



WEDDINGS

Olivehouse

EVENT + FUNCTION VENUE



WELCOME TO THE OLIVEHOUSE

Congratulations on your engagement and thank you for considering the Olivehouse as the place to celebrate your special day.

We are committed to making your special day one to remember. Planning your wedding day should be exciting and stress free, which is why Jacqui (Owner & Wedding Coordinator) will guide and assist you in your wedding planning and experience, from the initial booking to the day of your wedding.

Our meticulous attention to detail extends beyond the delicious food to table decorations and other details that reflect who you are as a couple.

OUR VENUE

Located in the heart of the Goulburn Valley, just 10 minutes south of Shepparton and less than 2 hours from Melbourne, our stunning wedding venue – The Olivehouse at Greendale Grove provides the perfect surrounds and venue for the most memorable wedding.

The Olivehouse is a beautiful Federation style mansion, surrounded by fifty acres of olive trees, romantic English inspired rose gardens and manicured lawns.

Being located on a private estate you have exclusive use of our venue for your wedding ceremony and reception so you and your guests can enjoy maximum privacy.



GROVE ROOM

The elegant Grove Room (main reception room) is a light and fresh space with an abundance of natural light, stylish decor, high ceilings and spectacular views. Large Bi-fold and French doors open to the Garden View Room and extensive deck.

GARDEN VIEW ROOM

On cooler nights the Garden View Room is the ideal area for your canapés and pre dinner drinks whilst still enjoying the stunning views with floor to ceiling windows. This room opens to the Grove Room making one large space and has direct access to the bar, deck area and gardens. It also makes a fantastic dance floor allowing guests to still enjoy conversation in the Grove Room whilst other guests can dance the night away.

DECK

Unlike other venues Olivehouse offers a spacious undercover Deck overlooking our olive grove and gardens, complete with large white umbrellas, outdoor seating, bar tables and stools, pyramid gas flame heaters and ceiling fans. During the warmer months it's the perfect area to celebrate with a chilled glass of champagne.

GROVE

For something unique commence your wedding celebration with cocktails and canapes in our stunning Olive Grove with a shaded canopy of established olive trees, lush lawn and festoon lighting.

Our Grove is also the perfect location for a relaxed outdoor wedding reception. Festoon lighting draped through our olive trees creates a truly magical space.

CAPACITY

Olivehouse is suitable for wedding lunches and dinners up to 150 guests with a dance floor and cocktail weddings up to 250.

By day or by night, the timeless elegance and style of the Olivehouse is the perfect setting for your wedding celebration.





INCLUSIONS

Olivehouse offers a range of complimentary inclusions to enhance your wedding experience and take the stress out of planning for your special day.

- Highly experienced Wedding Coordinator (Jacqui) to assist with planning and coordination of your special day
- Exclusive use of Olivehouse venue and grounds
- White table linen and napkins
- Cake table, cake knife and champagne flutes for toasting
- Gift table
- Bentwood chairs with your choice of long or square tables
- Glassware, cutlery, crockery (including set up)
- Personalised table menus (two per table)
- Roving microphone and lectern
- iPod/iPad connectivity and sound system
- Background music
- Air Conditioning - heating and cooling
- Ambient lighting with dimming control
- Private bridal lounge area to relax prior to your reception commencing

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Ceremonies at the Olivehouse

McQuilton Photography

Our estate boasts several unique and equally stunning locations to hold your wedding ceremony that will reflect your style.

ARBOUR

The timeless elegance of our Arbour with white limestone paving and surrounding manicured lawns and rose gardens is the ultimate garden ceremony location. We have decorative options available including chiffon draping, chandelier, pillar candles and vases creating an unforgettable romantic ceremony.

BARN

Our Barn with its spectacular timber doors, ivy covered brick façade and flower filled wine barrels provides that rustic charm backdrop for your wedding ceremony.

OLIVE GROVE

Our stunning Olive Grove provides a truly unique ceremony site. Our established olive trees provide a shaded area on a beautiful sunny day.

GARDEN VIEW ROOM

A chapel style room with vaulted ceiling, fresh white walls, floor to ceiling glass windows and spectacular outlook across our gardens and olive grove makes a perfect ceremony alternative if the weather does not permit for your preferred location. This room has heating and cooling. Limited to ceremonies up to 120 guests.

Onsite ceremony fee: \$850





CEREMONY INCLUSIONS

- Your choice of ceremony site
- Registry table and chairs
- 20 white chairs at your ceremony site (extra chairs available to hire)
- Power at all ceremony locations
- Water station
- Outdoor seating for guests prior to and after your wedding ceremony
- Use of grounds and gardens for photographs

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BETWEEN CEREMONY + RECEPTION

Following your wedding ceremony you can choose from one of our Pre Reception Packages.

