



Perfect Pop-Up Weddings  
at **The Coach House**

Stunning, simple and stress-free...

## Choose a Perfect Pop-Up Wedding!

Have you always dreamed of saying your vows in a gorgeous, romantic location with a sensational party to follow...but the stress and expense made it all seem out of reach?

**Adelaide Pop-Up Weddings** is here to bring your wedding dreams to life! We will help you create a personal, beautiful ceremony followed by a fun and fabulous reception – with no stress, no fuss and a team of the absolute best wedding suppliers in Adelaide.

Best of all, we can help with every detail. So there's no need to spend hours researching to find exactly what you need.

From simple elopements to stunning ceremonies and gorgeous receptions – in one of our stunning venues, your own home or wherever you've dreamed – a pop-up wedding can include everything from a venue, celebrant and photographer to complete styling, food truck catering, furniture, flowers, live music, photobooths, hair and makeup and even a bridal bouncy castle!

It's time to take the worry out of your wedding planning.

### About The Coach House

Oh, if only these walls could talk...

Tucked into the peaceful streets of Semaphore behind the majestic Glanville Hall manor lies **The Coach House** – a 160-year-old stone stable that has now been transformed into Adelaide's only urban barn venue.

Originally created to house the manor's fleet of elegant horse-drawn coaches, The Coach House offers the ultimate rustic celebration space. Featuring beautiful pointed stonework, rough-hewn walls and of course its signature arched timber doorways, The Coach House oozes character and old-world charm.

Opening directly into a cobbled courtyard, the Coach House is sheltered by a towering, century-old fig tree, whose sprawling boughs provide the perfect backdrop for wedding ceremonies, pizza parties and snuggling beside a crackling fire pit.

Inside the Coach House you'll be dazzled by quirky vintage décor, softly draped ceilings and our one-of-a-kind pendant chandeliers, created using the barn's original mezzanine ladders.





# Pop-Up Weddings at The Coach House

## Perfect Pop-Up Wedding Ceremony

A simple, beautiful, all-inclusive wedding ceremony, making it easy and affordable to say your vows in style!

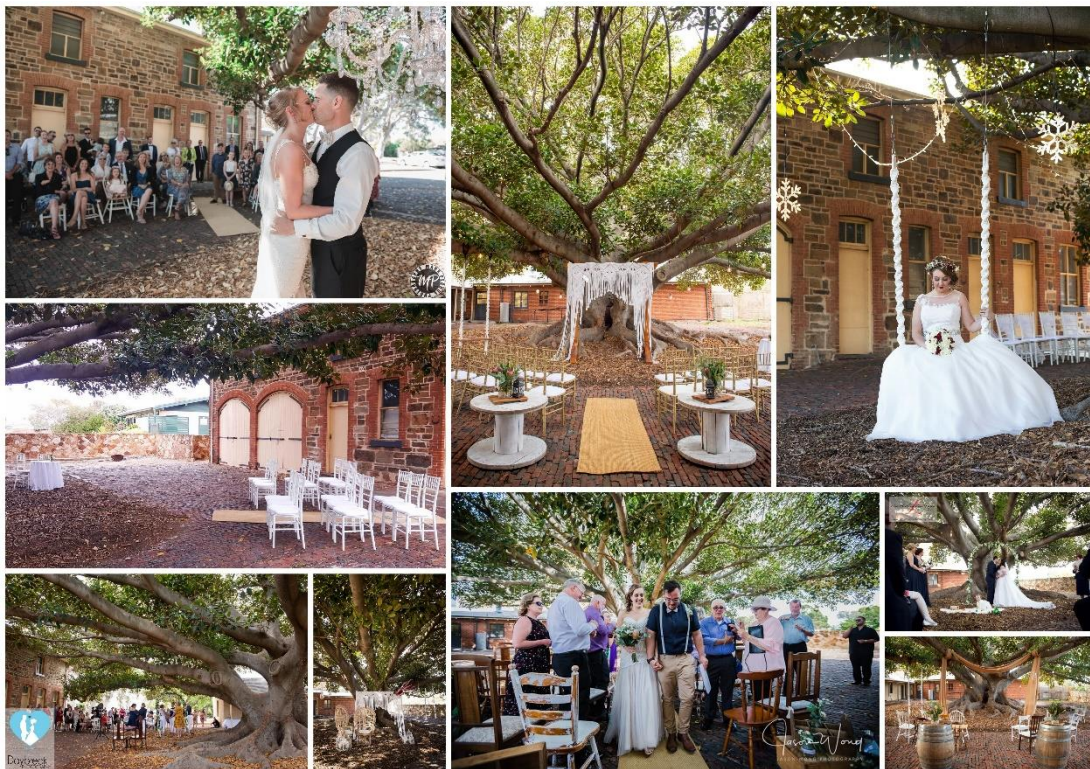
Available seven days (surcharges and time restrictions apply for weekend bookings).

