



Perfect Pop-Up Weddings  
Utopia @ Waterfall Gully and Glanville Hall



## 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 Utopia @ Waterfall Gully



Utopia is one of SA's most awarded restaurant wedding venues, offering heavenly, romantic and truly personalised wedding experiences.

Our century-old, heritage listed stone chalet is tucked away at the base of magnificent Mount Lofty, boasting a unique and secluded conservation park setting just 15 minutes from Adelaide's CBD.

Our ceremony lawns are located beneath a soaring elm tree right beside a bubbling stream, with views of a spectacular natural waterfall that flows year-round. Utopia's heritage listed, rustic chalet features exposed art nouveau stained beams, original tongue-and-groove wall paneling, hand-laid parquet flooring, a spectacular stone fireplace and a soaring timber ceiling with glittering fairy lights and crystal chandeliers.

### About Glanville Hall



Nestled in a peaceful, leafy street in the picturesque beachside suburb of Semaphore, this 160-year-old Victorian Tudor-style manor is surrounded by beautifully manicured gardens and framed by a neighbouring lush, green golf course.

Less than 25 minutes from the CBD and just a stone's throw from the beach, gracious Glanville Hall hosts truly bespoke weddings and events.

Outside, Glanville Hall's iconic tower, sweeping lawns, picturesque stone cloisters and striking, modern pavilion make the property a truly spectacular backdrop for events and photographs. The property's breathtaking beauty continues inside, where this perfectly restored heritage homestead features soaring ceilings, original cornices and ceiling roses, ornamental fireplaces, polished timber floorboards, dreamy bay windows and double French doors opening directly into the gardens.

# Our Pop-Up Wedding Packages...

## 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 (weekend time restrictions and surcharges apply).

**From \$2850 for up to 100 guests** (\$2995 in 22, \$3295 in 23)\* including:

- ♠ two hours of garden **venue hire**
- ♠ **ceremony decor** - including 20 ceremony chairs, a white-clothed signing table and a red, black or seagrass aisle runner
- ♠ licensed **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*

**Download our 'All the Pop-Up Extras' package to really personalise your ceremony!**

**Looking for something even more intimate?**

**Legal signing and elopement packages are also available – ask us for details!**





## Perfect Pop-Up *plus* Breakfast Reception

Start with a romantic morning ceremony, then spoil your guests with a truly beautiful breakfast!

Available seven days (surcharges apply for weekend bookings).

**Starting from \$4950 for up to 40 guests** (\$5250 in 22, \$5650 in 23)\* including:

- ♣ 3 hours of **venue hire**
- ♣ 9am **garden ceremony** including 20 white chairs, choice of aisle runner and a signing table
- ♣ licensed **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ beautiful **two-hour breakfast reception** for up to 40 guests from 10am, including:
  - tables decorated with white linen, custom menus and mini crystal candelabras (round or tulip style)
  - white 'fleur de lys' sashes on your reception chairs
  - 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 (*vegetarian/vegan version available*)
  - our bar open for drink purchases throughout.
- ♣ use of our **in-house music system** with microphone
- ♣ 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.

*\* \$200 weekend and 10% public holiday surcharge applies*

Optional extras...

- ♣ **Yes - you can add extra guests! \$45pp for adults and \$25pp under 12 years (up to 110 guests)**
- ♣ add a custom wedding cake to serve as dessert, from \$395
- ♣ bottles of bubbly on each table, \$45ea
- ♣ champagne cocktails on arrival to your reception, \$9pp
- ♣ extend your reception venue hire, \$395 for one hour (bar open for purchases)
- ♣ **see our 'All the Pop-Up 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! Choose from a morning *or* an afternoon ceremony and high tea.

Available seven days (surcharges do apply for weekend bookings).