Let the celebrations begin with canapes and pre dinner beverages served to you and your guests in our beautiful garden and olive grove whilst having your photos at stunning locations on our estate.

On your return you and your bridal party can refresh in our private bridal lounge area whilst your guests are seated, ready to welcome you into your reception.

PRE RECEPTION PACKAGES

30 MINUTE PACKAGE

30 minutes Deluxe Beverage Package - \$23 per person.

Includes 20 minutes - Chefs selection of canapes (3 items per person)

Add \$5 per person to add signature cocktail

1 HOUR PACKAGE

1 hour Deluxe Beverage Package - \$30 per person.

Includes 30 minutes - Chefs selection of canapes (4 items per person)

Add \$7.50 per person to add signature cocktail

1.5 HOUR PACKAGE

1.5 hours Deluxe Beverage Package - \$35 per person

Includes 45 minutes - Chefs selection of canapes (5 items per person)

Add \$10 per person to add signature cocktail

Alternatively, a tab can be put over the bar or guests can pay their own way at the bar during this time.





Receptions at the Olivehouse

Prue Peters Photography

RECEPTION PACKAGES

MEDITERRANEAN FEAST MENU - SHARED STYLE

ENTREE - *Mediterranean*

- Freshly baked ciabatta with Greendale Grove extra virgin olive oil and marinated olives (V) (GF option)
- Platters of antipasto - Italian cured meats, grilled and marinated vegetables, grana padano parmesan and cream cheese filled peppers (V option) (GF option)
- Platters of bruschetta - toasted ciabatta with Greendale Grove extra virgin olive oil, topped with fresh tomato, basil, red onion and grana padano parmesan and sweet balsamic reduction (V) (GF option)

MAIN - *Mediterranean*

- Slow roasted pulled lamb leg marinated in olive oil, garlic, rosemary and thyme, tzatziki (GF)
- Roasted paprika and garlic tarragon chicken, jus (GF)
- Chinese 5 spiced confit duck legs (GF)
- Braised beef cheek with field mushroom and shallots (GF)
- Mustard and maple sticky pork belly (GF)
- Slow roasted salmon en paupiet with olives, dill, capers and lime (GF)
- Cauliflower steaks with Napoli, bocconcini and pesto (V) (GF)
- Aubergine cannelloni parmigiana (V)
- Pumpkin, spinach, ricotta and preserved tomato lasagne (V)
- Dusted salt and pepper calamari fritti with garlic emulsion
- Cold poached king prawns with lemon and sauce Marie Rose (GF)
- Duo of oysters: freshly shucked with lemon and traditional Kilpatrick

MEDITERRANEAN FEAST PACKAGE (5 HOURS)

- Freshly baked ciabatta with Greendale Grove extra virgin olive oil and marinated olives
- Entree - Platters of antipasto and bruschetta or roving entree (select 3 canape items from the Cocktail Menu)
- Main - Shared style main course (select 2)
- 2 side dishes served with main course
- Your wedding cake cut and served platter style with tea and coffee service
- 5 hour deluxe beverage package

Price til June 2023 - \$150 per person

Price til June 2024 - \$160 per person

Price til June 2025 - \$170 per person

EXTRAS

- Dessert - shared or roving style (select 3) \$15pp
- Fruit platters \$6.50pp
- Cheese platters \$12.50pp
- Additional side \$5pp

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MEDITERRANEAN FEAST MENU - SHARED STYLE *cont....*

SIDES - *Mediterranean*

- Twice cooked chips, rosemary salt, chipotle mayonnaise (GF) (V)
- Fried potato scallion scoops with sweet chilli cream (V)
- Whipped mash potato, roasted garlic oil (GF) (V)
- Warmed baby chats with tarragon, paprika, parsley and nut butter (GF) (V)
- Warmed Kipfler potato salad with onion butter, chives, green onions (GF) (V)
- Freshly baked whole oaty Irish beer bread loaf with farm butter (V)
- Baby spinach leaves, toasted pine nut, pumpkin, feta and fried sourdough crumbs, balsamic crème dressing (GF) (V)
- Orange and cumin glazed carrots, currants, toasted hazelnuts (GF) (V)
- Blackened corn cobs, lime, spiced Cajun butter (GF) (V)
- Caprese tomato salad, torn bocconcini, crisp garlic, olives and basil emulsion (GF) (V)
- Green beans, Persian fetta, roasted almonds, lemon oil (GF) (V)
- Shaved fennel, lemon and swiss chard salad, honey and seeded mustard dressing (GF) (V)
- Roasted pear, baby rocket, parmesan, candied walnuts, vincotto, honey mustard seeded dressing (GF) (V)
- Caramelised roast pumpkin salad with smoked babaganoush (GF) (V)
- Roasted cauliflower, chickpea, kale, sunflower seeds pomegranate molasses (GF) (V)
- Broccolini and cos salad with green goddess sauce, pancetta, parmesan, toasted sourdough and slithered roast almonds (V) (GF option)
- Quinoa and pumpkin seed salad with garden herbs, pepitas, currants, pomegranate and citrus herbed olive oil vinaigrette (V) (GF)