**From \$2650** (\$2850 21, \$2995 in 22)\* including:

- ♠ two hours of fig tree courtyard or coach house **venue hire**
- ♠ **ceremony decor** - including 20 white, gold or miss-matched vintage chairs, a white-clothed signing table and a red, black or seagrass aisle runner
- ♠ your **celebrant**, including PA system, creation of a full personalised ceremony and all legal paperwork
- ♠ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♠ **sneak peek images** shared on our Facebook page within a week of your big day
- ♠ support every step of the way from our passionate and experienced **wedding coordination** team.

*\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property*

**Download our 'All the Extras' package to truly personalise your ceremony!**



**Looking for something even more intimate?**  
**Legal signing and elopement packages are also available at The Coach House**  
**– ask us for details!**

## Perfect Pop-Up *plus* Brunch

Start with a romantic morning ceremony, then spoil your guests with a beautiful brunch in the barn!

Available seven days (surcharges apply for weekend bookings).

**Priced at \$4950 for up to 42 guests maximum** (\$5250 2021, \$5550 in 22)\* including:

- ♠ 3 hours of **venue hire**
- ♠ 9am **garden ceremony** under the fig tree, including 20 white, gold or vintage chairs, aisle runner and clothed or vintage signing table
- ♠ your **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♠ beautiful two-hour **breakfast reception** for *up to 42 guests* from 10am, including:
  - The Coach House ceiling featuring **burlap draping** and our vintage ladder chandeliers
  - **the room** set with two long trestle tables, white linen, vintage crockery and custom menus
  - miss-matched vintage chairs, gift table and cake display barrel
  - white, black or rust-coloured lantern centerpieces, plus crystal-enclosed tealight candles
  - if required, a romantic 'sweetheart' bridal table for two, set with candles and fairylight skirting
  - bottomless tea, coffee and orange juice served for two hours
  - warm rolls with jam on the tables on arrival
  - each guest served a delicious breakfast of toasted focaccia, bacon, scrambled eggs, grilled tomato and mushroom, sautéed spinach and our homemade hash browns (kids version served to under 12s)
- ♠ our **Barn Bar open** for drink purchases throughout.
- ♠ use of our **BOSE audio system** with Bluetooth input
- ♠ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♠ **sneak peek images** shared on our Facebook page within a week of your big day
- ♠ support every step of the way from our passionate and experienced **wedding coordination team**.

**\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property**

Optional extras...

- ♠ add a custom wedding cake to serve as dessert, from \$395
- ♠ add table fruit platters from \$45ea
- ♠ bottles of bubbly from \$45ea
- ♠ champagne cocktails on arrival, \$8pp
- ♠ **see our 'All the Extras' package for the full range of extras to personalise your day!**





## Perfect Pop-Up *plus* High Tea Reception

Celebrate your wedding day with an indulgent menu of handmade, sweet and savoury high tea treats!

Available seven days (surcharges apply for weekend bookings).

