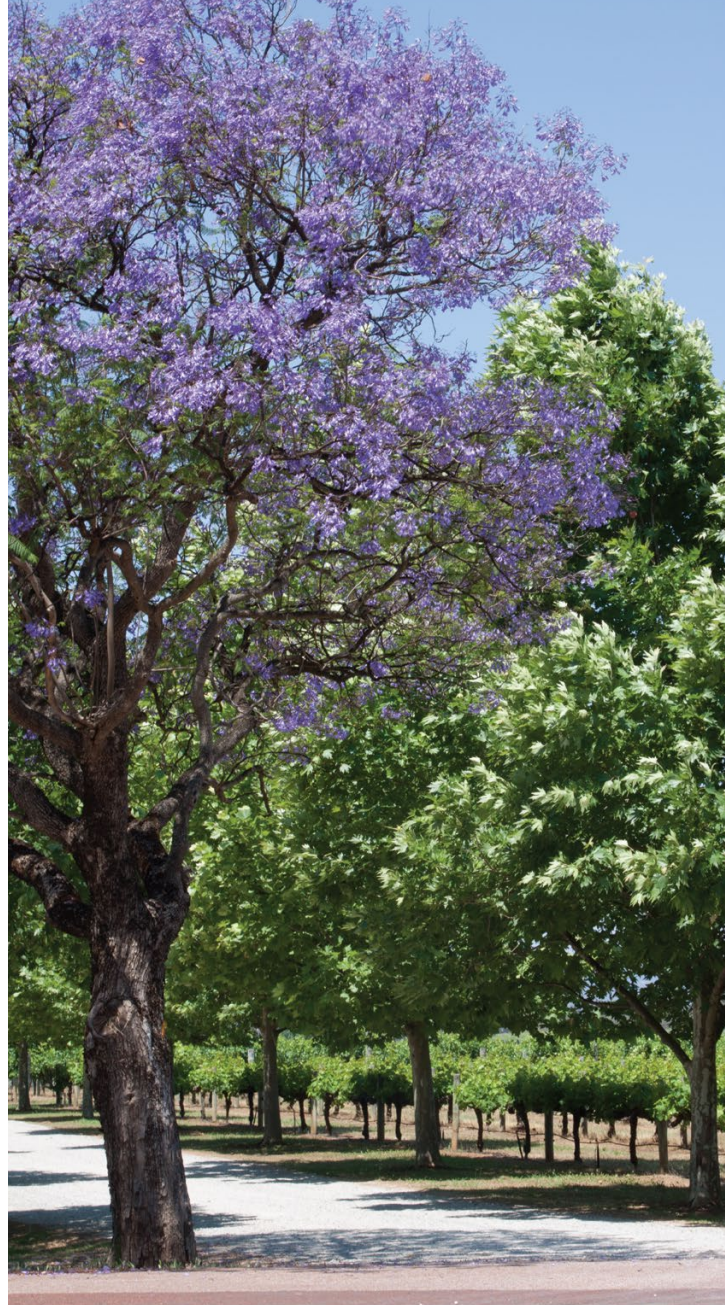




Wedding Receptions

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Seasons of Lancaster Wines



About Lancaster Wines

Lancaster Wines is located on the Swan River in the heart of the beautiful Swan Valley.

Renowned for its outdoor tasting shed and beautiful vineyard setting, Lancaster Wines is the perfect location for your Wedding Ceremony and Reception.

Whether you are looking for a casual stand up reception with a gourmet BBQ or a more traditional sit down wedding in a marquee or out in the open air, Lancaster Wines can be the ideal location for your wedding.



Bookings:

Bookings can be placed by calling 9250 6461 or via email to lancasterwines@iinet.net.au

A 30% deposit must be received within 7 days of your booking. This can be made in person at our cellar door via eftpos or by transferring funds via EFT. Final payment is required fourteen days prior to function.

Venue Hire:

50 + pax	-	\$1500
Up to 50 pax	-	\$2500



Wedding Photos:

Photos can be taken anywhere on the Lancaster property including in the vineyards or around the cellar door.

Additional Information:

All catering, music, gazebo, marquee, chairs, cutlery etc. to be provided by you. Preparation for the event can be made during the day, the ceremony/reception must be located away from or outside of normal cellar door operating hours of 10am to 5pm.

On-site parking is available.

Drinks Packages

Cost is based on a 4 hour package.

An additional hour can be purchased for \$10 per person.

