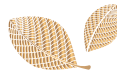


ELMSWOOD
ESTATE
YARRA VALLEY

WEDDING PACKAGE
2017 -2018



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YARRA VALLEY



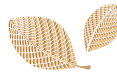
Elmswood Estate offers the warmest of congratulations on your engagement and is honoured that you have chosen us to be a part of your special day.

Deriving our name from the mature Elms that line our private driveway, Elmswood Estate is situated in a picturesque part of the world renowned for its wine making and scenic beauty. We pride ourselves on our manicured grounds and our stunning panoramic views, which create the perfect atmosphere to celebrate your commitment to one another.

Our team will take care of everything you need to ensure your day is as stress free as possible, from helping you decide on a menu from our award winning caterers, to customising the venue to reflect your vision and ideas. Getting ready for your big moment is made even easier with exclusive use of your own appointed bridal suite; every detail of your comfort is considered.

Voted by Tourism Victoria as having “one of the best views in the Yarra Valley”, you are simply spoilt for choice when it comes to choosing a scenic backdrop for your ceremony and in capturing photographic memories to treasure for a lifetime.

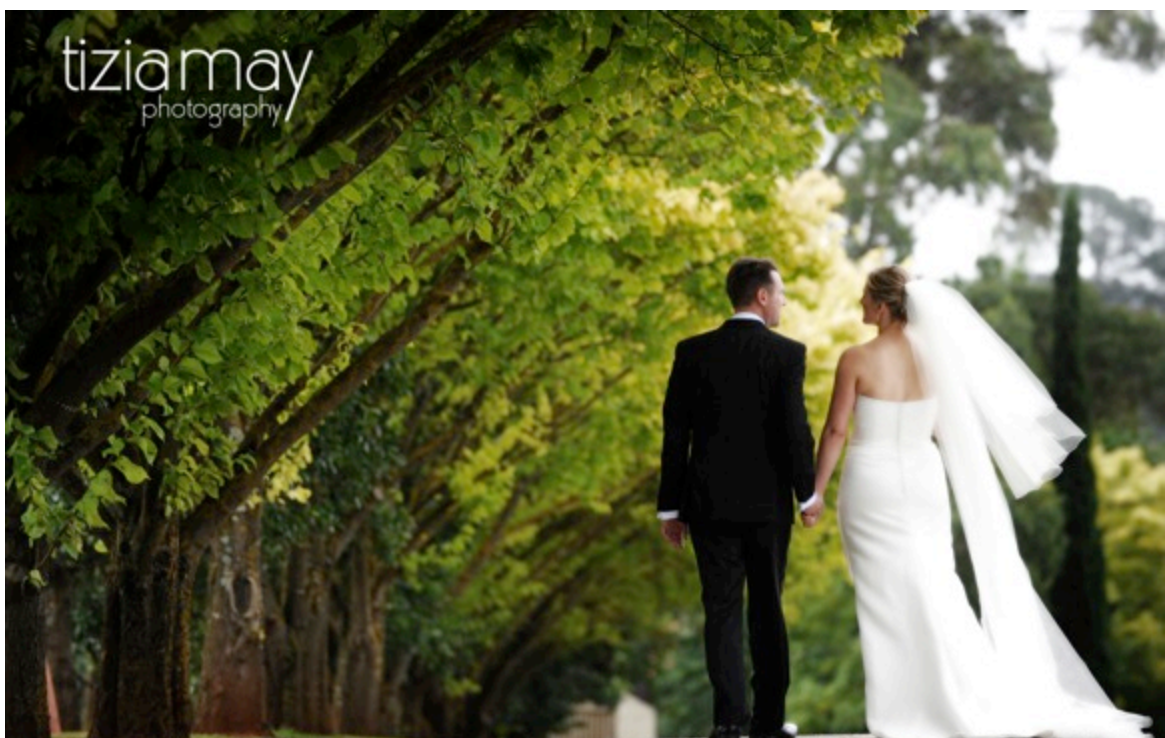
Our warm and friendly team will provide you and your family with a seamless and carefree experience, so all you need to do is focus on enjoying an unforgettable day.