**Priced at \$5895 for up to 42 guests maximum** (\$6195 2021, \$6495 in 22)\* including:

- ♠ 3.5 hours of **venue hire**
- ♠ 10am or 1pm **garden ceremony** under the fig tree, including 20 white, gold or vintage chairs, aisle runner and signing table
- ♠ your **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♠ elegant 2.5 hour **high tea reception** for *up to 42 guests* from 10.30am or 1.30pm, including:
  - The Coach House ceiling featuring **burlap draping** and our vintage ladder chandeliers
  - **the room** set with long trestle-style tables, crisp white linen, candles in crystal and our collection of vintage teacups, saucers, sugar bowls and mini jars of fresh, seasonal blooms
  - miss-matched vintage chairs, gift table and cake display barrel
  - if required, a romantic 'sweetheart' bridal table for two, set with candles and fairylight skirting
  - champagne cocktails on arrival, plus bottomless pink lemonade and freshly brewed tea and coffee
  - chef's selection of six savoury delicacies, handmade by our award-winning kitchen team and served on elegant tiered platters
  - chef's selection of six handmade high tea desserts (and celebration cake if applicable) displayed on a luxurious dessert buffet
  - our famous scones with jam and whipped Chantilly cream
- ♠ our **Barn Bar open** for additional drink purchases throughout
- ♠ use of our **BOSE audio system** with Bluetooth input
- ♠ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♠ **sneak peek images** shared on our Facebook page within a week of your big day
- ♠ support every step of the way from our passionate and experienced **wedding coordination team**.

**\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property**

Optional extras...

- ♠ add a custom wedding cake served with your high tea desserts, from \$395
- ♠ **see our 'All the Extras' package for the full range of extras to personalise your wedding day!**



## Perfect Pop-Up *plus* Lunch Reception

Spoil yourselves with a long, leisurely lunch reception in one of our gorgeous, heritage-listed venues

Available seven days (surcharges apply for weekend bookings).

**Priced at \$7495 for up to 42 guests maximum** (\$7795 2021, \$8095 in 22)\* including:

- ♣ 4 hours of venue hire
- ♣ 11am **garden ceremony** under the fig tree, including 20 white, gold or vintage chairs, aisle runner and signing table
- ♣ your **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ elegant three-hour **lunch reception** for *up to 42 guests* from 12pm, including:
  - The Coach House ceiling featuring **burlap draping** and our vintage ladder chandeliers
  - **the room** set with long trestle-style tables, crisp white linen, personalized menus, all crockery, cutlery and glassware plus tealight candles in vintage crystal
  - miss-matched vintage chairs, gift table and cake display barrel
  - if required, a romantic 'sweetheart' bridal table for two, set with candles and fairylight skirting
  - deluxe dip and antipasto entrée platters on each table on arrival
  - a decadent, shared table banquet served as main course including your choice of three main banquet dishes plus bowls of seasonal side vegetables, served 'share-style' to your tables (*see menu below*)
- ♣ custom-created, single-tier, rustic-style **wedding cake** with fresh blooms served on platters as dessert
- ♣ the following **beverage package** served for three hours: Lambrook 'Spark' Sparkling, Grounded Cru Sauvignon Blanc, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee
- ♣ the **Barn Bar open** for spirit purchases throughout your event
- ♣ use of our **BOSE audio system** with Bluetooth input
- ♣ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♣ **sneak peek images** shared on our Facebook page within a week of your big day
- ♣ support every step of the way from our passionate and experienced **wedding coordination team**.

*\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property*

Optional extras...