**Starting from \$5250 for up to 40 guests (\$5550 in 22, \$5950 in 23)\*** including:

- ♠ 3 hours of **venue hire**
- ♠ 10am or 1.30pm **garden ceremony** including 20 white chairs, choice of aisle runner and signing table
- ♠ licensed **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♠ elegant **two-hour high tea reception** for up to 40 guests (from 11am or 2.30pm), including:
  - tables decorated with white linen, candles and our beautiful miss-matched vintage china
  - elegant white 'fleur de lys' sashes on your reception chairs
  - bottomless tea and coffee served for two hours
  - Chef's selection of sweet and savoury, handmade high tea treats plus our famous scones with jam and whipped Chantilly cream, served on our elegant, tiered stands over 90 minutes
  - our bar open for drink purchases throughout.
- ♠ use of our **in-house music system** with microphone
- ♠ 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.

*\* \$200 weekend and 10% public holiday surcharge applies*

Optional extras...

- ♠ **Yes - you can add extra guests! \$49pp for adults and \$25pp under 12 years (up to 110 guests)**
- ♠ add a custom wedding cake served with your high tea desserts, from \$395
- ♠ extend your reception venue hire, \$395 for one hour (or \$12pp including bottomless tea and coffee)
- ♠ carafes of our famous mint and cranberry pink lemonade, \$9ea
- ♠ bottles of bubbly on each table, \$45ea
- ♠ champagne cocktails on arrival to your reception, \$9pp
- ♠ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your day!**





## Perfect Pop-Up *plus* Afternoon Mini Cocktail Reception

Toast the start of your marriage with a relaxed and elegant afternoon cocktail celebration.

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

**Starting from \$5650 for up to 40 guests** (\$5950 in 22, \$6250 in 23)\* including:

- ♣ 3 hours of **venue hire**
- ♣ **garden ceremony** from 2pm including 20 white chairs, choice of aisle runner and signing table
- ♣ licensed **celebrant**, including PA system, personalised ceremony and all legal paperwork
- ♣ elegant, **two-hour afternoon cocktail reception** held inside the chalet at Utopia OR in the gardens/parlour at Glanville Hall from 3-5pm for up to 40 guests, including:
  - wine barrels decorated with white 'fleur de lys' sashes and mini crystal candelabras (round or tulip)
  - scattered chairs with elegant white 'fleur de lys' sashes
  - Chef's selection of handmade, hot and cold gourmet cocktail canapés served over 90 minutes
  - the following **beverage package** served for two hours: Lambrook 'Spark' Sparkling, Grounded Cru Pinot Gris, Grounded Cru Shiraz, Finnis River Moscato, Coopers Pale Ale, cider and soft drinks.
- ♣ use of our **in-house music system** with microphone
- ♣ 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.

*\* \$200 weekend and 10% public holiday surcharge applies*

Optional extras...

- ♣ **Yes - you can add extra guests! \$65pp for adults and \$25pp under 12 years (up to 150 guests)**
- ♣ add a custom wedding cake to serve as dessert, from \$395
- ♣ champagne cocktails on arrival to your reception, \$9pp
- ♣ extend your reception venue hire, \$395 for one hour (or \$18pp including venue and drinks)
- ♣ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your 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 do apply for weekend bookings).

**Starting from \$7150 for up to 40 guests (\$7350 2021, \$7695 in 22)\*** including:

- ♣ 4 hours of **venue hire** (11am-3pm)
- ♣ 11am **garden ceremony** including 20 white chairs, choice of aisle runner and signing table
- ♣ licensed **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ elegant **three-hour lunch reception** for up to 40 guests from 12pm, including:
  - tables decorated with white linen, personalised menus and mini crystal candelabras
  - white 'fleur de lys' sashes on your reception chairs
  - entree dip and antipasto platters on each table on arrival
  - guests to select from two sumptuous main courses\*, served with bowls of seasonal vegetables
  - custom-created, rustic-style OR naked-style **wedding cake** served as dessert
  - the following **beverage package** served for three hours: Lambrook 'Spark' Sparkling, Grounded Cru Pinot Gris, Grounded Cru Shiraz, Finnis River Pink Moscato, Coopers Pale Ale, Hahn Super Dry, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee.
- ♣ use of our **in-house music system** with microphone
- ♣ 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.