DESSERT - *Mediterranean, The Grove, Cocktail*

- Chocolate and cream profiteroles
- Death by chocolate tart
- Mixed berry mousse tart with berry compote
- Macadamia nut tartlet
- Sour cream white chocolate and raspberry cheesecake (GF option)
- Banoffee tart
- Tiramisu Shots (GF option)
- Chocolate mousse shots (GF option)
- Mango mousse shots (GF)
- Minted hedgehog slice
- Hummingbird slice
- Caramel slice

V - Vegetarian

GF - Gluten Free



THE GROVE MENU - ALTERNATE

ENTREE - *The Grove*

- Dusted tempura calamari with bang bang salad *(GF option)*
- Twice cooked lemon and herbed torn Atlantic salmon with grilled greens, hollandaise and pancetta panko crumb *(GF)*
- Trio of arancini with tomato ragout, creamed spinach, shaved grano padano parmesan *(V Option)*
- Handmade potato gnocchi, asparagus, oyster mushrooms, taleggio cheese, white truffle oil *(V)*
- Local tomato, zucchini and goats curd tart, fine lettuce leaves, basil oil, capsicum coulis *(V) (GF option)*
- Caramel maple and mustard crispy fried pork belly, charred pineapple and chilli salsa with micro-oiled green salad
- Wild mushroom and brandy cream ragout en-croute with watercress and shaved shaved pecorino *(GF option) (V option)*
- Pumpkin, leek and asparagus risotto, creamed spinach, shaved grano padano parmesan *(GF) (V)*
- Spinach and ricotta ravioli with garlic prawn and champagne liaison *(V option)*
- Chicken, leek, chive and mushroom cream veloutè crepe *(V option)*
- Truffled mushroom pie, baby spinach, coddled egg, mushroom cream sauce and parmesan *(V) (GF option)*
- Japanese chicken Karage with wombok, fried shallots, crispy noodles and sesame

MAIN - *The Grove*

- Grilled prime beef, whipped herbed potato, buttered green vegetables and bearnaise sauce *(GF)*
- Twelve-hour braised ox cheek, potato puree, Yorkshire pudding, minted peas, shiraz infused shallots, braising liquor jus *(GF on request)*
- Pinot noir and port braised duck legs, Paris mash, roasted shallots, buttered broccolini *(GF)*
- Wild mushroom and parsnip ragout, 3 cheese polenta, grano padano parmesan and hazelnuts *(GF) (V)*
- Grilled barramundi, warmed nicoise salad, salsa verde *(GF)*
- Chicken breast with spinach, toasted pine nuts and creamy grano padano parmesan sauce *(GF)*
- Chicken breast with bacon, garlic, spring onion, semi sun dried tomatoes and creamy white wine sauce *(GF)*
- Chicken breast with fortified marsala, speck, leek, mushroom cream, spring onion *(GF)*
- Seafood saffron and sauvignon blanc dill risotto with lemon parmesan gremolata *(GF option)*
- Pumpkin & sage ravioli, wilted spinach, pumpkin cognac cream, chargrilled vegetable confetti *(V)*

THE GROVE PACKAGE (5 HOURS)

- Freshly baked ciabatta with Greendale Grove extra virgin olive oil
- Alternating entree (select 2) or roving entree (select 3 canape items from the Cocktail Menu)
- Alternating main (select 2)
- Your wedding cake served as dessert (individually plated) with tea and coffee service
- 5 hour deluxe beverage package

Price til June 2023 - \$155 per person

Price til June 2024 - \$165 per person

Price til June 2025 - \$175 per person

EXTRAS

- Dessert - plated (select 2 to alternate) or roving (select 3 dessert canapes) \$15pp
- Cheese platters \$12.50pp
- Fruit platters \$6.50pp
- Antipasto platters \$15pp
- Seafood platters POA

Olivehouse
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THE GROVE MENU - ALTERNATE *cont....*