- ♣ champagne cocktails on arrival, \$8pp
- ♣ **see our 'All the Extras' package for the full range of extras to personalise your day!**

*Table-banquet meal selections – select any three!*

- |  |   |
|--|---|
| • Chargrilled beef skirt steak on fondant potato, topped with Argentinian chimichurri            | • Dukkah-crusted lamb on Moroccan couscous with toasted almonds, fetta and roast pumpkin                          |
| • Honey and pepper-coated, slow-cooked pork belly on parsnip puree                               | • Grilled prawn, calamari and salmon on a bed of tomato and saffron risotto                                       |
| • Thyme and garlic-seasoned roast chicken, jointed and served on crispy German 'spatzle' noodles | • Field mushroom arancini (risotto balls) on pesto aioli with peas and parmesan (v)                               |
| • Sweet potato gnocchi with burnt butter and sage sauce (v)                                      | • Parmesan and pecorino-stuffed eggplant, braised in tomato sauce and topped with fresh tomato and bocconcini (v) |

## Pop-Up *plus* Cocktail Reception

Mark your special day with a relaxed evening of fine wines and gourmet canapés under the stars!

Available seven days (weekend surcharges apply, minimum 70 adults required for Saturday evenings from October-April).

**Priced from \$7495 for up to 40 guests** (\$7795 in 2021, \$7995 in 22)\* - including:

- ♠ 4 hours of **venue hire**
- ♠ 11.30am or 5.30pm\*\* **garden ceremony** under the fig tree, including 20 white, gold or vintage chairs, aisle runner and white clothed or vintage signing table
- ♠ your **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♠ the barn doors opened to the fig tree courtyard from 12.30 or 6.30pm for an elegant, three-hour, **indoor-outdoor cocktail reception**, including:
  - The Coach House ceiling featuring burlap draping and our vintage ladder chandeliers
  - the room and courtyard set with timber spools, miss-matched vintage chairs, wine barrels and vintage stools, gift table and cake display barrel
  - spools and barrels decorated with your choice of white, black or rust-coloured lanterns and crystal-enclosed tealight candles
  - fully styled, gourmet grazing-table entrée including dips, cheeses, fruit, cold meats, breads and more
  - chef's choice of three cold canapés and four hot canapés served over two hours
- ♠ custom-created, single-tier, rustic-style **wedding cake** with fresh blooms served on platters as dessert
- ♠ the following **beverage package** served for three hours: Lambrook 'Spark' Sparkling, Grounded Cru Sauvignon Blanc, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee
- ♠ the **Barn Bar open** for spirit purchases throughout your event
- ♠ use of our **BOSE audio system** with Bluetooth input
- ♠ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♠ **sneak peek images** shared on our Facebook page within a week of your big day
- ♠ support every step of the way from our passionate and experienced **wedding coordination team**.

*\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property*

*\*\* timing adjusted by one hour outside of daylight savings months*

Optional extras...

- ♠ **Yes – you can add extra guests! \$95pp adults, \$25pp children under 12 (up to 150 total)**
- ♠ add a crackling **open fire pit** for \$195 (only available outside of fire restrictions)
- ♠ **see our 'All the Extras' package for the full range of extras to personalise your day!**





## Perfect Pop-Up *plus* Pizza Party

Say 'I do' with our towering fig tree as your backdrop, then spoil your guests with a relaxed barn reception featuring gourmet, wood-fired pizzas from **Woody the Wood Oven Wagon!**

Available seven days (weekend surcharges apply, minimum 70 adults required for Saturday evenings from October-April).

**Starting from \$7795 for up to 40 guests (\$8195 2021, \$8495 in 22)\*** including:

- ♣ 5 hours of venue hire
- ♣ your choice of a midday or 5pm\*\* **garden ceremony** under the fig tree, including 20 white, gold or vintage chairs, aisle runner and white clothed or vintage signing table
- ♣ your **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ the barn doors opened to the fig tree courtyard for an elegant, four-hour, **indoor-outdoor cocktail reception** (from 1pm or 6pm), including:
  - The Coach House ceiling featuring burlap draping and our vintage ladder chandeliers
  - the room and courtyard set with timber spools, miss-matched vintage chairs, wine barrels and vintage stools, gift table and cake display barrel
  - spools and barrels decorated with your choice of white, black or rust-coloured lanterns and crystal-enclosed tealight candles
  - fully styled, gourmet grazing-table entrée including dips, cheeses, fruit, cold meats, breads and more
  - a selection of five gourmet wood-oven pizzas cooked and served roaming-style for 90 minutes
- ♣ custom-created, single-tier, rustic-style **wedding cake** with fresh blooms served on platters as dessert
- ♣ the following **beverage package** served for four hours: Lambrook 'Spark' Sparkling, Grounded Cru Sauvignon Blanc, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee
- ♣ the **Barn Bar open** for spirit purchases throughout your event
- ♣ use of our **BOSE audio system** with Bluetooth input
- ♣ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♣ **sneak peek images** shared on our Facebook page within a week of your big day
- ♣ support every step of the way from our passionate and experienced **wedding coordination team**.