*\* \$200 weekend and 10% public holiday surcharge applies*

Optional extras...

- ♣ **Yes - you can add extra guests! \$85pp for adults and \$25pp under 12 years (up to 110 guests)**
- ♣ champagne cocktails on arrival, \$9pp
- ♣ extend your reception venue hire, \$350 for one hour (or \$18pp including venue and drinks)
- ♣ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your day!**

*\* Lunch reception guests to select from the following two main course options, served with seasonal vegetables:*

- seared beef fillet on potato dauphine, with wilted spinach and red wine jus
- pan-seared chicken breast with herb butter, creamy mash, green beans and verjuice glaze.





## Pop-Up *plus* Evening Cocktail Reception

Say 'I do' as the sun sinks behind you, then mark the occasion with an elegant evening of fine wines and gourmet canapés...

Available seven days (minimum 70 guests on Saturdays from October to April, weekend surcharges apply).

**Starting from \$7750 for up to 40 guests** (\$7950 in 22, \$8350 in 23)\* including:

- ♣ 4 hours of **venue hire**
- ♣ 5.30pm\*\* 'twilight' **garden ceremony** including 20 white chairs, choice of aisle runner and signing table
- ♣ licensed **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ elegant **three-hour cocktail reception** for up to 40 guests from 6.30pm, including:
  - wine barrels decorated with white 'fleur de lys' sashes and our elegant, 5-arm crystal candelabras
  - scattered reception chairs with elegant white 'fleur de lys' sashes
  - gourmet dip and antipasto platters on arrival
  - chef's selection of four hot and three cold gourmet canapés, served over two hours
  - custom-created, rustic-style OR naked-style **wedding cake** served on platters as dessert
  - the following **beverage package** served for 3 hours: Lambrook 'Spark' Sparkling, Grounded Cru Pinot Gris, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Hahn Super Dry, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee.
- ♣ use of our **in-house music system** with microphone
- ♣ 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.

\* \$200 weekend and 10% public holiday surcharge applies

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

Optional extras...

- ♣ **Yes - you can add extra guests! \$85pp for adults and \$25pp under 12 years (up to 180 guests)**
- ♣ extend your reception venue hire, \$395 for one hour (or \$18pp including venue and drinks)
- ♣ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your day!**





## Perfect Pop-Up *plus* Pizza Garden Party

Say 'I do' with our grand manor or historic chalet as your backdrop, then spoil your guests with a relaxed and indulgent indoor/outdoor reception with gourmet, wood-fired pizzas from **Woody the Wood Oven Wagon!**

Available seven days (minimum 70 guests on Saturdays from October to April, weekend surcharges apply).

**Starting from \$8150 for up to 40 guests (\$8450 2022, \$8850 in 23)\*** including:

- ♣ 5 hours of **venue hire**
- ♣ 12noon or 5pm\*\* **garden ceremony**, set with 20 white chairs, choice of aisle runner and signing table
- ♣ licensed **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ a four-hour '**pizza garden party**' **reception** for up to 40 guests (from 1pm or 6pm\*\*), including:
  - Utopia's main dining room/atrium OR Glanville Hall's 'Chapel' ballroom set with wine barrels or cocktail tables, scattered chairs, white fleur-de-lys sashes and candles
  - Utopia's front terrace set with tables, chairs, umbrellas and candles OR Glanville Hall's lawns set with picnic tables, chairs and picnic blankets
  - gourmet, fully styled grazing table on arrival including meats, cheeses, breads and hot snacks
  - a selection of five gourmet wood-oven pizzas cooked and served bottomless for 90 minutes
  - custom-created, rustic-style OR naked-style **wedding cake** served on platters as dessert
  - the following **beverage package** served for 4 hours: Lambrook 'Spark' Sparkling, Grounded Cru Pinot Gris, Grounded Cru Shiraz, Finnis River Pink Moscato, Coopers Pale Ale, Hahn Super Dry, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee.
- ♣ use of our **in-house music system** with microphone
- ♣ 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.

