



Otway Estate Winery & Brewery



Wedding package



Congratulations on your upcoming wedding and thank you for your interest in holding your 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 property. Our facility is open 7 days a week and after hours appointments can be made to suit.

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, function / reception centre, gallery and café / restaurant. 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 yourself 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.

Yours Faithfully,

Carolyn Milverton
Wedding Co-ordinator





Wedding Reception

A personal coordinator

Our personal wedding coordinator will help make your special day perfect by assisting with the organisation of your wedding and offering support and advice. Our coordinator will provide quality advice on the decorations or we can recommend florists, decorators and photographers for your big day.

Inclusions

All packages are inclusive of the following:

- Full waiter service for food and beverage
- Complimentary use of the vineyard and gardens for your wedding photos
- Complimentary room hire for 100 guests or more
- 10% discount on seasonal cottage rates. Two nights minimum booking applies.
- Private tasting of our wine selection
- Customised menu to suit your needs

Guest numbers

We can cater for a small intimate party or larger groups. We are able to cater for up to 150 guests for a sit down function or 300 for a cocktail function.

Otway Room

The Otway room is a large open dining room with glassed walls and 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 mezzanine. 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 will be unavailable after hours unless specifically booked.

Format

Our strong suggestion is for a variety of the cocktail / entrée dishes to be served on platters and either delivered to the table or handed around, followed by mains either plated and delivered to the table or a selection served banquet style, followed by dessert also either delivered to the table or presented as a banquet.

The advantage of platter style or banquet is a much greater choice for you.





Menu

Our menu and dishes are prepared exclusively by our Otway Estate chefs.

Children's Menu

A menu for Children is also available. Meal pricing for children under 13 is \$30 per head, this includes meal and soft drink.

Additional Meals (band, photographer)

Additional Meals are available for band members, photographer, video operators, etc. at \$30 per head, this includes main meal and soft drink.





Terms and Conditions

Confirmation & Payment

Tentative bookings will be held for five (5) working days. Confirmation of booking will occur upon receipt of a \$500.00 deposit. We accept cash, bank cheque and all major credit cards including Amex. All customers are required to sign our booking agreement upon paying the deposit.

Payment equal to 50% of the projected cost is required 60 days prior to the function date. The remaining 50% of costs with expected guest numbers are required 14 days prior to the function. Final numbers are to be received five working days prior to the event. This number represents the minimum number of guests to be paid for. Final payment of any other outstanding balance is due at the conclusion of your function.

Refund of deposit (less \$150.00 administration fee) due to cancellation of a function is conditional of that date being rebooked.

Function Duration

Duration of functions can be extended if required for an additional cost of \$110.00 per half 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 before 1:00 am.

Standard times are:

- Lunchtime : 11:30 am to 4.30 pm.
- Evening : 6:30 pm to 11.30 pm

Ceremonies

We have a variety of options for holding your wedding on site. All ceremonies include some garden seating, table 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.

Ceremony and Reception

Options and costing:

- Garden / rotunda: \$200 site fee
- Gallery: \$150 (guest numbers limited)
- Spring fed dam: \$500 site fee, plus all accommodation must be booked for the minimum booking period.
- Winery: \$300 (maximum number of guests 120)
- Other locations can be discussed with our wedding coordinator





Ceremony only

Options and costing:

- Garden / rotunda: \$500 site fee
- Gallery: \$400 (guest numbers limited)
- Spring fed dam: \$500 site fee, plus all accommodation must be booked for the minimum booking period.
- Winery: \$500 (maximum number of guests 120)
- Beverages must be purchased as pre-dinner drinks for guests to be consumed in our reception centre or garden area.
- Accommodation equivalent to one cottage for the minimum booking period must be booked.

Accommodation

Wedding guests receive a 10% discount on accommodation at Otway Estate. A two night minimum booking applies. If the wedding takes place over a long weekend a three night minimum stay is required. We can also provide a list of local accommodation providers.

Cakes

Cakes must be delivered at least 2 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. See our list of suggested cake bakers and decorators.

Decorations

Decorators and florists must complete setting up at least 1 hour prior to your function.

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, candles must be enclosed by glass making them non drip. Decorator details must be recorded and arrival times provided as part of the day plan.

A gift table will be provided.

Seating Plan

An A frame easel will be available to display seating arrangements at the entrance of the function. Seating of guests is done by our staff using an alphabetical guest list/table plan. Please provide place cards (arranged in order in individually numbered envelopes), table plan and alphabetical list in the week before the function.

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. Locations and photographer details, arrival and departure time all form part of the day plan. See our list of suggested photographers.

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. Contact details, arrival and departure times are required for the day plan. See our list of suggested entertainment.





Smoking

Otway Estate is a non smoking venue, smoking is not permitted indoors. Ashtrays are provided outside buildings. Smoking is permitted at the open side of the decking only near the front entrance. 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 in our function facility.

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.

Responsibility

Whilst all due care will be taken, management will not be liable for loss or damage of any items before, during or after a function. Damage or loss to the property and/or fittings during the function will be the financial responsibility of the Organiser(s).

Organisers will ensure the function is conducted in an orderly manner and in full compliance with all applicable laws (including Liquor Licensing Commission Laws) and Management requirements. Management reserves the right to exclude or eject any, and all, objectionable persons from the premises without liability.

Prices

Otway Estate reserves the right to adjust prices without notice. These prices are valid for January 2010 till December 2010 only.