*\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property*

*\*\* evening timing adjusted by one hour outside of daylight savings months*

Optional extras...

- ♣ **Yes – you can add extra guests! \$95pp adults, \$25pp children under 12 (up to 150 total)**
- ♣ add a crackling **open fire pit** for \$195 (only available outside of fire restrictions)
- ♣ **see our 'All the Extras' package for the full range of extras to personalise your wedding day!**





## Perfect Pop-Up *plus* Street Food Celebration

Tie the knot beside the beautiful barn, then indulge in a gourmet grazing table and a feast of sensational street foods from **Wilma the Wood Oven Wagon!**

Available seven days (weekend surcharges apply, minimum 70 adults required for Saturday evenings from October-April).

**Starting from \$7795 for up to 40 guests (\$8195 2021, \$8495 in 22)\*** including:

- ♣ 5 hours of venue hire
- ♣ your choice of a midday or 5pm\*\* **garden ceremony** under the fig tree, including 20 white, gold or vintage chairs, aisle runner and white clothed or vintage signing table
- ♣ your **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ the barn doors opened to the fig tree courtyard for an elegant, four-hour, **indoor-outdoor cocktail reception** (from 1pm or 6pm), including:
  - The Coach House ceiling featuring burlap draping and our vintage ladder chandeliers
  - the room and courtyard set with timber spools, miss-matched vintage chairs, wine barrels and vintage stools, cake display barrel and gift table
  - spools and barrels decorated with your choice of white, black or rust-coloured lanterns and crystal-enclosed tealight candles
  - fully styled, gourmet grazing-table entrée including dips, cheeses, fruit, cold meats, breads and more
  - a menu of steamed buns filled with sticky pork belly, chicken tacos with tangy tequila citrus salsa, baked potatoes with slaw, bacon, sour cream and cheese, beef meat balls and crispy chicken sliders served roaming-style over 90 minutes
- ♣ custom-created, single-tier, rustic-style **wedding cake** with fresh blooms served on platters as dessert
- ♣ the following **beverage package** served for four hours: Lambrook 'Spark' Sparkling, Grounded Cru Sauvignon Blanc, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee
- ♣ the **Barn Bar open** for spirit purchases throughout your event
- ♣ use of our **BOSE audio system** with Bluetooth input
- ♣ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♣ **sneak peek images** shared on our Facebook page within a week of your big day
- ♣ support every step of the way from our passionate and experienced **wedding coordination team**.

*\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property*

*\*\* evening timing adjusted by one hour outside of daylight savings months*

Optional extras...

- ♣ **Yes – you can add extra guests! \$95pp adults, \$25pp children under 12 (up to 150 total)**
- ♣ add a crackling **open fire pit** for \$195 (only available outside of fire restrictions)
- ♣ **see our 'All the Extras' package for the full range of extras to personalise your day!**



## Perfect Pop-Up *plus* Shared Dinner Reception

Our signature, deluxe Coach House experience! Let us spoil you with our famous 5-star service and award-winning table banquet dishes beneath the sparkling ladder chandeliers in our magnificent heritage barn.

Available seven days (surcharges apply for weekend bookings).