\* \$200 weekend and 10% public holiday surcharge applies

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

Optional extras...

- ♣ **Yes - you can add extra guests! \$95pp for adults and \$25pp under 12 years (up to 180 guests)**
- ♣ extend your reception venue hire, \$395 for one hour (or \$18pp including venue and drinks)
- ♣ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your day!**



## Perfect Pop-Up *plus* Street Food Garden Party

Tie the knot in our gorgeous gardens, then spoil your guests with a gourmet grazing table and a feast of sensational street foods.

Available seven days (minimum 70 guests on Saturdays from October to April, weekend surcharges apply).

**Starting from \$8150 for up to 40 guests** (\$8450 2022, \$8850 in 23)\* including:

- ♠ 5 hours of **venue hire**
- ♠ 12noon or 5pm\*\* **garden ceremony**, set with 20 white chairs, choice of aisle runner and signing table
- ♠ licensed **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♠ a four-hour **street food party reception** for up to 40 guests (from 1pm or 6pm\*\*), including:
  - Utopia's main dining room/atrium OR Glanville Hall's 'Chapel' ballroom set with wine barrels or cocktail tables, scattered chairs, white fleur-de-lys sashes and candles
  - Utopia's front terrace set with tables, chairs, umbrellas and candles OR Glanville Hall's lawns set with picnic tables, chairs and picnic blankets
  - gourmet, fully styled grazing table on arrival including meats, cheeses, breads and hot snacks
  - menu of steamed buns with sticky pork belly, chicken tacos with tangy citrus salsa, bacon baked potatoes, beef meatballs and crispy chicken sliders served roaming-style for 90 minutes
  - custom-created, rustic-style OR naked-style **wedding cake** served on platters as dessert
  - the following **beverage package** served for 4 hours: Lambrook 'Spark' Sparkling, Grounded Cru Pinot Gris, Grounded Cru Shiraz, Finnis River Pink Moscato, Coopers Pale Ale, Hahn Super Dry, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee.
- ♠ use of our **in-house music system** with microphone
- ♠ 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.

\* \$200 weekend and 10% public holiday surcharge applies

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

Optional extras...

- ♠ **Yes - you can add extra guests! \$95pp for adults and \$25pp under 12 years (up to 180 guests)**
- ♠ extend your reception venue hire, \$395 for one hour (or \$18pp including venue and drinks)
- ♠ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your day!**





## Perfect Pop-Up *plus* Combo Garden Party

Take your menu to the next level with a decadent pizza *and* street food reception bursting with variety!

Available seven days (minimum 70 guests on Saturdays from October to April, weekend surcharges apply).

**Starting from \$8450 for up to 40 guests** (\$8750 2022, \$9150 in 23)\* including:

- ♣ 5 hours of **venue hire**
- ♣ 12noon or 5pm\*\* **garden ceremony**, set with 20 white chairs, choice of aisle runner and signing table
- ♣ licensed **celebrant**, including personalised ceremony, PA system and all legal paperwork
- ♣ a four-hour **street food party reception** for up to 40 guests (from 1pm or 6pm\*\*), including:
  - Utopia's main dining room/atrium OR Glanville Hall's 'Chapel' ballroom set with wine barrels or cocktail tables, scattered chairs, white fleur-de-lys sashes and candles
  - Utopia's front terrace set with tables, chairs, umbrellas and candles OR Glanville Hall's lawns set with picnic tables, chairs and picnic blankets
  - gourmet, fully styled grazing table on arrival including meats, cheeses, breads and hot snacks
  - Chef's selection of three wood-fired pizzas PLUS bacon baked potatoes, beef meatballs and crispy chicken sliders, served roaming-style for 90 minutes
  - custom-created, rustic-style OR naked-style **wedding cake** served on platters as dessert
  - the following **beverage package** served for 4 hours: Lambrook 'Spark' Sparkling, Grounded Cru Pinot Gris, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Hahn Super Dry, Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee.
- ♣ use of our **in-house music system** with microphone
- ♣ 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.

