



Otway Estate

Winery & Brewery



Venue Hire





Congratulations on your engagement and thank you for your interest in holding your upcoming Wedding Reception at Otway Estate. A wedding is always a special and very exciting occasion. At Otway Estate we pride ourselves in providing a high level of service and are only too happy to discuss any of the wedding options with you in further detail. We encourage you to visit the Estate so you can inspect the venue.

Otway Estate is set in the pristine Otway Hinterland and offers a superior quality venue with spectacular views over the vines, water and bushland. The Estate includes a winery, brewery, cellar door and function/reception centre. Our landscaped gardens offer a range of wedding ceremony options throughout the property.

Our beautifully appointed cottages provide high quality accommodation and a perfect place for either yourselves or your guests to relax.

Please take your time to look over these options and do not hesitate to contact us or arrange an appointment if you have any further questions. We can be contacted by phone on (03) 5233 8400 or email us at info@otwayestate.com.au.

We look forward to sharing your special day.

Georgie Wheeler
Venue Coordinator





Wedding Reception

Wedding Coordination & Catering

Our exclusive caterer and event manager, Sorella Foods, will co-ordinate with you to ensure that your special day runs smoothly. They have years of experience, offer high quality catering, and will ensure that all aspects of your day are seamless. All matters associated with wedding coordination and catering will be managed by Sorella Foods directly. No outside caterers are permitted.

Venue Hire & Bar

All arrangements regarding venue hire, drinks packages/bar and on-site accommodation will be managed by Otway Estate.

Inclusions

All venue hire packages are inclusive of the following:

- Use of the vineyard and gardens for your wedding photos;
- 10% discount for on-site Cottage accommodation rates. Two night minimum applies over weekend periods
- Pre-arranged selected tasting of our wine and beer package options

Otway Room

The Otway Room is a large open dining room with glassed sliding doors opening onto a large timber decking overlooking the vines and bushland. This room is ideal for weddings, parties or corporate dinners. The Otway Room is able to cater for up to 150 seated guests or 300 for a cocktail function. Overflow into the café and lounge provides seating for a further 50 guests.

Café and Lounge

The café and lounge area provides casual dining and a suitable location for pre-dinner drinks. The café and lounge have glassed sliding doors opening out to a large timber deck overlooking the vines and bushland. This room is ideal for 40 seated guests or 60 for a cocktail function. Access to this café and lounge area will be not be available after hours unless specifically booked.

Gallery

The Gallery offers a private area on our upstairs mezzanine for up to 40 people. This area is suitable for indoor wedding ceremonies or small intimate parties. The gallery is available for pre-dinner drinks, cocktail parties and private tastings. The gallery area is unavailable unless booked.

Outdoor Gazebo

Our gazebo provides a wonderful location to host your ceremony. We provide seating, table/barrel and seating for signing registry together with white table cloth for the registry table. Rose petals are permitted outside the building but not on the deck area. Confetti and rice are not permitted.

On-Site Facilities

Otway Estate offers the following equipment and facilities on-site. Any additional items can be arranged at the hirer's cost;





- Round tables x 10 (seat 8 people). These can be up-sized to create a maximum of 6 tables seating 12 people and 4 tables seating 10 people.
- 118 brown padded chairs plus 40 white café chairs
- 20 rectangular trestle tables seating a maximum of 120 people plus 12 small square tables
- 50 plastic outdoor chairs available for use for outdoor ceremonies
- Various wine barrels, 2 large sun umbrellas
- Audio/visual facilities in the Otway Room – ceiling mounted data projector, sound system, speakers (suitable to hook to IPod), microphone
- Lecturn

Accommodation

Otway Estate offers 3 boutique spa cottages on-site – please see attachment for details and tariffs. Wedding guests receive a 10% discount on accommodation rates. A two night minimum booking applies over weekends. If the wedding takes place over a long weekend a three night minimum stay may be required. Bookings should be arranged direct with Otway Estate.

Cakes

Cakes must be delivered at least 3 hours prior to the commencement of a function. All cakes must be made by an approved food handler and in a registered kitchen and delivered in accordance to food safety legislation. Deliveries must be arranged with the venue in advance.

Decorations/Centrepieces

Venue access will be provided to the hirer, for the purposes of setting up centrepieces, placecards and decorations from 2pm on the day prior to the wedding.

No items are to be attached, pinned or glued to any wall surface inside or outside our buildings. Centre pieces and flowers are at your own expense. Any candles must be enclosed by glass, making them non drip, safe and stable.

Chair covers can be arranged at the expense of the hirer. A gift table will be provided upon request.

Set up must be complete at least 3 hours prior to your function, and all items belonging to the Hirer must be removed from the venue no later than 3 days after the function is complete. Deliveries and pick ups must be arranged with the venue in advance.

