

# *Weddings and Receptions at Cedar Galleries*

## *Packages, Terms and Conditions*

Cedar Galleries is a boutique wedding venue with an old world rustic charm in a relaxed and secluded setting ideal for creating an occasion that is both unique and exclusively about you and your guests.

The packages below represent our most popular and successful combinations for weddings and receptions. It is possible to option-out particular elements to suit your own style but the package price remains the same. If you're looking for something entirely different such as an outdoor ceremony or only a reception, discuss the possibilities with us.

Cedar Galleries is welcoming of Same Sex ceremonies and Handfasting rights. We invite you and your guest to enjoy the inclusiveness and privacy of our venue for the important moments in your future together.

### *The "I Do" Package*

A package for your wedding ceremony with all the elements that make your moment photographically gorgeous. This package includes:

- Our unique bush chapel with gleaming hardwood floors, slab timber furniture and spectacular stained glass window;
- The red carpets to transport you from the bridal car at the entrance archway all the way to your finance's side at the alter;
- A signing table and two chairs with white linen cloth and table skirts, white chair covers and use of our white feather pen to seal your promise to each other;
- A set of 10 organza pew bows in the colour of your choice to decorate your path;
- Use of a mini system to play your music;
- Use of our stunning venue for your wedding photos;
- Use of our venue before the big day for practice photos or engagement photos;
- A rehearsal in the bush chapel before your big day;
- The option of a ceremony on a Friday or Saturday with ceremonies to begin between 10am and 3.30pm or on Sunday with ceremonies to begin between 1pm and 3.30pm;
- This package does not allow you or your guest to bring celebratory drinks onsite. Please see the "Cheers to the Happy Couple" Package to enjoy this option.

With this package you arrange your own celebrant and photographer and you're welcome to bring flowers and other personal touches. **The "I Do" Package is just \$675**

## *The “Cheers to the Happy Couple” Package*

A package that offers you a memorable wedding ceremony venue plus an opportunity for your guests to mingle and celebrate your marriage with a drink and nibbles while the photographer captures those early moments. This package includes:

- Everything in the “I Do” package; plus
- Use of the Chapel Gazebo with a table and cloth and plenty of space for your eskies and BYO celebratory drinks;
- Space for your guests to mingle on the chapel lawn set with some casual seating of chairs or hay bales grouped around vintage timber cable reels as rustic drinks tables;
- Unbreakable polycarbonate wine and water glasses;
- Staff to serve drinks to your guests;
- You can provide your own food platters to be placed on the cable reels or Cedar Galleries can provide platters by arrangement (ask us for menus and pricing);
- This package is on Fridays or Saturdays with the ceremony beginning between 10am and 3.30pm and the mingling to be for 2 hours from the conclusion of your ceremony.

With this package you provide your own celebrant and photographer, plus save money with our BYO drinks arrangements.

**Package cost of \$1,100 inclusive of everything in the “I Do” package**

Not going on to a formal reception? Why not extend this package for 1 hour to enjoy your cake cutting and some background music? We’ll extend the drinks service for an hour, provide a mini system to play your background music (or you might like to arrange an acoustic musician) and we’ll add a gorgeous cake table with white formal table skirts and our cake serving knife and lifter with white porcelain handles. A simple but elegant celebration leaving you time to disappear on your honeymoon or head for a quiet dinner with close friends.

**Extended Package cost of \$1,250 inclusive of the “I Do” and “Cheers” packages**



## *“One Perfect Day” Package*

From the moment you step from the bridal car onto your red carpet until you wave goodbye to your guests at midnight, this is the special day that you always dreamt of. It's the ultimate in hospitality for your guests as they enjoy a single location for the ceremony, pre-dinner drinks, photographs and lavish reception in this boutique wedding venue. Indulge in the rustic charm and old world elegance of the Dam Deck function space with its wool shed design of exposed timber beams and ornate lighting with verandahs overlooking the dam of water lilies. This package includes:

- All of the elements for a gorgeous and memorable ceremony included in the “I Do” Package; plus
- A venue for celebratory drinks served by wait staff and all of the other elements of the “Cheers To The Happy Couple” Package; plus
- Complimentary event management services for all of the elements provided by or through Cedar Galleries, leaving you to make your choices and then concentrate on enjoying your wedding experience while we take care of the rest;
- Use of the purpose-built reception venue for a maximum for 6 hours until a maximum of midnight for up to 100 guests including the bridal party;
- A BYO venue allowing you to make savings and serve exactly what you and your guests prefer while Cedar Galleries staff tend bar;
- Access to our in-house caterer, The Chattin Café who are also the chefs for Tables on Flinders;
- Magical fairy lights behind a sheer white curtain as a gorgeous backdrop to your bridal table and photographs;
- White sheer drapes in the ceiling drawing attention to the rustic charm of the exposed beams and ornate lighting;
- A bridal table with white formal skirts to seat an intimate party of two or up to 10;
- A round or square cake table to suit your dream wedding cake with white formal skirts and a gorgeous cake knife and lifter with white porcelain handles;
- A table for your gifts with a white damask cloth and formal table skirt and complimentary use of our timber wishing well if that's your desire;
- Optional sheer white curtaining to dress the wall behind your gift table and cake;
- The elegance of white damask tablecloths and your choice of satin, organza or hessian table runners for guest tables seating between 6 and 10 guests each;
- Your choice of colour and style for chair covers and bows or bands from Zita Ware's range to suit your perfect theme;
- Each place set with a fabric napkin and cutlery. The package includes the necessary white china crockery to serve a two course meal;
- All of the necessary unbreakable polycarbonate wine and spirit glasses at the bar;
- Tea and coffee available from the bar for your guests plus drinking water;
- An optional children's table dressed with butchers paper and crayons;
- A gold artist's easel to hold your seating chart or welcome sign;
- Complimentary placing of your own centrepiece per table and a gift for each guest to adorn tables. Or ask us about hiring elements for gorgeous centrepieces including

birdcages, hurricane vases, lanterns, mirror squares, tea light holders, peacock feathers and more;

- Use of our party speakers and amplifier ready to plug into your own iPod or laptop. Or the ability to bring in your own live musicians or DJ. Music must go down in volume by 11pm and off by 11.30pm;
- The option of this package on Fridays and Saturdays with ceremonies beginning between 2pm and 3.30pm.

With this package you'll arrange your preferred menu and meal style directly with our in-house caterer. Options include buffet meals, alternate drop meals or cocktail style finger food packages. Menus and payment are arranged directly with the caterer and are in addition to the "One Perfect Day" package.

**"One Perfect Day" Package \$2,995 plus \$16 per person**



## *The "Sweet Dreams" Option*

Take the stress right out of your dream wedding with this accommodation package.

- Check into a Queen sized air-conditioned room the night before the event;
- Wake up in the rustic country setting of your gorgeous wedding and enjoying the comfort of your air-conditioned room to dress and have your hair and makeup styled;
- At the end of your magical day, shoes in hand, head back to the privacy of your room with your new spouse;
- Other rooms may be available for hire by guests.

**Package \$160 for the use of one Queen Room for 2 nights**

# Terms and Conditions Relevant to All Commitment Ceremonies, Weddings and Receptions

Wedding photography anywhere on the grounds of Cedar Galleries is the privilege only of those who share their special day with us by enjoying their ceremony or reception here at our venue. Photography for those who choose to be married elsewhere is not possible.

A non-refundable deposit of \$500.00 will hold your date. The date is changeable, subject to availability of your alternative date and with at least 6 months' notice.

There is no reservation made until the appropriate deposit is paid. Until then the date remains available for others.

50% payment of the remaining anticipated costs (total less the deposit) is required by three months before the event. Failure to pay 50% of the remainder by the due date will cancel the event and forfeit the deposit. Cancellation within 3 months of the event will forfeit the deposit plus the 50% of the remaining costs.

Full payment is required by two weeks before the event. Final numbers are required 3 weeks prior to your event to allow the invoice to be adjusted. If the full quoted amount has not been paid by two weeks prior to the event the event will be cancelled and all money already paid will be forfeited. If the event is cancelled within two weeks of the event all money already paid will be forfeited.

In the event of bad weather be assured that ceremonies and receptions are still possible at Cedar Galleries but your guests may require an umbrella as at any other venue. Where packages include celebratory drinks after the service by the Gazebo, Cedar Galleries will make a judgement call about the likelihood of rain and if necessary will move those drinks onto the verandah of the Dam Deck function space for the comfort of you and your guests. In the event of dangerous conditions such as cyclone or bush fire the Management of Cedar Galleries will consult thoroughly with you but ultimately will take whatever decision necessary for the safety of you and your guests. This has never been remotely necessary before but in the unlikely event that it is, we would negotiate with you to either provide a full refund or to postpone your event.