**Priced at \$8495 for up to 42 guests maximum** (\$8795 2021, \$8995 in 22)\* including:

- ♣ 5 hours of venue hire
- ♣ 5pm\*\* **garden ceremony** under the fig tree, including 20 white, gold or vintage chairs, aisle runner and signing table
- ♣ your **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ elegant four-hour **shared banquet dinner reception** for *up to 42 guests* from 6pm, including:
  - The Coach House ceiling featuring **burlap draping** and our **vintage ladder chandeliers**
  - the room set with long trestle-style tables, crisp white linen, personalized menus and tealight candles
  - miss-matched vintage chairs, gift table and cake display barrel
  - if required, a romantic 'sweetheart' bridal table for two, set with candles and fairylight skirting
  - chef's selection of gourmet canapes served 'roaming style' for one hour on arrival
  - a decadent, shared table banquet main course including your choice of three banquet dishes plus bowls of seasonal side vegetables, served 'share-style' to your tables (*see menu below*)
- ♣ custom-created, single-tier, rustic-style **wedding cake** with fresh blooms, plated as dessert
- ♣ the following **beverage package** served for four hours: Lambrook 'Spark' Sparkling, Grounded Cru Sauvignon Blanc, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee
- ♣ the **Barn Bar open** for spirit purchases throughout your event
- ♣ use of our **BOSE audio system** with Bluetooth input
- ♣ two hours of **professional photography** including an electronic gallery of at least 75 edited, high resolution, non-watermarked, non-copyrighted images
- ♣ **sneak peek images** shared on our Facebook page within a week of your big day
- ♣ support every step of the way from our passionate and experienced **wedding coordination team**.

*\* \$200 weekend and 10% public holiday surcharge applies. Add \$1250 for exclusive use of the entire Glanville Hall property*

*\*\* evening timing adjusted by one hour outside of daylight savings months*

Optional extras...

- ♣ add a crackling **open fire pit** for \$195 (only available outside of fire restrictions)
- ♣ **see our 'All the Extras' package for the full range of extras to personalise your day!**

*Table-banquet main meal selections – select any three!*

- |  |   |
|--|---|
| • Chargrilled beef skirt steak on fondant potato, topped with Argentinian chimichurri            | • Dukkah-crusted lamb on Moroccan couscous with toasted almonds, fetta and roast pumpkin                          |
| • Honey and pepper-coated, slow-cooked pork belly on parsnip puree                               | • Grilled prawn, calamari and salmon on a bed of tomato and saffron risotto                                       |
| • Thyme and garlic-seasoned roast chicken, jointed and served on crispy German 'spatzle' noodles | • Field mushroom arancini (risotto balls) on pesto aioli with peas and parmesan (v)                               |
| • Sweet potato gnocchi with burnt butter and sage sauce (v)                                      | • Parmesan and pecorino-stuffed eggplant, braised in tomato sauce and topped with fresh tomato and bocconcini (v) |



# All the 'Pop-Up Extras'!

No two celebrations are ever the same – and thanks to our years of experience in creating spectacular events, we can help ensure your special day is a true reflection of YOU!

With help from our talented team and network of incredible suppliers, we love working with our bridal couples to really personalise each wedding. From beautiful backdrops and sensational centrepieces to decadent dessert bars, a crackling open fire pit, creative cakes, feature furniture and breathtaking overhead lighting, let us help you design a wedding your guests will remember for years to come.

Download our **All the Pop-Up Extras** package for a full guide to the many incredible extras we offer.



# Ready to plan your Pop-Up Wedding?

## You're in good hands!

As part of the Utopia Cuisine family of venues, caterers and wedding services, Adelaide Pop-Up Weddings is proud to be SA family owned and operated. And when it comes to weddings our difference is simple – we absolutely *love* what we do!

Our team prides itself on offering truly personalised, experienced and exceptional service. Our passionate and dedicated staff and suppliers genuinely love getting to know each couple, and being there to guide and support them every step of the way. We aim to take the confusion and stress out of wedding planning, using our experience and industry knowledge to create a relaxed and fun lead up to your celebration.

Most importantly, the staff you have worked with from your very first visit to The Coach House will be by your side at your event - coordinating every little detail to bring your perfect event to life.

