

Catherine Vale Vineyard

Proposal for Hire of the Anderson Room for Functions

Catherine Vale Vineyard would like to offer its Cellar Door facility for hire for functions such as weddings and business dinners. This room is the Anderson Room. There are a number of aspects of booking your function that you will need to consider. Following is a list of our Standard Terms and Conditions as well as suggestions and recommendations for your function. We will be happy to discuss these with you. Catherine Vale Vineyard Cellar Door is a smoke-free venue as is the outside verandah.

Venue and Clean Up

- When you hire the venue (Anderson Room), you will have use of the main building, kitchen and the toilet block.
- Hiring charges include water and power
- The venue is available for a maximum 6 hours, no later than 11:30p.m.
- Hiring Cost is \$450.00
- Suggested times for venue use:
 - 4 p.m. - 10 p.m.
 - 5 p.m. - 11 p.m.
 - 5:30p.m. – 11:30 p.m.
 - Other times by negotiation

Decorating can be done at a time prior to the function

Cleaning and Set up

- Cleaning costs are included in hire as per above.
- All tables and chairs will be inside the Anderson Room
- Set-up - chairs and tables will be organized according to your directions

- Cleaning includes sweeping, vacuuming and cleaning toilets and kitchen.

- If you want tables and chairs set up outside or a small marquee or outside lights which have to be brought up from storage a cost will be added for this at \$25.00 per hour (example setting up for a ceremony outside.) Or you can assist with this on day prior to event.

Decorations

- You can provide your own decorations and decorate the venue
- No decorations are to be hung on the walls in building, there is a hanging rail at ceiling level.
- Windows can be utilized provided appropriate hanging tape is used
- All decorating done by hirer is to be removed by the next day prior to 10 a.m. or immediately following the event but no later than half an hour after event is completed or by arrangement.
- If you wish to use candles, please ensure that they are enclosed, such as tea lights inside a glass surround - there is a quantity of glass surrounds provided.
- Decorations can be organised by Catherine Vale Wines at per cost payment. We will charge \$25.00 per hour for set-up
- We have outside lights available if you wish to use them

Flowers

- We would prefer that the hirer supplies their own flowers local florists in Singleton are about 30 minutes away.
- We can assist with organization if desired on a per cost basis, plus delivery

Catering

- Your own chef can be organised to cater for the event
- Any additional equipment other than what is provided will be at your expense
- The venue has a full commercial kitchen and several BBQ's
- Catherine Vale can organize a quote for catering.

Beverages*

All wine for your function is to be purchased from Catherine Vale at the following prices:

Wine Variety	Retail Bottle Price	Special Venue Price
Chardonnay	\$20.00	\$17.00
Semillon	\$19.00	\$16.00
Verdelho	\$17.00	\$16.00
Arneis	\$20.00	\$17.00
Dolcetto	\$19.00	\$17.00
Barbera	\$28.00	\$25.00
Sparkling Chardonnay	\$25.00	\$20.00

- Juice, soft drinks, and mineral water should be supplied by the hirer or can be supplied by Catherine Vale Vineyard on a per cost basis with placement of order
- Beer and spirits can be supplied or purchased on a cost basis

- Catherine Vale can also sell wine by the glass or bottle to guests as per your requirements. Additional charge for Staff to pour would be required.
- *Wine prices as per – April 2017 this is 10-15 % off retail price and is negotiable depending on cases ordered.

Waiters / Waitresses

- Waiters, waitresses and kitchen hands and drink servers can be employed at a cost of \$25.00 per hour
- For a function of 40 people, we suggest a minimum of 1 kitchen hand, 2 waiters/waitresses and 1 drink server
- Drink Server would need to be provided by Catherine Vale. For licensing issues.

Wedding Cake

- If your function is a wedding, you will need to supply the wedding cake
- Local Wedding Cake Specialist is available in Broke

Entertainment

- Can be organised by Catherine Vale Wines on a per cost basis. For example, possible Juke Box hire would be around \$350.00
- You can supply your own CD Player and music if desired
- We have a microphone that you can use
- Catherine Vale can source or provide contacts to organise decorations, entertainment, flowers etc, we will charge a fee of \$25.00 per hour for time taken to make the necessary arrangements

Insurance

While you are using our venue, you will be covered by our accident insurance as long as all attending have been invited.

Equipment

Catherine Vale has the following equipment:

Item	Hire cost
Tables and Chairs inside/outside	NA
Crockery	NA
Glassware, including: Standard Tasting Glass	NA

<ul style="list-style-type: none"> • Water • Champagne flutes 	
Table Cloths	Extra charge
Napkins	Extra charge
Cocktail napkins	Extra Charge
Salt and Peppers	NA
Soup Bowls	NA
Butter dishes/dessert	NA
Cool Room Hire	As per delivery charge
Additional Marquee	Have 3X3 metre white marquee plus a couple others green or blue
Chairs and Tables Outside	Cost is associated with moving from storage area \$25.00 per hour