DESSERT - *The Grove*

- Death by chocolate tart with double cream
- Warmed pear and walnut butter cake with praline cream and whisky butterscotch sauce
- The Grove Eaton mess - meringue shards, candied macadamia nuts crème Chantilly, fresh berries and poached berry compote (*GF*)
- Espresso martini tiramisu
- Mocha almond fudge brownie with coffee chocolate ganache and double cream
- Vacherin with mixed berry and pistachio (*GF*)
- Hazelnut gelato surrounded by rich chocolate flakes and a sprinkling of roasted hazelnuts

V - Vegetarian

GF - Gluten free



COCKTAIL MENU

GRAZING TABLE - *Cocktail*

- Cheese, dip and antipasto grazing table

CANAPE ITEMS - *Cocktail, Mediterranean, The Grove*

COLD

- Poached prawn, tomato capsicum salsa, sour cream, guacamole tartlets with corn chip *(V option) (GF option)*
- Freshly shucked oysters natural with lemon and sauce Marie Rose *(GF)*
- Dill lemon pate grilled brioche with smoked salmon *(GF option)*
- Cheese and corn patties with smoked chicken, rocket and pesto aioli *(V option)*
- Selection of hand rolled nori sushi rolls *(V option) (GF option)*
- Roasted pumpkin, danish feta, toasted pine nuts and balsamic beetroot relish tartlets *(V option) (GF option)*
- Mini caprese crostini with fresh tomato, balsamic reduction and torn bocconcini, basil *(V option) (GF option)*
- Ratatouille vol-au-vents with goats cheese and rocket pesto *(V option) (GF option)*

WARM

- Japanese chicken Karage with tonkatsu and kewpie
- Greek herbed frikadelle with minted cucumber yoghurt
- Arancini served with tomato relish and confit garlic emulsion *(V option)*
- Vegetable spring roll with sesame micro salad *(V option)*
- Japanese gyozas with ponzu dipping sauce *(V option)*
- Confit mushroom and thyme pots with pecorino *(V option) (GF option)*
- Tempura scallops with lemon aioli *(GF)*
- Angus beef sausage roll with cumin, mustard tomato relish *(GF option)*
- Ricotta, spinach, dill and three cheese tartlets with roasted tomato *(V option) (GF option)*
- Nonna's meatballs with tomato basil ragout and parmesan
- Traditional oysters Kilpatrick *(GF)*
- Quiche Lorraine with candied onion and rocket *(V option) (GF option)*

COCKTAIL PACKAGE (5 HOURS)

A relaxed, informal and social style of dining where you enjoy assorted canapes on grazing tables and passed around throughout the function

- Inclusive of cheese, dip and antipasto grazing table
- 6 canapes (hot and cold)
- 2 substantial items
- Your wedding cake served platter style
- Tea and coffee station
- 5 hour deluxe beverage package

Price til June 2023 - \$160 per person

Price til June 2024 - \$170 per person

Price til June 2025 - \$180 per person

EXTRAS

- Additional canape \$7pp
- Substantial item \$12.50pp
- Dessert - roving (select 3) \$15pp
- Fruit platters - \$6.50pp

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COCKTAIL MENU - cont....

SUBSTANTIAL ITEMS- *Cocktail*

- Pulled pork slider/beef slider with southern slaw
- Dusted calamari with lime mayo and gaufrette fries (*GF option*)
- Tempura fish goujons with tartare and pomme frit
- Roasted pumpkin and cognac soup shot with cheese and chive dipping muffin (*V option*) (*GF option*)
- Chicken, spinach and mushroom risotto (*V option*) (*GF option*)
- Butter chicken with jasmine rice and pappadum (*GF option*)
- Chicken, bacon and leek risotto with chilli oil and pecorino (*GF*) (*V option*)
- Mini beef and cheese burger with house pickled relish and signature sauce
- Petit Sheppard's pie with braised beef and whipped potato
- Mini chipolata hot dog caramelised onion jam, dijonnaise, tomato relish sauce

DESSERT CANAPES - *Cocktail, Mediterranean, The Grove*

- Chocolate and cream profiteroles
- Death by chocolate tart
- Mixed berry mousse tart with berry compote
- Macadamia nut tartlet
- Sour cream white chocolate and raspberry cheesecake (*GF option*)
- Banoffee tart
- Tiramisu Shots (*GF option*)
- Chocolate mousse shots (*GF option*)
- Mango mousse shots (*GF*)
- Minted hedgehog slice
- Hummingbird slice
- Caramel slice

V - Vegetarian

GF - Gluten Free



BEVERAGE PACKAGES

DELUXE BEVERAGE PACKAGE (5 hours of beverage service)

Included in all our food packages

- 4 wines from our deluxe wine selection
- Choice of 2 mid/heavy beers from our standard beer selection
- Cascade premium light
- Cider
- Assorted soft drink and juice
- Tea + coffee