\* \$200 weekend and 10% public holiday surcharge applies

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

Optional extras...

- ♣ **Yes - you can add extra guests! \$105pp for adults and \$25pp under 12 years (up to 180 guests)**
- ♣ extend your reception venue hire, \$395 for one hour (or \$18pp including venue and drinks)
- ♣ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your day!**



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

The ultimate end to your perfect wedding day! Let us spoil you with our famous 5-star service and award-winning menus, beneath the sparkling fairy-lights and chandeliers in one of our magnificent heritage venues.

Available seven days (minimum 70 guests on Saturdays from October to April, weekend surcharges apply).

**Starting from \$8550 for up to 40 guests (\$8950 2022, \$9350 in 23)\*** including:

- ♣ 5 hours of **venue hire**
- ♣ 5.30pm\*\* 'twilight' garden ceremony including 20 white chairs, aisle runner and signing table
- ♣ licensed **celebrant**, including PA system and all legal paperwork
- ♣ luxury **four-hour dinner reception** for up to 40 guests from 6.30pm, including:
  - tables decorated with white linen, personalised menus and our elegant 5-arm crystal candelabras
  - white or black (or gold at Glanville Hall) reception chairs with elegant white 'fleur de lys' sashes
  - fresh bread and entree dip and antipasto platters on each table on arrival
  - guests to select from two sumptuous main courses\*, served with bowls of seasonal vegetables
  - custom-created, rustic OR naked-style **wedding cake** served as dessert with berry coulis and cream
  - the following **beverage package** served for four hours: Lambrook 'Spark' Sparkling, Grounded Cru Pinot Gris, Grounded Cru Shiraz, Finniss River Pink Moscato, Coopers Pale Ale, Hahn Super Dry Pressmans Cider, soft drinks, orange juice and freshly brewed tea and coffee.
- ♣ use of our **in-house music system** with microphone
- ♣ 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.

*\* \$200 weekend and 10% public holiday surcharge applies    \*\* timing adjusted by one hour outside of daylight savings months*

Optional extras...

- ♣ **Yes - you can add extra guests! \$125pp for adults and \$25pp under 12 years (up to 110 guests)**
- ♣ extend your reception venue hire, \$395 for one hour (or \$18pp including venue and drinks)
- ♣ **see our 'All the Pop-Up Extras' package for the full range of extras to personalise your day!**

*\* Dinner guests to select from the following two main courses, served with seasonal vegetables:*

- seared beef fillet on potato dauphine, with wilted spinach and red wine jus
- pan-seared chicken breast with herb butter, creamy mash, green beans and verjuice glaze.





## All the 'Pop-Up Extras'!

No two pop-up wedding 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, 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 with more than a decade of wedding expertise. 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, stress and expense 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 venue 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, 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, venue, package and any extras you might like. We will finalise everything needed to secure your special day - then introduce your amazing wedding team.

Our team will then 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 wedding suppliers and your own event coordinator to ensure personalised, fun and worry-free wedding planning.

## Contact Us

### Adelaide Pop-Up Weddings

PO Box 213  
Burnside SA 5066

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



Get social – follow Adelaide Pop-Up Weddings on Facebook and Instagram!



## Our booking terms and conditions...

We look forward to helping you create the perfect wedding! 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, Utopia @ Waterfall Gully and Glanville Hall. **By paying your non-refundable, non-transferable booking payment, you are agreeing to the following:**