## So...what happens next?

If you've found your perfect pop-up package at The Coach House, it's time to start planning!

First up, please read our detailed booking terms and conditions carefully (see next page). Then drop us a line with your preferred date, package and any extras you might like, and we will help secure the venue, all the details and introduce your amazing wedding team.

Once your booking has been secured, we will guide you every step of the way - from planning and styling to information and advice, you will work closely with each of your pop-up suppliers and your own coordinator to ensure personalised, fun and worry-free wedding planning.

## Contact Us

### Adelaide Pop-Up Weddings

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Burnside SA 5066

0426 056 022  
[info@adelaidepopupweddings.com.au](mailto:info@adelaidepopupweddings.com.au)  
[www.adelaidepopupweddings.com.au](http://www.adelaidepopupweddings.com.au)



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## The important part – The Coach House **booking terms and conditions**

We look forward to helping you create the perfect celebration! To ensure everything runs smoothly on your special day, it is important that you be completely familiar with our terms and conditions.

All bookings are made upon, and are subject to, the following terms and conditions as determined by Adelaide Pop-Up Weddings and The Coach House management. **By paying your non-refundable booking payment, you are agreeing to the following:**

### Bookings

- 1.1 By paying your booking payment, you agree to all terms and conditions outlined in this document.
- 1.2 **Booking payments are strictly non-transferable and non-refundable.**
- 1.3 Tentative bookings may be made, but are only valid for seven (7) days from the date of booking.
- 1.4 No booking is deemed confirmed until a booking payment has been received. Management reserves the right to cancel the booking if confirmation and deposit is not received by the due date.
- 1.5 If your booking is cancelled, your booking payment will be forfeited in full.
- 1.6 Deferring or transferring a confirmed booking date *may* be available - at the discretion of management, with at least 10 months' notice and depending on availability. An additional booking payment of \$750 will apply to transfer a booking to a new date, and package pricing may change for date extensions.
- 1.7 No refunds or package price reductions will be offered for cancelled package inclusions.

### *Liquor Licensing Act*

- 2.1 Management and staff will abide by all conditions set down in the *Liquor Licensing Act*. We reserve the right to refuse the service of alcohol to any guests displaying signs of intoxication.
- 2.2 Management reserves the right to cease all service of alcohol prior to the close of a function, in the event that a large number of guests are displaying unacceptable behaviour or showing signs of intoxication.
- 2.3 Venue staff reserve the right to cease alcohol service to any guest at any point during an event for any reason deemed necessary for the safety of the guest, the staff or other attendees.

### Prices and payment

- 3.1 Unless otherwise stated, all prices quoted are inclusive of GST.
- 3.2 Once your booking payment has been received and confirmed, your package pricing will be locked in to the absolute best of our ability. You will be notified immediately in the case of unforeseen or unavoidable price changes.
- 3.3 Your confirmed, final number of guests - along with any and all special dietary requirements - is required *no less than* fourteen (14) days prior to the event. We cannot guarantee that last minute or late additions will be accepted.
- 3.3 Your event account must be settled and cleared *no less than seven days* prior to the event. We reserve the right to cancel any events not paid in full by this deadline.
- 3.4 No refunds will be offered for changes or cancellations after final invoicing and payment, and charges will be rendered for any late inclusions.
- 3.5 Payment can be made by cash, credit card (Visa, Mastercard, EFTPOS), bank cheque or EFT (electronic funds transfer). Credit card and EFTPOS payments will incur a 1.5% processing fee. Personal cheques are not accepted.
- 3.6 Beverage purchases under a negotiated purchase bar account must be settled either in advance or on the night, payable by cash, credit card or EFTPOS.