Seating Plan

An A frame easel will be available to display seating arrangements at the entrance of the function. Hirers should supply a suitable seating plan/s for display.

Photography

Otway Estate provides many photo opportunities throughout the property and we welcome photos to be taken in our vineyard, winery and selected garden areas.

Entertainment

Facilities for music or a band are available. A simple PA system is available for speeches. Extra sound equipment or lighting is available at the wedding parties' expense.





Smoking

Otway Estate is a non smoking venue, smoking is not permitted indoors. Smoking is permitted at the open side of the decking only near the front entrance, and ashtrays are provided. Smoking is not permitted on the decking adjacent to the food service area.

Parking

Ample free parking is available on site, including disabled parking. We can also accommodate buses if required.

Facilities for disabled patrons

Full disabled facilities are available at our venue.

Transportation

Transportation including buses and taxis can be arranged on behalf of your guests. Please advise us on taxi arrangements prior to the end of your function or at least 14 days in advance for bus services.

Hire Charges

Venue & Kitchen Hire

Wedding hires with 60 or more people are guaranteed exclusive use of the entire venue for the duration of their booking. These hire charges include use of venue and kitchen equipment, including all on-site crockery and cutlery.

- Less than 80 guests \$1,050 hire charge
- More than 80 guests \$1,300 hire charge

Ceremony - Gazebo

- Garden, Deck & Gazebo (as part of on-site Reception): \$200
- Garden & Gazebo (Ceremony Only): \$500
- Any beverages consumed on site must be purchased as part of a drinks package or bar tab

Function Duration

Duration of functions can be extended for an additional cost of \$110.00 per hour (or part there of) plus beverage costs. Any beverage requested after cease of function hours will be charged to guests, unless otherwise arranged by you. All evening functions must conclude by 11pm. Any functions running past 11pm, will require an extended liquor license which will be at the hirer's expense.

Standard times are:

- Lunchtime : 11:00 am to 4.00 pm
- Evening : 6:00 pm to 11.00 pm





Beverage Packages

Please refer to page 7 for Beverage Package options. Full payment of any outstanding function bar tab is to be settled at the conclusion of the event in one transaction. Drinks served outside the duration of the drinks package will be charged at current bar prices – refer to page 9.

Public Holidays

Please note that a 10% surcharge applies on hire costs on Public Holidays. A 15% surcharge applies for function bookings on Christmas Eve and New Years Eve.





PREMIUM PACKAGE - \$48 per head

Wine: Premium Regional Sparkling – A choice of 1

- Ashman’s Semillon Sparkling, NSW
- Madame Coco Blanc de Blanc Sparkling, France

Premium Regional Wines – A choice of 2 whites and 2 reds

- Phaaedrus – Pinot Gris (Mornington Peninsula)
- Echo Beach, Sauvignon Blanc Semillon, (Margaret River, WA)
- Aramis Sauvignon Blanc (Adelaide Hills, SA)
- Otway Estate - Chardonnay (Otway Region)

- Hirsch Hill Estate – Pinot Noir (Yarra Valley)
- 490meters Cabernet Merlot (Central Victoria)
- Zema Shiraz (Coonawarra, SA)
- Aramis Black Label Cabernet Sauvignon (McLaren Vale, SA)

Beer: Prickly Moses Beers – A choice of 2 Heavy beers plus Light beer

- Heavy: Summer Ale (4.5%), Otway Ale (4.9%), Chainsaw (4.8%)
- Light: Otway Light Ale (2.9%)

Cider: A Choice of 1 cider

- Forbidden Fruit Cider (4.6%)

Other Beverages:

- Soft Drink –Squash, Coke, Lemonade, Diet Coke
- Juice – Orange and Apple Juice
- Water – Mineral and Still water

OPTIONAL EXTRAS

- Whitehill Moscato
- 490m Moscato

CHILDREN 4 – 17YRS - \$18 per head

Other Beverages:

- Soft Drink –Squash, Coke, Lemonade, Diet Coke
- Juice – Orange and Apple Juice
- Water – Mineral and Still water





Wine Menu – Bar

Sparkling		g	b
Moore’s Creek Sparkling	<i>NSW</i>	\$7.0	\$25.0
Madame Coco Brut NV	<i>Aude Valley, France</i>		\$30.0

White Wine			
Otway Estate Semillon Sauvignon Blanc	<i>Otway Ranges</i>	\$7.5	\$28.0
Aramis Sauvignon Blanc	<i>Adelaide Hills, SA</i>		\$34.0
Otway Estate Chardonnay 2010	<i>Otway Ranges</i>	\$8.0	\$30.0
Otway Estate Reserve Chardonnay 2008	<i>Otway Ranges</i>		\$36.0
Phaedrus Pinot Gris	<i>Mornington Peninsula</i>		\$34.0