All events will be required to pay an additional \$200 prior to the event to be held as a bond. Your refundable bond will be returned in full when you finish removing your belongings and on the basis that no damage or excessive mess has been created. Should you be unable to do this we will retain part or all of your bond at our discretion as a cleaning/damages/rubbish removal fee. Should damage and clean-up costs exceed \$200 you will be required to pay the balance and legal action will be pursued if necessary.

We are happy for you and your guests to use petals, confetti and/or rice to celebrate, or for you to have table scatters at your reception. They do however require considerable clean-up as they end up throughout the grounds and gardens. Accordingly there will be a \$75 clean-up fee retained from your bond should you or your guests use any of these materials.

Unless our in-house caterer is unavailable on your chosen date, external caterers cannot be used at our venue. Self-catering is not an option available at Cedar Galleries.

Cedar Galleries is a BYO venue which allows you to make great savings on the cost of drinks. All functions will be inclusive of Cedar Galleries' bar staff who will enforce Responsible Service of Alcohol.

Cedar Galleries is a glass-free venue which is why our unbreakable polycarbonate glassware is inclusive of the packages that allow celebratory drinks. The only exceptions to the glass ban will be for centrepieces, bottled wine and spirits which have not been premixed. All beer must be in cans. Any other exceptions to the glass rule will incur a \$2 per head glass cartage and clean-up charge.

We offer a large range of options for linen, catering equipment and chinaware, glassware, theming and chair covers. We provide complimentary Event Organising for these elements and are responsible for the room set-up and clean-up for all items arranged from us, making your day easier.

Our chair covers and sashes or chair bands, linen napkins, pew bows and table runners all come from the extensive range at ChairCovers 4 Hire. To arrange a viewing at Zita's studio near the airport call Zita Ware on 07 4978 1578 or email [warepics@tpg.com.au](mailto:warepics@tpg.com.au) We will coordinate the rest for you.

We're happy to put in place a centrepiece and gift for guests on each table. More complex or time consuming theming may incur an additional labour cost. We do not arrange place cards or gifts which are individually named so you'll need to arrange a friend or relative to assist in this aspect of the room set-up.

Cedar Galleries can offer a range of centrepiece elements including birdcages, hurricane vases, lanterns, mirror tiles, tea light holders and peacock feathers. Speak to us about costs for designing something to reflect your personal style. Alternatively you are welcome to provide your own centrepieces and table decorations.

Additional items hired from elsewhere will be your responsibility and their set-up and clean-up must occur in a timely manner around other bookings. You and others will be able to come to the venue to decorate after 10am on the morning on your wedding. You or your decorators will be responsible for packing up any decorations and belonging brought to the venue at the conclusion of your evening. You are welcome to store them in the Dam Deck servery area to be collected the following day but as the Dam Deck space is used during the day it must be left clean and clear at the conclusion of your event.

Cedar Galleries is a timber village and accordingly naked flames are a danger. If you have any candles we ask that they are contained within a lantern or similar which is taller than the height of the flame when lit. We suggest you look into LED candles as an alternative.

In accordance with the local noise laws, your music is to drop in volume at 11pm to a level where it will not be heard by our neighbours. The music is to cease at 11.30pm and your guest to vacate by midnight.



Perhaps you'd like to consider hiring a bus to collect your family and friends from a couple of pick-up points and have them arrive in time for the ceremony. They can then take your guests home at one or two departure times towards the end of your reception.

Stonestreets Buses ph 4976 9933

Buslink Gladstone ph 4972 1670

Once you have secured your date by paying the deposit and event plan document will be create. This plan will show progress payment due dates and record payments as they are made. It will also be used to record detail such as how you'd like the tables set up, chair cover choices, guest numbers etc. Each time there are changes a new version of the event plan will be provided. The differences from the last version will be highlighted to make it easier for you to check thoroughly that all details are still as you imagined and that we're all still of the same understanding.

If there are any last minute agreed changes to your event that require additional charges, these will be invoiced separately.

Please transfer the relevant amounts into our account in the name of Sandra Walsh & Angela Scheers, BSB 633-000 a/c 141503052 and add your surnames as the reference. Please also email us each time you transfer a payment into our account so that we are able to record this on your file. Alternatively you can make payments through our EFTPOS facilities or in cash at the cafe.

Please feel free to contact us about your special event by phoning 07 4975 0444 or 0438 588 513 or emailing [enquiries@cedargalleries.com.au](mailto:enquiries@cedargalleries.com.au)