### **Alcohol and drugs**

- 5.1 **Absolutely no BYO beverages are permitted at the venues for consumption at the event or anywhere on the premises (including in the gardens and car park).**
- 5.2 **BYO eskies or drink supplies (including those kept in vehicles) are strictly prohibited. Any guests seen consuming BYO beverages will be given a single warning, then asked to leave the premises.**
- 5.3 **Guests consuming any illegal substances on site will be ejected, and law enforcement contacted.**
- 5.4 **Guests arriving at the venue intoxicated or under the influence of drugs will be refused entry and service.**
- 5.5 **No food or beverage shall be removed from the premises following the event.**

## Damage and conduct

- 6.1 **Event organisers are financially responsible for any damage sustained to the venue or the venue's property by the organiser or invited guests, in any part of the premises during the event.**
- 6.2 Management reserves the right to request a security bond or a credit card imprint, payable prior to the event.
- 6.3 The venue accepts no responsibility for damage or loss of merchandise or property left in the premises prior, during or after the event. **Organisers should arrange their own insurance and/or security.**
- 6.4 Management reserves the right to exclude or eject any or all objectionable persons from the event or the premises without liability.
- 6.5 It is understood that the client will conduct the event in an orderly manner, in full compliance with venue management and applicable laws.
- 6.6 Event organisers are financially responsible for any damage sustained to items hired for the purpose of the event, such as decorations, ceremony items and other equipment.
- 6.7 Children are very welcome at our venues, but must be supervised by responsible adults at all times. No parts of our venues are to be used for babysitting or child-minding purposes.

## Smoking

- 7.1 **The Coach House is a totally smoke free venue.** Smoking is absolutely prohibited within the building, in the courtyard and within the greater Glanville Hall grounds.
- 7.2 **Smokers are asked to do in the designated smoking ONLY, where ash trays and sand buckets are provided for the safe and neat collection of cigarette butts.**
- 7.3 It is at the discretion of management as to how many times guests will be 'warned' about the smoking regulations. After numerous warnings, the venue reserves the right to exclude or eject any or all objectionable persons from the event or the premises without liability.
- 7.4 Management reserves the right to charge a cleaning fee of \$500 for any events where these clear smoking regulations are ignored, and significant cleaning is required to remove cigarette butts from the premises.

## Facilities

- 9.1 Hire of The Coach House does not ensure exclusivity of the entire Glanville Hall manor and grounds. A surcharge of \$1250 applies to guarantee private use of the entire Glanville Hall estate.
- 9.2 Every effort will be made to maintain the exact appearance of the venue, however changes, upgrades and improvements may take place between the date of booking and the event.
- 9.3 The Coach House facilities may only be used for the purposes which they are intended.
- 9.4 All guests must vacate the premises within 30 minutes following the completion of the event. Failure to comply will result in a charge of \$150 for each additional 30 minutes or part thereof.
- 9.5 Please speak to our staff in regards to fire safety, fire bans and the use of candles or sparklers within our building and surrounding gardens. Open flames are a fire risk and may be banned.
- 9.6 Bubbles and 'dry ice machines' are welcome in our gardens and on our outdoor terrace, but cannot be used within the main buildings without prior permission.
- 9.7 Please note that glitter, confetti and table sprinkles are strictly prohibited within The Coach House – both inside and in the gardens and outdoor areas. An additional cleaning fee of \$250 will be charged upon unauthorised use of these items.

## Decoration hire

- 10.1 In an emergency, we reserve the right to substitute hire items with similar items without seeking the permission of the hirer. We will take the utmost care to match colours and design but there may be slight variations.
- 10.2 In the case of inclement weather, we will make an indoor area available for your ceremony. Our staff will work with you to make this decision, which must be confirmed at least 12 hours prior to the ceremony start time (to allow us time to move/set up your items).
- 10.3 No refunds will be provided for changes or cancellations due to inclement weather.
- 10.4 **Fresh flowers, petals and confetti cannot be used on any of the aisle carpets or seagrass aisle runners or inside the buildings,** due to staining and damage caused. If petals or confetti are used and cause damage, a cleaning or full replacement fee will be charged.
- 10.5 In the event that damage or loss occurs to any hired items, the hirer is financially responsible for replacement or repair of goods within seven days.