Red Wine			
Otway Estate Pinot Noir	<i>Otway Ranges</i>	\$8.5	\$36.0
490meters Cabernet Merlot	<i>Central Victoria</i>		\$27.0
Otway Estate Geelong Shiraz	<i>Otway Ranges</i>	\$7.0	\$25.0
Longboard Shiraz	<i>Surfcoast</i>		\$28.0
Aramis Black Label Cabernet Sauvignon	<i>McLaren Vale, SA</i>		\$36.0
Zema Estate Shiraz	<i>Coonawarra, SA</i>		\$36.0

Sweet Wine			
490m Moscato	<i>Strathbogie Ranges</i>	\$7.5	\$29.0
<i>VIC</i>			

Other Beverages

Non Alcoholic	g	p	jug
Orange and Apple Juice	3.5	4.5	14.0
Soft drink – Coke, Lemonade, Squash, Coke Zero	3.0	4.0	12.0
Mineral Water, Tonic Water, Dry Ginger	3.0	4.0	





Terms and Conditions

Tentative Bookings

Tentative bookings will be held for 14 days. After this time the booking will be released, unless an extension has been requested.

Deposit

A 50% deposit of the quoted venue hire cost is required to secure your venue booking and can be paid via direct debit, Visa or Mastercard. This is to be paid within 7 days of confirmation of your required date. Payment of the deposit will confirm your acceptance of our Terms and Conditions and will be deducted from your final payment. All customers are required to sign our booking agreement upon paying the deposit.

Final Payment

Payment of the remaining 50% of the quoted cost is required 60 days prior to the function date. Final payment of any other outstanding balance is due at the conclusion of your function.

Validity of Prices

These prices are valid for July 2013 till June 2014. We reserve the right to change the price if a variation to the quote is requested. While every endeavour is made to maintain prices as quoted, all costs are subject to change.

Damages and Cleaning Cost

The Hirer remains responsible for any loss or damages caused by them or any of their guests, invitees or other people attending the function, whether in the function room or any other part of the club's premises. The Hirer will forfeit their right to have the bond money returned to them and will additionally be liable for the cost of any damages incurred as a result of the function.

Otway Estate, while taking reasonable care to prevent accidents, will accept no responsibility for any damage to or loss of property brought in by patrons before, during or after the function.

General and normal cleaning costs are included in the cost of the Room Hire Fee, but additional cleaning fees may be charged if the function has created cleaning requirements above and beyond normal cleaning.

Bond

A bond of \$400 will be charged as part of the Final Payment amount. This will be repaid to the client within 72 hours of the event conclusion, once management have conducted an inspection and are satisfied that no damage has occurred to the premises and property.

Booking Cancellations

All cancellations are required in writing. In the case of cancellation, the following applies;

- More than 6 months prior to the date of the function, a refund of your deposit is provided, less a \$150 cancellation fee.



- Less than 6 months but more than 60 days prior to the date of the function, the deposit is non refundable unless the function space can be resold. In that case a \$150 cancellation fee applies.
- Less than 7 days notice prior to the date of the function, the full hire cost is considered non refundable.

Alcohol

Due to stringent liquor licensing laws, only beverages agreed upon by the venue will be served at the function. BYO is prohibited.

Conduct

The Hirer is responsible to conduct the function in an orderly manner and in full compliance with all applicable laws. Otway Estate reserves the right to intervene if a function’s activities are considered illegal, excessively noisy or offensive. Otway Estate reserves the right to remove patrons attending functions from the premises for unruly behaviour or showing signs of intoxication as deemed at management’s discretion.

Otway Estate operates under current Liquor Licensing laws – and thus enforces the Responsible Service of Alcohol even though you are holding a private function. Any persons considered to be under the legal drinking age of eighteen (18) years will NOT be served alcohol. Otway Estate further reserves the right to refuse the service of alcohol to any patron it considers to be intoxicated, and/or behaving in an unruly or offensive manner.

All patrons are to vacate the premises 30 minutes after the agreed function finish time.

Security

Function rooms booked for the purposes of: 18th birthday parties; 21st birthday parties; bucks parties; and/or functions otherwise deemed appropriate by management, may be required to have security provisions. This will be determined at the time of booking.

It is the responsibility of the Hirer to arrange, provide and pay for the security (or alternatively, Otway Estate can make security arrangements on behalf of the client (the costs of which will be borne by the client). Security personnel must arrive at least ½ hour before the scheduled start time of the function and be present throughout the duration of the function. All security personnel must have a current license; in accordance with applicable laws, and must have a current Responsible Service of Alcohol (RSA) Certificate. Security personnel are to provide license numbers to Otway Estate and record any incidents within the Incident Register.

Band/DJ Equipment

All electrical leads and equipment bought on site at Otway Estate must be tested and tagged. We reserve the right to refuse use of any equipment deemed to be unsafe or a potential hazard in accordance with our OHS policy.



