within the stipulated lockdown period. All monies pre-paid will be transferred to the new date minus the value of food and/or beverages pre purchased. This value will be determined by the Venue Co-ordinator subject to lead time. Unfortunately, should strict interstate and international border controls be in place, and the operation of Meelup Farmhouse is unalected, we will be unable to oler a postponement without financial penalty. In the event of a capacity reduction due to mandatory restrictions, full cost of food and any customised beverage olerings will be charged in full.

## BEVERAGES

Guests will be served the selection of drinks you have chosen during the times you have allocated. You will be responsible for payment of all these beverages. You are not permitted to supply your own beverages, as this is an infringement of the Racing, Liquor & Gaming licensing regulations. Gifts of alcohol presented to guests must remain sealed whilst on the premises; this includes purchased items supplied by Meelup Farmhouse.

Beverages are available on a set package or consumption basis. All adult guests in attendance will be charged the per person package price if beverages have been chosen to be served on a set package. The conclusion of the beverage package duration must coincide with the finish time of your event. A cash bar facility can be made available to your guests pre beverage package commencing, however, must be followed with the set beverage package or master consumption. A cash bar facility is not available pre ceremony or post beverage package or master consumption concluding.

A maximum of 7 hours beverage service for your event (for ceremony, pre-dinner drinks and reception combined). All wines are subject to vintage availability. Beverage Package inclusions may vary from the time of booking, however equivalent product lines will be olered. Meelup Farmhouse is a responsible purveyor of alcohol, and, as such reserve the right to refuse alcohol service to anyone including private function guests.

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Under absolutely no circumstance may any person under 18 years of age consume alcohol on licensed premises. Proof of age ID may be requested and failure to produce will result in no beverage service. Please advise your guests attending.

## **CONFIRMATION OF DETAILS**

Required a minimum of 28 days prior to event date. Your Venue Co-Ordinator will contact you to obtain these details. Final guest numbers and dietary requirements are required 14 days prior to event date.

## **WEDDING CAKES**

Wedding cakes must be delivered on the day of the wedding and set up by the cake supplier. Cake bags or boxes are to be supplied by the client. Meelup Farmhouse will platter wedding cake for guest self service free of charge. If Meelup Farmhouse staff are required to box or bag the cake a labour fee is charged of \$3.00pp. If wedding cake is to be served as a plated dessert or fourth course a labour fee is charged of \$7.00pp. Delivery times of cakes are to be arranged with Meelup Farmhouse prior to goods being delivered.

## **DAMAGE/INSURANCE**

Nothing is to be nailed, screwed, stapled or adhered (including Blu-Tak) to any wall, door or surface of the building. The Venue Coordinator must approve all signage in the public areas. Any damage to the property, Meelup Farmhouse facilities, equipment, fittings or surrounds caused by guests to Meelup Farmhouse will be the financial responsibility of the organiser. The costs associated with repairs or abnormal cleaning will be charged to your final account. Meelup Farmhouse is always extremely careful when looking after people and their belongings, however accepts no responsibility for the damage or loss of merchandise on our premises prior to, during or after an event. Any items left on site will be disposed of after 7 days unless prior arrangement has been made.

## **FORCED MAJEURE**

Meelup Farmhouse will not be liable for inadequate performance to the extent caused by a condition (including but not limited to bushfire, natural disaster, act of war or terrorism, riot, governmental action) that was beyond the party's reasonable control.

## **QUOTATIONS**

Meelup Farmhouse offers all quotations in good faith based on details provided and reserves the right to advise of alterations or additions to this quotation apparent. Please note all prices are subject to change.

## **SMOKING / VAPING**

Smoking and/or vaping is not prohibited in any of the buildings, main reception verandah or back lawn area. A designated smoking area will be made available.

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Please be aware smoking may be declined during high risk fire seasons. Vaping is only permitted in the designated smoking area. Non-compliance by any guests may result in beverage service to cease regardless of set beverage package or consumption basis.