PREMIUM BEVERAGE PACKAGE (5 hours of beverage service)

Additional \$10 per person

- 5 wines from our deluxe and premium wine selection
- Choice of 2 mid/heavy strength beers from our standard and premium beer selection
- Cascade premium light
- Cider
- Assorted soft drink and juice
- Tea + coffee

EXTRAS

- Additional 30 minutes \$8.50pp
- Additional 1 hour \$15pp
- In addition to your beverage package (selection of 3 basic spirits) \$15pp (5 hours)
- Cocktail drinks menu available





STYLING ITEMS + BOMBONIERE

We are able to style the wedding of your dreams, from timeless romantic to the latest trends but most importantly something unique to you, your style and your vision.

We are able to assist with various styling elements including candles and holders, vases, floral arrangements, bespoke linens and crockery, wishing well, seating chart, table numbers, plinths, easels, arbour, seating chart and welcome sign frames and so much more for your wedding ceremony and reception.

Our range of estate olive oil products including boutique bottles of extra virgin olive oil and our handmade olive oil soaps make a unique bomboniere idea for your guests.

All items styled and supplied through Olivehouse include set up and pack down. Attention to detail and making every wedding exactly what you envisage is our priority.

These details will be forwarded to you on confirmation of your booking with us.

MINIMUM SPEND REQUIREMENTS - \$12,500

Includes the following costs:

- Ceremony
- Pre - Reception Packages
- Reception Packages
- Olivehouse Styling
- Any extras outlined in this Wedding Package

APPOINTMENTS

You are welcome to visit Olivehouse at any time however appointments with Jacqui (wedding coordinator) are essential. To make an appointment please contact us on 03 5823 5455 or info@olivehouse.com.au

Web: www.olivehouse.com.au

Email: info@olivehouse.com.au

Facebook: [olivehousegreendalegrove](https://www.facebook.com/olivehousegreendalegrove)

Instagram: [olivehouse_greendalegrove](https://www.instagram.com/olivehouse_greendalegrove)

Olivehouse Event + Function Venue

7230 Goulburn Valley Highway

Kialla West 3631 (Shepparton South)

Victoria, Australia

Phone: 03 5823 5455

CHILDREN

\$60 per person

For children up to age 12 years.

MAIN

Tempura whiting fish fillets and chips

or

Chicken nuggets and chips

DESSERT

Vanilla Ice-cream and topping

Soft drink and Juice

There is no charge for infants not requiring catering.

UNDERAGE GUEST FOOD + BEVERAGE PACKAGE

\$125 per person

An underage food and beverage package is applicable for teenagers between the ages of 13 and 17 years old who are dining from an adult food package. Includes non-alcoholic drinks – soft drink and juice

CREW MEALS

\$65 per person

Band/Photographer/Videographer/etc

Includes a main course, wine, beer and soft drink



Amina Barolli Photography

What our brides, grooms & guests say....

"Olivehouse is hands down the most magnificent wedding Venue. Their gardens are spectacular. So spectacular in fact that I didn't spend a cent on florals because there was simply no need to. Rob and Jacqui keep the venue so immaculate and lush - it's truly magnificent. Their food and service was outstanding. My guests were ranting and raving, and to top it off, Jacqui and Rob are just beautiful. They are so kind, accommodating and really made our dream wedding become a reality. Our day was so perfect that I really just want to do it all over again."

– Natalie

"We just wanted to say thank you again for making our day so special and stress free! You both run an amazing business and are so incredibly talented at what you do. We are beyond grateful to have chosen the Olivehouse as our wedding venue. We received so many lovely compliments about the service provided on the night, as well as how incredible the food was and how beautiful the venue itself is!."

– Melody & Brodie

"Outstanding! Kara and I had our wedding reception on the 6th March. The venue, the food everything was absolutely stunning. We cannot thank Jacqui & Rob enough for making our day perfect."

– Stefan

"Thank you Jacqui and Rob for the incredible service you provided my new husband and I on our wedding day! Jacqui was so kind from the beginning, booking the Olivehouse and guiding us through the planning process of the reception, to the very end, when the wedding was all over. The Olivehouse itself is stunning, the gardens are beautiful and the food was incredible! Our guests had a great night as well and haven't stopped telling us about how much they loved the venue. We couldn't be happier. Thank you Jacqui and Rob, and the Olivehouse crew, for being so kind, and ensuring the whole day ran smoothly. Thank you! Thank you! Thank you!"

