

FUNCTION VENUE HIRE

Our standard venue hire is inclusive of venue set-up, pack down and the inclusions listed below. Every function is different. **We treat your gathering as unique.**

Inform us of your desired function area, time of day, duration of function, guest numbers, menu and preferred service style and a tailored quote can be provided.

Our quote will include table linen, glassware, cutlery, crockery or fine china, garden preparation, if required, and access for you to set up additional decorations. Our catering cost, which includes staff and food, is an additional charge to venue hire fees.

SEATED FUNCTION IN THE ROTUNDA - pricing is inclusive of GST (maximum 7 hours)

Daytime functions: Breakfast, brunch or lunch, guests must vacate no later than 4.30 pm.

Evening functions: Guests must vacate no later than 10.30 pm.

PRIVATE EVENTS

Venue Hire Fee - Peak : \$550.00* Plus hourly rate thereafter

Venue Hire Fee - Off -Peak: \$450.00* Plus hourly rate thereafter

*Based on 4 hours inclusions below

HOURLY RATE

Peak \$155.00 per hour

Off-Peak \$85.00 per hour

COMMUNITY & CHARITY EVENTS

Venue Hire Fee - Peak: \$275.00*

Venue Hire Fee - Off Peak: \$225.00*

4 hours exclusive use of the Rotunda and the adjacent garden

Minimum 20 guests

Maximum 40 guests

INCLUSIONS FOR UP TO 20 - 40* GUESTS:

- 40 Chairs
- 6-7 Guest tables set with water glasses, cutlery and paper napkins.
- Buffet tables
- Tea and coffee station
- By prior arrangement drinks can be chilled at Maddies
- Time allocation for setup of additional decorations. Please refer to Maddies Function Terms and Conditions.
- Linen napkins can be provided at \$1.50 per person
- A Garden bar with glassware and ice buckets can be set up at an additional cost (POA) (BYO ICE or this can be provided at a charge of \$5.00 per bag)
- *Extra guests - additional charge for linen, cutlery and glassware.

CANAPÉ STYLE FUNCTION OR ROOM ONLY HIRE IN THE ROTUNDA - pricing is inclusive of GST
(maximum 7 hours)

Daytime functions: Breakfast, brunch or lunch, guests must vacate no later than 4.30 pm.

Evening functions: Guests must vacate no later than 10.30 pm.

PRIVATE EVENTS

Venue Hire Fee \$400* Plus hourly rate thereafter

*Based on 3.5 hours inclusions below

HOURLY RATE

\$125.00 per hour

COMMUNITY & CHARITY EVENTS

Venue Hire Fee \$200

3.5 hours exclusive use of the Rotunda and the adjacent garden

Minimum 20 guests

Maximum 40 guests

INCLUSIONS FOR UP TO 20 - 40* GUESTS:

- Scattered casual seating for up to 40 guests in the garden
- Small garden tables
- Small tables in Rotunda set with water glasses and paper serviettes
- Tea and coffee station
- By prior arrangement Maddies offers coolroom space to chill drinks if delivered 24 hours prior to function date
- Time allocation can be arranged if you wish to set up additional decorations. Please refer to Maddies Function Terms and Conditions.
- *Extra guests - additional charge for cutlery and glassware.
- A Garden bar with glassware and ice buckets can be set up at an additional cost (POA) (BYO ICE or this can be provided at a charge of \$5.00 per bag)
- Linen can be provided an additional cost
 - Large linen tablecloth \$12.50 per cloth
 - Small linen tablecloth \$10.00 per cloth
 - Linen napkin \$1.50 per person

SEATED FUNCTION IN THE DINING ROOM - pricing is inclusive of GST

Daytime functions: Breakfast, brunch or lunch, guests must vacate no later than 4.30 pm.

Evening functions: Guests must vacate no later than 10.30 pm.

PRIVATE EVENTS

Venue Hire Fee \$180.00 (based on 2 hours) plus hourly rate thereafter

HOURLY RATE

\$85 per hour

COMMUNITY & CHARITY EVENTS

Venue Hire Fee \$68.00 per hour (based on 2 hours)

Exclusive use of Dining room

Minimum 12 guests

Maximum 20 guests

INCLUSIONS FOR UP TO 20 GUESTS

- Chairs
- Tables set with crockery, cutlery, paper napkins and water glasses*
- Tea and coffee station
- By prior arrangement Maddies offers coolroom space to chill drinks if delivered 24 hours prior to function date
- Time allocation can be arranged if you wish to set up additional decorations. Please refer to Maddies Function Terms and Conditions.

Price on application for:

- Public holidays - a surcharge will apply
- For use of other areas of the property including water gardens
- Extended stays
- Additional decorations
- Discounted accommodation rates



BYO

BYO Ice, Bottled Wine, Ciders And Beers. **Strictly No Spirits.**

In accordance with RSA laws, Maddies will provide RSA qualified staff whenever alcohol is to be served. Please discuss your specific needs. All alcohol brought on site must be given to the bar attendant who will ensure this is served at an appropriate rate. Any guest failing to adhere to RSA requirements will be asked to leave.

RSA qualified bar staff will be charged at \$55.00 per hour on weekdays and \$65.00 per hour on weekends.

BOOKING CONDITIONS

A deposit of 100% of your Venue Hire Fee is required to secure your preferred date and venue. Final numbers and menu selection are required 14 days prior to your function. Also at this time, please advise if any of your guests have any dietary restrictions.

Any decorations you wish to add to our venue must be approved by our management prior to your function. Please, no confetti or rice. Blu Tack or 3M command strips only for fixing items to the walls.

For further details, please refer to our Function Terms and Conditions.

*Linen napkins are additional

*Wine glasses are additional

*For corporate rates please request our Conference Packages