### Bookings

- 1.1 **Booking payments are strictly non-transferable and non-refundable.** Your booking payment secures your wedding date, venue, package pricing and the services of all included suppliers, as well as covering the costs of your pre-wedding planning and administration.
- 1.2 Your booking payment will be deducted from your final invoice.
- 1.3 Tentative bookings may be made, however no booking is deemed confirmed until a booking payment is received.
- 1.4 If you cancel your booking at any time, your booking payment will be forfeited in full.
- 1.5 Transferring a confirmed booking date may be available - at the discretion of management, with at least 12 months' notice, to an equivalent package, depending on availability. An additional, non-refundable booking payment of \$750 will apply to the approved transfer of a booking to a new date, and package pricing may change for date extensions.
- 1.6 No further changes or transfers will be made after a date transfer.
- 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 We reserve the right to request progress payments if significant time has elapsed, changes have been made or where additional costs are incurred during the planning process.
- 3.4 Due to the significant administrative costs involved, we do not offer payment plans or instalments. We suggest couples utilise online savings accounts and make regular transfers to save during the planning period.
- 3.5 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.
- 3.6 Your event account must be settled and cleared *no less than fourteen (14) days* prior to the event. We reserve the right to cancel any events not paid in full by this deadline. Late payments may result in menu changes, reductions or supplier/venue cancellations.
- 3.7 No refunds will be offered for changes or cancellations after final invoicing and payment, and charges will be rendered for any late inclusions.
- 3.8 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.
- 3.9 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

- 4.1 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).
- 4.2 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.
- 4.3 **Guests consuming any illegal substances on site will be ejected, and law enforcement contacted.**
- 4.4 Guests arriving at the venue intoxicated or under the influence of drugs will be refused entry and service.
- 4.5 No food or beverage shall be removed from the premises following the event.

#### Damage and conduct

- 5.1 **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.**
- 5.2 Management reserves the right to request a security bond or a credit card imprint, payable prior to the event.
- 5.3 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.
- 5.4 Management reserves the right to exclude or eject any or all objectionable persons from the event or the premises without liability.
- 5.5 It is understood that the client will conduct the event in an orderly manner, in full compliance with venue management and applicable laws.
- 5.6 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.
- 5.7 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

- 6.1 **Our venues are totally smoke free.** Smoking is absolutely prohibited within the building, on the lawns and within the gardens.
- 6.2 **Smokers are asked to do in the designated smoking areas ONLY, where ash trays and sand buckets are provided for the safe and neat collection of cigarette butts.**
- 6.3 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.
- 6.4 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

- 7.1 **Hire of Glanville Hall does not ensure exclusivity of the entire property – in particular, The Coach House and fig tree courtyard.** A surcharge of \$1250 applies to guarantee private use of the entire estate including the rear area.
- 7.2 Every effort will be made to maintain the exact appearance of the venues, however changes, upgrades and improvements may take place between the date of booking and the event.
- 7.3 The venue's facilities may only be used for the purposes which they are intended.
- 7.4 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.
- 7.5 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.
- 7.6 Dry ice machines are only permitted within our venues when hired from and operated by our staff. Bubble machines are not permitted inside our buildings at any time.
- 7.7 Additional audio-visual equipment, lighting and similar must be hired directly from our venue, and will be installed by our preferred supplier. Speak to your coordinator for options and pricing.
- 7.8 Glitter, confetti and table sprinkles are strictly prohibited within the venues – 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

- 8.1 In an emergency, we reserve the right to substitute hires 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.
- 8.2 No refunds will be provided for changes or cancellations due to inclement weather.
- 8.3 **Fresh flowers and petals 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 are used on the carpets and cause damage, a cleaning or full replacement fee will be charged.
- 8.4 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.

#### Adverse weather

- 9.1 Please refer to the venue **Adverse Weather Policy** for complete details of our adverse weather options.
- 9.2 In the case of wet or extremely hot weather, your coordinator will provide options for shelter and/or relocation to an indoor area, subject to availability.
- 9.2 **Please note that at Glanville Hall, in temperatures of 34 degrees or higher (for ceremonies) and 30 degrees or higher (outdoor, daytime receptions), couples MUST provide adequate shade for their guests.**
- 9.3 If a couple chooses to remain in an outdoor location without shelter despite wet weather, electrical items (such as microphones, PA systems and cameras) and many décor items (such as ornamental or wooden chairs, carpets, sashes, draping, archways) **will not be set up or utilised in wet conditions.**
- 9.4 Your coordinator will work with you to find the best solution for your wedding if adverse weather is predicted. Please request a full copy of the venue Adverse Weather Policies for more detail.