– Lucy

"Gorgeous venue. Jacqui and Rob could not have been more helpful and accomodating, especially while we were not even sure if COVID would allow us to have a wedding at all. Jacqui has impeccable attention to detail and will go the extra mile to make your day/night look and run amazingly. Food was delicious, much better than any wedding I've been to and our guests agreed. Plus there are so many locations onsite for amazing photos. So happy we chose Olivehouse for our day they made it so special. "

– Amy

"On the weekend my husband and I had the pleasure of attending a wedding at your venue. The day was simply perfect and even the weather too. Please thank all of your staff, outside organisers and all who have made this wedding so memorable. To the owners and managerial staff congratulations on operating such a standout venue for functions. Everything about your Olivehouse is so welcoming, immaculately turned out and a pleasure to attend. Once again thank you everyone for making our stay in Shepparton most memorable."

– Bill & Beryl



TERMS AND CONDITIONS

RESERVATION AND CONFIRMATION

A NON-REFUNDABLE deposit is required within 10 days of a tentative booking being placed. Should you not confirm your booking within this time Olivehouse will release the booking.

When paying the deposit please ensure you return a signed copy of these terms and conditions. Your booking will not be confirmed until Olivehouse receives your signed confirmation that you accept these terms and conditions.

DEPOSIT

A \$2,500 deposit is required to confirm the booking. The deposit is non-refundable and non-transferrable. Upon receiving the deposit and your signed confirmation that you accept these terms and conditions, Olivehouse will forward you a confirmation receipt.

\$1,500 of your deposit will be deducted from your final invoice. The balance of \$1000 will be returned to you by direct transfer within 2 to 4 weeks after the date of your function. Without limiting any other rights and remedies, Olivehouse may set off from the deposit returned to you or exclude from the deposit deducted from your final invoice any loss, damage, cost or liability suffered or incurred by Olivehouse arising directly or indirectly in connection with your function (this also includes items hired through the Olivehouse and any unpaid bar tab incurred on the night). If this occurs, Olivehouse will advise you of the amount that will be set off from your deposit within the period of 2 to 4 weeks from the date of your function and return the balance of the deposit to you within that period.

CANCELLATION

In the unfortunate event of cancellation the Olivehouse must receive written notification. The following cancellation policy applies:

All of your deposit will be forfeited in addition;

- 31 – 90 days prior: Client liable to pay a cancellation fee equal to 50% of the final balance.
- 14 – 30 days prior: Client liable to pay a cancellation fee equal to 75% of the final balance.
- Less than 14 days prior: Client liable to pay a cancellation fee equal to 100% of the final balance.

MINIMUM SPEND REQUIREMENTS - \$12,500

Includes the following costs:

- Ceremony
- Pre - Reception Packages
- Reception Packages
- Olivehouse Styling
- Any extras outlined in this Wedding Package

FUNCTION TIMES

We do require that onsite ceremonies begin no earlier than 1 hour prior to your pre reception package or reception package commencing.

Reception packages are based on 5 hours of venue hire and 5 hours of beverage service. Functions must conclude and guests depart the venue at the completion of the 5 hour reception package.

Function extensions are available for an additional cost and are subject to the prior agreement of the Olivehouse:

30 minutes - \$600 for venue hire (beverages not included)

1 hour - \$1000 for venue hire (beverages not included)

Should you or your guests remain at the venue outside of prearranged times, further hire costs may be applied by the Olivehouse.

PRICES QUOTED

All prices quoted are correct at the time of publication and for the indicated date range only. Please confirm all costs with the wedding coordinator prior to booking. However, events booked well in advance (outside of the indicated date range outlined in this package) may experience a price increase due to changing food, wine and wage costs, as such prices are subject to change at the discretion of Olivehouse. All prices quoted are inclusive of 10% GST. All charges are advised upfront with no hidden fees.

FINAL GUEST NUMBERS

Your final guest numbers and package inclusions must be confirmed and paid for no less than 21 working days prior to your wedding date. No refunds or reallocation of funds will be made for any guest reductions after this date. No changes or alterations can be made within 4 days prior to your wedding date.

PAYMENT

50% of the estimated total is required 90 days prior to your wedding date. Final balance is due 21 working days prior to your wedding date. Payment can be made by electronic funds transfer, cheque, cash or credit card. Please note there is a 1% Visa and Mastercard surcharge on credit card purchases. Payment plans are available on request.

Bank details will be provided on request.

MENU + BEVERAGES

Final menu selection must be confirmed no later than 4 weeks prior to the wedding date. Olivehouse may alter menu and/or beverage packages at any time due to product or vintage availability. All functions require the purchase of a food and beverage package per person for all guests (with the exception of infants).