Premium Package - \$65 per person

Includes:

- A choice of one white wine
(Chenin Blanc, Verdelho or Tin Shed White)
- Sparkling White
- A choice of one red wine
(9 Rows Cabernet or Old Vines Shiraz)
- One full strength beer (eg. Crown Lager)
- One Light Beer (eg. Carlton Mid)



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Drinks Packages

Cost is based on a 4 hour package.

An additional hour can be purchased for \$10 per person.

Deluxe Package - \$75 per person

Includes:

- A choice of two white wines
(Chenin Blanc, Verdelho or Tin Shed White)
- Sparkling White
- A choice of two red wines
(9 Rows Cabernet and/or Old Vines Shiraz)
- International or craft beer (eg. Heineken)
- One Light Beer (eg. Carlton Mid)



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Venue Hire Terms & Conditions

This agreement confirms the details of our terms and conditions for the hiring out of Lancaster Wines. Your reservation is confirmed when payment of the deposit is received together with a signed copy of this Agreement.

Event Closing Time

Event end time and conclusion of all drinks packages are strictly 11pm. Extra charges of \$500 per hour plus GST will be incurred for any events that proceed beyond the agreed time.

Payment, Confirmation and Deposit

A 30% deposit will be invoiced and is required to be paid within seven (7) days to confirm your booking.

Final payment will be invoiced and is required to be paid fourteen (14) days prior to the function.

Catering, Music and Equipment Hire

All catering, music, marquee, chairs and cutlery is to be arranged by you at your cost. Set up of the event is to occur with minimal disruption to the normal cellar door operation.

Commencement time of Ceremony and Reception

Commencement time and location of the Ceremony and Reception cannot disrupt our normal cellar door operations. Our closing time is 5pm and generally the staff will have completed and vacated by 5.30pm. If you wish to hold your ceremony away from the cellar door prior to 5pm this can be done by prior arrangement.

Music

Lancaster Wines is an alfresco environment. Accordingly amplified music i.e. DJ, is not permitted. Music is to conclude by 10:30pm.

Lancaster Wines has a speaker system throughout the cellar door area and 2 speakers facing the large grassed area. You can provide an iPhone/iPad with your wedding playlist. Alternatively, you may wish to arrange non-amplified music by a musician i.e. jazz, solo, acoustic.

Venue Hire Terms & Conditions

Staffing

Lancaster Wines will provide 2 staff members for service for events of less than 100pax and 3 staff for events 100+. Note, all events are bar service and not table service.

Final guest numbers

An estimated number of guests must be supplied at the time the reservation is made. The guaranteed guest count is required in writing five working days prior to the event.

Cancellations

All cancellations need to be received in writing. If a cancellation is received less than 7 working days from the event date, a cancellation fee of 50% of the charges of the booking will be incurred. If the cancellation is received less than 3 working days from the event date, 100% of the charges of the booking will be held. Lancaster Wines reserves the right to cancel the booking and allocate the venue to another client if the booking is not confirmed within 1 week from the initial enquiry.

Pack Down and Cleaning

It is the responsibility of the venue hirer to ensure that all rubbish is removed from the site on the night of the event and that the venue is left clean and tidy. Whilst Lancaster Wines is happy to allow storage of bulky items such as hire furniture, glassware and decorations until the following morning for collection, these must all be packed neatly in the rear ¼ of the venue. Anything left on site must be collected before 11am the following day. Any rubbish left on site will incur further cleaning charges. Lancaster Wines takes no responsibility for any item stored at its premises.

Conduct

Venue hirers are responsible for conducting their functions in an orderly manner. Lancaster Wines reserves the right to intervene if a function's activities are considered illegal, excessively noisy or offensive. We reserve the right to remove patrons attending functions from the premises for unruly behaviour or showing signs of intoxication as deemed at management's discretion.

Damages and Cleaning Costs

The client remains responsible for any loss or damages caused by them or any of their guests, invitees or other people attending the function, on any part of the premises. The client accepts that they will be responsible for the cost of any damages incurred as a result of their function. General cleaning costs are included in the Hire Fee, but additional cleaning fees may be charged if the function has created cleaning requirements above and beyond normal requirements. Please note, all rubbish from the event must be removed from the premises at the end of the event and disposed of by the hirer.

Venue Form

Date of function: _____

Cost: _____

Start and end times: _____

Contact Details: _____

Type of function: _____

Contact Name: _____

No. of people: _____

Address: _____

Drink Package: _____

Phone: _____

I, _____ have read and agree to comply with the above conditions of this agreement.

We also agree that our venue booking will commence no earlier than 5:30pm on the selected day and music is to conclude by 10.30pm and the event to conclude by 11.30pm.

Signature _____



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