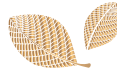


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WEDDING PACKAGE INCLUSIONS

- **Basic ceremony setup including 20 white outdoor chairs, signing table and chairs**
- **A five hour reception commencing no later than 6pm & finishing at 11 pm**
- **An on-site event coordinator for the duration of your ceremony and reception**
- **A team of dedicated staff to assist you and your guests**
- **Full use of our landscaped gardens and vineyard for photos**
- **Fully heated and air conditioned Pavilion and Cellar Door**
- **A wine barrel on which to present your wedding cake on**
- **Cake knife for cutting of your wedding cake**
- **Decorative easel to display your guest list and seating plan**
- **Use of our wireless in-house microphone for speeches and introductions**
- **White damask table linen for all tables**
- **Stanley Rogers cutlery, Churchill Crockery, and condiments**
- **Wrought Iron candelabras and white non-scented oil candles for guest tables**
- **Special dietary requirements catered for with prior notification**
- **Coffee and tea station**
- **Accommodation listing to include with your invitations**
- **Wheelchair access**
- **Access to disabled restrooms**
- **Baby change table facilities**





ELMSWOOD
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YARRA VALLEY

WEDDING PACKAGES

Cocktail Wedding - \$130 per person

- 2 hours of food service including 12 hot and cold canapés
- 3.5 hours of *Estate Beverage Package* service
 - House Red, house white, standard and light beer and soft drinks

Shared Table Platter Option - \$160 per person

- 3 course including Chef's canapé selection, bread, main platters with salads and vegetables
- 4.5 hours of *Estate Beverage Package* service
 - House Red, house white, standard and light beer and soft drinks

Fine Dining Option - \$165 per person

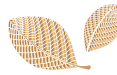
- 3 course including Chef's canapé selection, bread, main course and dessert.
- 4.5 hours of *Estate Beverage Package* service
 - House Red, house white, standard and light beer and soft drinks

Chinese Wedding Banquets by Silks Catering

PRICE ON APPLICATION

OPTIONAL EXTRAS

- | | |
|--|--------------|
| · Event Extension | \$600/hour |
| · Premium Beverage Package Upgrade | P.O.A. |
| · Beverage service extension - standard package per hour | \$10/pp/hour |
| · Beverage service extension - premium package per hour | P.O.A. |
| · Wedding cake served with cream & berries | \$7.5/serve |
| · Sparkling wine for toasting | \$5/person |
| · Children's menu for age 3 -12 (main, ice-cream & soft drink) | Half price |
| · Support team meals (main course & beverages only) | \$50/person |
| · Additional White outdoor chairs for ceremony | \$7/chair |



ELMSWOOD ESTATE YARRA VALLEY

TERMS & CONDITIONS

A tentative booking will be held for a period of fourteen days and a non-refundable deposit of \$3,000 is due upon confirmation of your booking. The balance is to be paid 14 days prior to the wedding date, no exceptions. Should guest numbers fall by more than 10% of the original numbers advised, an additional fee may apply.

Payment method:

Payments can be made via Cash, Cheque or Bank Transfer. Please use function date as reference number. Visa and Mastercard payments will incur a 3% surcharge.

Event Duration:

All events must conclude by 11.00pm. Liquor service will conclude at 10.30pm. All guests attending your wedding are required to vacate Elmswood Estate premises no later than 11.30pm or within half an hour of set completion time.

Cellar Door:

Elmswood Estate reserves the right to continue with cellar door sales on the day of your wedding, unless previously agreed upon with management.