DIETARY REQUIREMENTS

Any and all dietary requirements of guests must be advised 21 working days prior to your event, even if you do not think they are applicable to menu items available on your menu. Any alterations or additions made after this time may not be able to be catered for. Olivehouse will endeavor to cater appropriately for guests with dietary requirements however we cannot guarantee the absence of allergens in any meals as some cross contamination may occur during preparation. Dietary requirements that need to be catered for separately to your menu selections (as determined by the chef) will incur a surcharge of \$10 per course. Dietary lifestyle preferences (i.e. Paleo, Keto) will not be catered for.

DECORATING

All setup and decorations should be discussed with Olivehouse's wedding coordinator. Floor plan/seating arrangements must be confirmed no later than 21 days prior to the wedding date. Any structures or decorations, other than table centerpieces and floral arrangements, must be approved by Olivehouse prior to the function. All decorations and structures brought onto Olivehouse by you or any of your contractors, agents or other persons is at your or their sole risk. No items are to be hung or fixed (in any way) to any Olivehouse's property. No tapes are to be attached to any flooring within the Olivehouse. Confetti, glitter, rice, artificial petals and other non-biodegradable items must not be thrown at the ceremony or brought into the function areas or otherwise on Olivehouse's property at any time. Real fresh rose petals and olive/gum leaves (must not be artificially dyed) are permitted in outside areas only. Candles must be placed in a votive or holder. Wax taper candles are not permitted without glass sleeve. Sparklers are not permitted. It is your responsibility to arrange decorative set up and pack down of flowers, table decorations, place cards, bonbonniere, hire items from outside vendors/suppliers etc (excluding hired items from the Olivehouse). Olivehouse reserves the right to remove any goods/possessions from the venue at any time, if deemed unsafe, damaging or unlawful by the Olivehouse.

SMOKING

Smoking is not permitted indoors in any facility on Olivehouse's property. Smoking is permitted outside.

DANGEROUS GOODS

Dangerous items (including explosives, fireworks, fuel, ammunition, firearms, inflammable liquids or other volatile explosive substances) must not be brought onto Olivehouse's property at any time.

BYO

Olivehouse is strictly a NO BYO venue. Any beverages brought onto the Olivehouses' licensed premises or property will be disposed of. No food of any kind can be brought to the venue without prior arrangement. Olivehouse will allow Clients to bring their own wedding cake. It is the responsibility of the cake supplier to guarantee the setup and quality of the wedding cake and to arrange appropriate delivery times with Olivehouse

LOSS + DAMAGE

You shall be liable and held financially responsible for any loss of the venues property and/or damage caused to the property, fixtures or fittings, equipment or to any part of the premises (including items hired from Olivehouse), prior to, during and after the event by way of your guests, outside contractors or agents, and whether accidental or otherwise. This includes pilferage of Olivehouse property that may occur during the function. You shall be liable to pay Olivehouse for the cost to repair or replace damaged property or items (at Olivehouses' discretion). Further, the venue must be left in a clean, safe and tidy condition. A failure to do so may result in the incurring of additional cleaning charges, which will be passed onto you. Any bond paid to Olivehouse will be refunded to you within 2 to 4 weeks after your function date once Olivehouse has had the opportunity to inspect its property and is satisfied that no damage, loss, theft or destruction to Olivehouse property, the function venue or any other property has occurred. Without limiting any other rights or remedies, Olivehouse may deduct monies from the bond to cover any such damages, loss, theft or destruction. Olivehouse will take all necessary care with personal articles on the premises, however we accept no responsibility for any loss or damage to these items prior to, during or after your wedding.

ENTERTAINMENT

All entertainment (band, DJ, music etc) must cease prior to or at the completion of the function.

CONDUCT

The persons signing these terms and conditions is responsible for all persons attending the function and any persons providing goods and services in relation to the function and must instruct such persons on the appropriate conduct necessary to avoid a breach of these terms and conditions. You will not and will ensure that your guests do not engage in any disorderly, drunken, improper or unlawful conduct. Olivehouse reserves the right to suspend, terminate or control a wedding function, or to remove any person from the venue, or to refuse to serve liquor to any person, at any time if deemed necessary by Olivehouse to protect property or protect any person from injury, harm or risk, or to avoid a breach of its Liquor License. You must not, and must ensure that your guests do not bring into the venue any hazardous materials, illegal drugs, food or beverages. Additional security may be engaged by Olivehouse at its discretion and costs applicable to this will be charged to you. Where possible, this will be discussed with you at the time of confirmation of final numbers.

INDEMNITY

Olivehouse is not liable for and you must indemnify Olivehouse for all loss, damage, cost or liability suffered or incurred by Olivehouse arising directly or indirectly in connection with your function or the hiring of Olivehouse's property, including any accident, damage or injury to any person or property, any breach of these terms and conditions or any unlawful, willful or negligent act or omission.