## **NOISE POLICY**

Meelup Farmhouse management reserves the right to monitor and control the noise level of all sources of entertainment within the venue, ensuring the requirements of the Environmental Protection (Noise) Regulations Act are met at all times. Meelup Farmhouse will provide an in-house PA system, with portable speakers for all DJ's to connect into. This PA system requires DJ's to connect via RCA cable, we are able to provide a 3.5mm jack to RCA cable, or RCA to RCA cable if required.

Noise is not permitted to exceed a level of 85db at the source, and 35db at the property boundary, and all amplified noise must cease by 11.45pm. Noise level readings will be taken by Meelup Farmhouse at 8.00pm and 10.00pm on the event day. Failure to accept the above conditions and follow the direction of the management team will result in the termination of all sound equipment. In addition, the following equipment is not permitted to be used in the venue; subwoofers, megaphones, whistles, drum kits (excluding electronic kits).

## **DELIVERIES / EQUIPMENT HIRE**

Items being delivered on your behalf must be boxed and labeled with event name clearly marked. All items must be delivered no earlier than 3.00pm and collected at the conclusion of the function. Other drop off times must be arranged with our Venue Co-Ordinator. Should pack down of outsourced or personally supplied items be required by Meelup Farmhouse, an additional minimum fee of \$350.00 will be applicable. Although all care is taken, no responsibility is taken for lost or damaged goods.

## **VENUE HIRE**

Venue hire is inclusive of all set up costs as specified in your quotation. Venue hire applies to each of your private function areas. The Farmhouse lawns and outside spaces are not available for use as a reception location for winter micro weddings

- Micro Package: \$3500.00: exclusive use of our undercover veranda and inside bar + restaurant space.
- Intimate Package: \$1,500.00: exclusive use of our inside bar + restaurant space and the undercover enclosed dance floor. The main veranda will not be set up for use for intimate packages.
- Set ups requiring early access \$2,000.00 (venue hire difference of \$2,000.00 does not contribute to the minimum spend amount)
- Ceremony Hire: \$1000.00: exclusive use of MFH ceremony lawn, The Porch, or undercover enclosed decked area. Outdoor spaces may not be available for use in the case of inclement weather.

Access required earlier than 3.00pm for any outsourced equipment that inhibits venue capacity during regular trading hours must be approved by the Venue Co-Ordinator.



## MINIMUM SPEND

The required food and beverage spend for exclusive use of Meelup Farmhouse is:

- Micro Package: \$6000.00
- Intimate Package: \$4000.00
- Public holidays and all school holidays: additional \$2500.00

Ceremony/venue hire and public holiday surcharge does not contribute to the minimum spend amount.

## PAYMENT

We request that all payments be made to the following bank account. Please include your name and date of wedding as a reference.

Meelup Farmhouse

BSB 036-226

Account Number #604370

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# AGREEMENT



EVENT DATE \_\_\_\_\_ APPROXIMATE NUMBER OF GUESTS \_\_\_\_\_

CEREMONY TIME \_\_\_\_\_ RECEPTION LOCATION \_\_\_\_\_

CEREMONY ONSITE \_\_\_\_\_ RECEPTION TIME \_\_\_\_\_

## • CLIENT ONE •

CLIENT NAME \_\_\_\_\_ CLIENT EMAIL \_\_\_\_\_

CLIENT HOME NUMBER \_\_\_\_\_ CLIENT MOBILE \_\_\_\_\_

CLIENT ADDRESS \_\_\_\_\_

I have read and understood this Booking Agreement Terms & Conditions and confirm I will comply fully with these by initialling each page and signing this document.

CLIENT SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

## • CLIENT TWO •

CLIENT NAME \_\_\_\_\_ CLIENT EMAIL \_\_\_\_\_

CLIENT HOME NUMBER \_\_\_\_\_ CLIENT MOBILE \_\_\_\_\_

CLIENT ADDRESS \_\_\_\_\_

I have read and understood this Booking Agreement Terms & Conditions and confirm I will comply fully with these by initialling each page and signing this document.

CLIENT SIGNED \_\_\_\_\_

DATE \_\_\_\_\_