



Congratulations on your engagement.

Thank you for considering Maddies of Bolwarra for your wedding day venue. Maddies of Bolwarra has been operating in Maitland for over 25 years. We were established to give couples the option of having a garden ceremony with extensive photo opportunities on the grounds, a choice of two reception areas and guest accommodation all at one venue.

Our wedding packages are simply a starting point. We consult with you so that your event is tailored to your particular needs and vision. After you have read the information, please contact us to discuss how we can help to personalise your special day.

CEREMONY

Our gardens are perfect for a romantic outdoor ceremony in an idyllic country setting. The extensive cottage gardens with meandering ponds, dragonfly arbor, sunken garden and shady trees create a vista for many unique photographic memories.

RECEPTION LOCATION CHOICES

FORMAL DINING ROOM

Our dining room can seat small groups of up to 20 guests for an intimate, formal seated meal-to-table reception.

ROTUNDA

Maddies of Bolwarra is a venue best suited to groups of up to 50. Our rotunda is the perfect place for a formal seated setting, suitable for alternate serve, pre-ordered a la carte selection, buffet or banquet style menus. Canape-style receptions also work well in this space, with the option of also using the cottage gardens where Maddies wait staff will offer your guests tray-service.

MENUS

Our menus are designed to include local and seasonal produce where possible. We have included a selection from various budget ranges and service styles. Please let us know how we can tailor meals to suit you and your guests. We are happy to adjust meals for special dietary requirements.

BYO

Bottled beer, cider, wine soft drinks only. Sorry, spirits are not permitted. Charges will apply for RSA qualified bar staff to serve your alcoholic drinks. We provide coolroom space for you to deliver drinks prior to your wedding. All glassware and ice is provided.

ACCOMMODATION

Maddies of Bolwarra can offer accommodation for you and your bridal party in four deluxe queen rooms and one standard queen room. Some of our rooms are pet-friendly so you could include your fur baby in your celebration. Rooms may be reserved to be used by your wedding party for pre-wedding preparations and an overnight stay after the reception.

A special wedding night package is optional for your first night as a married couple.

PARKING

Parking is limited on site. Roadside parking is restricted to the Maddies-side of the road only. We recommend car-pooling or a group transport option.

BOOKING CONDITIONS

An obligation free viewing can be booked by email or phone.

Tentative bookings are held for **14 days**.

Secure your booking by paying a non-refundable **\$1000 venue hire fee***. A follow-up appointment to finalise details is included in the venue hire fee.

For Wedding ceremony-only bookings, payment is required in full at time of booking

Additional consultations are available at a rate of \$100 per hour.

A venue hire fee will be calculated based on the number of hours the venue is hired. Exceeding the agreed time frame on the day will incur an overtime penalty of \$150 every 30 minutes.

A per-person fee will be calculated on the menu and service style selected.

A **\$750 refundable security bond** is required 21 days prior to your selected date. Your security bond will be refunded seven days after your event. However, your security deposit may be retained to cover unexpected expenses due to breakages, excess cleaning, extra drinks and over-time penalties.

Final payment is required 21 days prior to your event.

Failure to comply with our Terms and Conditions may result in the cancellation of your event.

All events are subject to the current NSW Government Health regulations.

*Your venue hire fee is not refundable. However, we will be happy to consider transferring your booking to another date.

INFORMATION REQUIRED FOR A DETAILED QUOTE

Date of wedding

Your names and contact details

Reception location preference

Start time and duration of the event. (Remember, all guests must vacate by 10.30 pm)

Accommodation required, number of guests (We can help you assign rooms. We have a capacity of 15 adults.)

Preparation rooms required. (Separate bride and groom rooms are popular. A lovely optional extra that enables "First look" photography)

Number of guests

Type / style of menu

Email us with these details as outlined above and we will send you a quote.