CHILDREN

You are responsible for all persons under the age of 18 attending your function. Olivehouse will not be responsible or liable for any damage or injury suffered to, by or in connection with children, including if children leave the function venue or are not properly supervised by responsible adults.

RESPONSIBLE SERVICE OF ALCOHOL

Olivehouse practices 'Responsible Service of Alcohol'. Olivehouse reserves the right to refuse alcohol service to any person in accordance with Responsible Service of Alcohol practice and/or require that they leave our licensed premises and property.

ACCESS

Access prior, during and post wedding must be arranged with the Olivehouses wedding coordinator and is at the discretion of the venue. Any delivery, set up or removal, must be with prior approval and arrangement. Where possible, access the day after your wedding will be given, otherwise all décor, property or goods brought to the venue by you or your guests, contractors or subcontractors must be removed by midnight.

SURCHARGES

A surcharge of 10% of the Total Booking Value will apply on Public Holidays.

UNFORESEEN CIRCUMSTANCES + EVENTS

In the unlikely event of Olivehouses' inability to comply with any of the provisions relating to the management of your function, Olivehouse will not be responsible for any costs, compensation or return of monies paid due to changed circumstances affecting the venue or cancellation of bookings if circumstances are beyond Olivehouse's control, for example, pandemic, public events, natural disasters, cessation or interruption of electricity or gas supplies, plant or equipment failure, unavailability of stock items or other unforeseen contingency, accident, circumstances or otherwise (including extreme weather or fire events).

OTHER

If any provision of these terms and conditions is held unenforceable or invalid, it is to be severed and the remainder of these terms and conditions will not be affected. These terms and conditions and any other documents or correspondence provided to you by Olivehouse take precedence over and override any other terms and conditions that you may propose (unless otherwise agreed in writing by Olivehouse). These terms and conditions may be supplemented or amended from time to time by notice to you from Olivehouse. These terms and conditions are governed by the laws of Victoria and you submit to the exclusive jurisdiction of the laws of Victoria. Olivehouse's contract with you (and the function) may not be assigned, transferred or disposed of to any other persons without Olivehouse's prior written consent.

COVID 19

All deposits are non refundable (and under normal circumstances non transferrable). If greater than 7 days out from your wedding the government enforces restrictions to stop the function from proceeding the function/wedding will be postponed and the deposit and all monies paid will be transferred to a future date agreed upon by both parties subject to availability (for the same function/wedding and number of guests). If you decide to cancel the function/wedding please refer to the Cancellation costs outlined in these terms and conditions.

If 7 days or less out from your function/wedding the government enforces restrictions to stop the function/wedding from proceeding 20% of the reception per person amount will be payable by you (to cover a portion of the food losses).

In this situation the deposit and all monies paid (excluding the 20% per person cost) can be transferred to a future date agreed upon by both parties subject to availability (for the same booked function/wedding and number of guests). If you decide not to proceed with your function/wedding please refer to Cancellation costs outlined in these terms and conditions.

WEDDING BOOKING AGREEMENT

In the terms and conditions, the persons signing the Wedding Booking Agreement are referred to, both jointly and independently, as “you”.

DAY:_____

DATE OF FUNCTION:_____

APPROXIMATE NUMBER OF ADULT GUESTS:_____

APPROXIMATE NUMBER OF CHILDREN:_____

NAME OF BRIDE/GROOM:_____

ADDRESS:_____

CONTACT PHONE NUMBER:_____

CONTACT EMAIL:_____

NAME OF BRIDE/GROOM:_____

ADDRESS:_____

CONTACT PHONE NUMBER:_____

CONTACT EMAIL:_____

CEREMONY

Applicable: YES / NO Location:_____

Commencement Time:_____

PRE RECEPTION PACAKGE

Applicable: YES / NO Commencement Time:_____

Package Selection (please circle your choice):

- 30 minutes
- 1 Hour
- 1.5 hours

Add cocktail: YES / NO

RECEPTION

Commencement Time:_____

Reception Package Selection (please circle your choice):

- Seated – Mediterranean
- Seated – Grove
- Cocktail

Beverage Package Selection (please circle your choice):

- Deluxe
- Premium

ADDITIONAL INFORMATION:_____

ACKNOWLEDGEMENT OF ALL TERMS AND CONDITIONS AS STATED IN THIS DOCUMENT:

PERSON 1:

Name:_____

Signature:_____ Date:_____

PERSON 2:

Name:_____

Signature:_____ Date:_____

OFFICE USE:

Date Wedding Booking Form Received:_____

Deposit Amount Paid:_____ Date Deposit Paid:_____