Cancellations:

All cancellations must be made in writing to Elmswood Estate and will automatically forfeit any deposit paid. The following cancellation policy applies:

31-90 Days prior: You are liable to pay a cancellation fee equal to 50% of estimated final balance.
Less than 30 days prior: You are liable to pay cancellation fee equal to 100% of estimated final balance.

Change of Date:

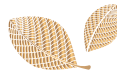
Notification must be given in writing 6 months prior to the original date or an additional fee of \$500.00 will be charged.

Prices:

All prices enclosed are valid until 30 June 2018. Prices will be quoted on application.

Public Holiday:

A surcharge of 30% applies to public holiday functions to cover public holiday staffing.



ELMSWOOD ESTATE YARRA VALLEY

Beverage Package:

Elmswood Estate is ONLY licensed to provide Elmswood Estate wines and selected beers.

Under NO circumstances are any other wines, beers or spirits to be brought onto the property and consumed. Elmswood Estate does not hold a BYO Licence.

Any alcohol found will be confiscated immediately. If any non-supplied beverages are seen on the same person a second time, that person will be asked to leave the premises.

It is the responsibility of the Bride and Groom to ensure ALL your guests are aware of the above beverage restrictions.

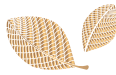
Elmswood Estate has the right to close the bar at any stage if guests become intoxicated or become a nuisance to other guests and staff. Elmswood Estate's policy is to provide responsible serving of alcohol in a professional manner. Elmswood Estate staffs are instructed not to serve any alcoholic beverages to guests under the age of 18 years, or to guests in a state of intoxication, as it is against the law.

Note:

- A copy of your credit card details will be kept and if necessary used to cover any damages to Elmswood Estate's property and to cover any outstanding monies not paid within 7 days of your wedding.
- A cleaning and maintenance cost will be charged should the property be left in an unreasonable manner or damage has occurred to Elmswood Estate's property or any external hire property. Management will determine these costs.
- All candles used on site must be drip free, smoke free and on a base or plate.
- The use of confetti, rice, rose petals and similar substances are not permitted on the property. It is the responsibility of the Bride and Groom to ensure ALL your guests are aware of this. We suggest the use of liquid bubbles as an alternative. There will be an additional charge for cleaning if these items are used.
- Elmswood Estate accepts no responsibility for any damage, theft or loss on the premises whether it is prior to, during or after your wedding.
- Elmswood Estate will not be responsible for any breakages and/or loss of any hire equipment arranged by you.

Decor:

- The use of plants from the vine and ivy family is not permitted under any circumstances; this is to prevent the introduction of disease into our vineyard. Should you require the use of rose petals for decorations they are to be used on indoor tables only. If you are unsure whether your floral arrangements contain these please check with your florist.
- No guests are to enter into the vines, unless approved by management.
- Electrical equipment installation must be approved prior the event.
- Smoking is only permitted outdoors in designated areas.
- No pets are allowed.
- Parking is available on the property, but not within the vineyard. Please check with staff if unsure.



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Force Majeure:

If Elmswood Estate is unable to hold your wedding due to circumstances beyond our control including: an Act of God; if the Fire Danger Rating reaches "Code Red - Catastrophic" in the Yarra Ranges Region; earthquake, storm, explosion and any other cause whether stated above or otherwise, which is not reasonably within the control of Elmswood Estate, then Elmswood Estate reserves the right to cancel the wedding at any time up to the commencement of the wedding and is indemnified against any claims and liability in relation to the cancellation of the wedding. Any monies paid (except the deposit) in relation to the wedding will be refunded.

Legal Costs:

All legal costs incurred by Elmswood Estate resulting from legal action due to unpaid fees or above mentioned costs are the sole responsibility of the name listed at the time of booking and will be added to the fees. We the undersigned agree to the above terms and conditions:

Date of Function:

Bride (Print name): _____

Signature of Bride: _____ Date: _____

Email: _____ Phone: _____

Groom (Print name): _____

Signature of Bride: _____ Date: _____

Email: _____ Phone: _____