BASIC CEREMONY INCLUSIONS - see below for optional extras

Wedding stage with rural vistas
Vine covered bridal walk through the Dragonfly Arbor
Table and chair for signing marriage certificate
Guest seating for up to 20 guests
Private use of extensive cottage and water gardens
Ideal photographic backdrops
Time allocation for wedding rehearsal
Enclosed garden rotunda overlooking water gardens for wet weather contingency
Electrical outlets throughout the gardens
Chilled water for guests self service
Onsite parking for bridal party and mobility impaired

FORMAL SEATED RECEPTION INCLUSIONS - see below for optional extras

Includes Basic Ceremony Inclusions listed above
Exclusive use of air conditioned rotunda
Exclusive use of cottage gardens for photos – water features, vine covered Dragonfly Arbor, country vistas, all providing inspiration for picturesque photography
Scattered tables and chairs throughout gardens for canapes and pre dinner drinks
Formal seating in rotunda
White linen tablecloths and napkins
Glassware, crockery and cutlery
Cake table or display buffet with decorative cake knife
Table for gifts or wishing well
Table for guest to sign your attendance book / photo frame or similar
Fairy lights in the garden and rotunda

OPTIONAL EXTRAS

Additional hour for photography - exclusive use of the gardens
Discounted accommodation rates at Maddies
Room hire for Bride/Groom to prepare (additional photo opportunities)
Lunch platters for bridal party while getting ready
Additional décor /Chair covers /White bridal drapery /Dance floor hire
Garden bar for service of drinks with qualified RSA bar attendants

CANAPE RECEPTION INCLUSIONS

Includes Basic Ceremony Inclusions listed above
Exclusive use of rotunda and gardens
Garden bar set up with glassware for still and sparkling wines and soft drinks
Tables and chairs scattered throughout the gardens
Buffet table for dessert
Tea selection and plunger coffee
Crockery plates, cups and saucers, dessert cutlery and paper cocktail napkins
Cake table or buffet display with decorative cake knife
Table for gifts or wishing well
Table for guest to sign your attendance book / photo frame or similar
Fairy lights in the garden and rotunda and candle sconces on walls

CEREMONY AND RECEPTION OPTIONS - FOR SMALL GROUPS OF UP TO 20, MICRO WEDDINGS INTIMATE CELEBRATIONS AND ELOPEMENTS

CEREMONY ONLY - VENUE HIRE

Basic ceremony inclusions - see page 3

\$300.00 (up to 20 guests) 1 hour exclusive use of Maddies gardens

Suitable for just you, your witnesses and the celebrant

OPTIONAL EXTRA

\$200.00 1 hour of exclusive use of Maddies gardens for photography

FORMAL RECEPTION ONLY - VENUE HIRE#

¹\$1800.00* (up to 20 guests) 3 hours exclusive use of rotunda and Maddies gardens*

*Use of the kitchen is not included.

CEREMONY AND FORMAL SEATED RECEPTION PACKAGE#

*Basic ceremony plus formal reception inclusions - see page 3

¹\$2200.00 (up to 20 guests) up to 4.5 hours

¹\$2500.00 (up to 20 guests) up to 4.5 hours plus one night accommodation* for the bride and groom.

¹\$2600.00 (up to 20 guests) up to 4.5 hours plus one night accommodation* for the bride and groom plus one room day-hire for pre-wedding preparation.

*Accommodation provided is one night for two guests in a deluxe queen suite. Includes a generous Continental breakfast

CANAPE RECEPTION ONLY - VENUE HIRE#

¹\$1500.00 (up to 20 guests) up to 3.5 hours

CEREMONY AND CANAPE RECEPTION PACKAGE#

*Basic ceremony plus canape reception inclusions - see page 3

¹\$1800.00 (up to 20 guests) up to 4 hours

¹\$2200.00 (up to 20 guests) up to 4 hours plus one night accommodation for the bride and groom.

¹\$2300.00 (up to 20 guests) up to 4 hours plus one night accommodation for the bride and groom plus one room day-hire for pre-wedding preparation

*Accommodation provided is one night for two guests in a deluxe queen suite. Includes a generous Continental breakfast

NON GAZETTED PUBLIC HOLIDAY

In the event of a previously non gazetted holiday being announced, Public Holiday rates will be applied and the additional cost will be passed on.

¹ *SUNDAY \$200.00 additional surcharge applies

Catering and wait service is an additional cost and is based on your menu choice and service style

SERVICE STAFF COSTING GUIDE - Prices are per hour, per staff member

The number of Wait Staff for your wedding will vary depending on the level of service required. Maddies will determine the staff requirement for your menu selections.

Recommended staffing is 2 wait staff for 5 hours each or 1 wait staff plus 1 bar staff for 5 hours each. Total 10 hours

<u>WAIT STAFF</u>		<u>BAR STAFF for RSA compliance</u>	
Wait staff	\$62.00 p/hr	Bar staff	\$68.00 p/hr

FOOD COSTING GUIDE*

Is calculated per person (p/p) and will be calculated on final numbers advised and menu items selected.

Canape (pre dinner only)	\$13.00 - \$27.50
Canape or Canape fork food Reception	\$50.00 - \$71.50
Buffet or Banquet main meal	\$66.00 - \$82.50
Entree alternate serve or tapas style	\$20.00 - \$27.50
Main meal alternate serve	\$40.00 - \$50.00
Dessert alternate serve	\$16.00 - \$19.50
Own cake as dessert served individually	\$ 6.60 - \$10.50
Own cake as dessert served on buffet	\$ 4.00 - \$ 7.00
Tea and coffee	\$ 3.00
Corkage	\$ 5.00 - \$ 8.50
Breads	\$ 4.00 - \$ 6.00

*Prices are subject to change due to seasonal availability and ingredient selection/ menu choices

We will be happy to introduce you to our preferred service providers upon request.

Celebrants
Master of ceremonies
Florists
Hair stylist
Photographers & videographers
DJs and live performers

SAMPLE CANAPE MENU*

*Please ask to see full canape menu for additional options

Arancini Balls
Assorted cocktail quiche
Vegetarian filo pastries
Lamb and rosemary mini pies
Pear and manchego wrapped in prosciutto
Rocket sundried tomato feta filled mushroom caps
Mini pizzetta
BBQ meatballs in tomato plum relish
Duck and vegetable rice paper wraps
Lemongrass and ginger marinated chicken skewers
Garlic prawn wontons
Zucchini corn blinis topped with smoked salmon fraiche

SAMPLE BUFFET MENU*

*Please ask to see our full buffet menu for additional options

Beef medallions wrapped in prosciutto with caramelised onion and beetroot relish
Herb polenta crumbed chicken strips with herb cream and mango salsa
Seared salmon fillet with lime hollandaise
Herb potato saute
Greek Salad
Pear rocket parmesan salad with toasted walnuts and pomegranate dressing
Warm Mediterranean style roast vegetables and quinoa salad.

SAMPLE ALTERNATE SERVE or PRE ORDERED MEALS*

*Please ask to see our full seasonal menu menu for additional options

ENTREE

Mushroom arancini balls with garlic aioli and feta stuffed Zucchini flowers
Cherry tomato, red onion and crème fraiche tart with rocket and parmesan salad
Duck breast on potato rosti with orange and kale slaw

MAIN

Chicken fillet on white bean puree with lime and coriander dressing served with vine ripened cherry tomatoes
Beef fillet on celeriac and potato mash with rocket pesto baked mushrooms
Snapper fillet on pea risotto with lime and tomato dressing

DESSERT

Banoffee cheesecake with butterscotch sauce
Lemon berry pudding with anglaise
Chocolate fondant cake with citrus compote and vanilla ice cream

VEGETARIAN VEGAN AND GLUTEN FREE MENUS ARE AVAILABLE*

*Please ask to see our menu options

We appreciate your enquiry and hope this information has been helpful.

Warm wishes for your upcoming wedding.
Alison Hunter

SAMPLE EVENT

Ceremony and Canape Reception - 5 hours venue hire
Catering for 12 adults

CANAPES

Pear and Manchego wrapped in prosciutto
Spinach and cheese filo triangles
Italian style meatballs

MAIN MEAL - PRE ORDERED

Beef fillet on spinach and crispy potato with caramelised onion and red wine jus
Salmon fillet on crisp potato and greens with lime chilli hollandaise
Chicken breast on mediterranean vegetable
Served with bowls of seasonal vegetables

DESSERT - PRE ORDERED

Pear berry pudding with anglaise and ice cream
Chocolate fondant cake with citrus compote and vanilla ice cream
Citrus tart with chantilly cream and fresh fruit

CAKE served at buffet with tea and coffee

TEA/COFFEE

Venue Hire	\$2200.00 (Includes 1 night accommodation and breakfast for 2 guests)
Catering	\$1040.00 (includes kitchen staff)
Wait staff	\$ 345.00
TOTAL	<u>\$3585.00</u> EQUATES TO \$298.75 PER/PERSON