

Mt Rael Retreat



Healesville Yarra Valley

Weddings at Mt Rael Retreat

Thank you for your enquiry regarding a wedding function at Mt Rael Retreat.

The Yarra Valley is one of Victoria's most unique regional environments to enjoy your wedding day.

Mt Rael Retreat has garnered a reputation as one of the most desirable wedding locations.

Imagine panoramic mountain-top views, delicious Italian food and professional staff combining to guarantee your day is a huge success.

There is no other venue offering the most amazing views within the Yarra Valley such as Mt Rael Retreat.

Our menu offers you an inspired three course meal or stand up soiree.

We are pleased to be able to accommodate up to 100 guests for an a la carte menu. Stand up is served 'tapas style' and recommended for between 80 – 150 guests. A stand up soiree is a less formal way to enjoy your day.

In addition we offer five/six accommodation suites, perfect for pre- wedding preparations. Our restaurant manager Emily Rice is happy to consult with you on-site to plan your special occasion.

We look forward to welcoming you to the glorious Yarra Valley.

Lunch/Dinner

Weddings at Mt Rael Retreat 2010 are priced at \$120 per person for lunch and \$140 per person for dinner.

There are minimum spends applicable to weddings Monday – Thursday (50 guests), Friday (60 guests), Saturday & Sunday (80 guests) Public Holidays (100 guests) including the eve of or over a public holiday weekend. Should you not meet the minimum spend a choice of premium wine packages are available.

Lunch \$120 p/p

Package Includes:

Venue hire from 11am until 4pm

Professional staff for the duration of the function

Linen

Four hour beverage package (a) sparkling, beer, wines & soft drinks 11:45am – 3:45pm

Three course lunch with a choice of two dishes to be selected from the menu offered as an a la carte selection

Tea/coffee, petit fours

Dinner \$140 p/p

Package Includes:

Venue hire from 5pm to 11pm

Professional staff for the duration of the function

Linen

Five hour beverage package (a), sparkling, beer, wines, soft drinks 6pm – 11pm

Canapés on arrival (Chef's selection) with pre-dinner drinks

Three course dinner with a choice of two dishes to be selected from the menu offered as an a la carte selection

Tea/coffee, petit fours

Both packages incorporate the following:

Ceremony Area

- Platform
- Red carpet
- 40 Chairs for guests
- Fabric chairs and clothed table for registry table
- occasional scattered clothed tables
- surrounding gardens and grounds for photography
- speakers/sound system outside area

Restaurant

- Large flower arrangement on at bar/entrance and in toilets
- Small single glass flower vases available on request
- Personalised menu for each guest
- Glass tea light candle holders (please provide your own tea light candles)
- Arranging of place cards (please provide your own cards)
- Assisting with placement of flower arrangements'
- Clothed present table at restaurant entrance
- Clothed cake table and cake knife
- Wedding cake cut and served as petit fours or bagged at no extra cost (please provide your own bags)

Additional extras available on request:

- Additional seating
- Market umbrellas
- Portable PA system
- Chair covers and sash (in your chosen colour)
- Beverage Package upgrades and/or time extensions

Summer Wedding Menu

Canapes

Chef's Selection

Entrée

Polenta dusted calamari, peas, squid ink veloute
Beef carpaccio, anchovy emulsion, crispy capers, parmesan, rocket
Oven baked half shell scallops, parsley, almond crust
Zucchini flowers, scarmorza, anchovy
Eggplant lasange

Mains

Braised lamb 'in bianco' green beans, Montasio
Fish of the day
Char Grilled Scotch fillet, potato puree, rocket, lemon
Spaghettoni, prawns, chilli, garlic, anchovy, crocante
Risotto porcini, truffled pecorino

Sides

Oven roasted potatoes
Summer leaf salad

Dessert

Cardamom and orange pannacotta, crispy orange, confit zest
Traditional semifreddo candied fruits, pistachio, vincotto
Cheese board

**Select three entrees, three mains including vegetarian option, and two desserts, side dishes are included. This will be offered to your guests as an a la carte selection on the day.*

**\$5 per person surcharge on additional selections from a la carte menu*

**Subject to seasonal changes and availability*

Summer Soiree Menu

Select five

Arancini

Potato, parmesan croquettes

Scallop gravlax with truffle

Half shell scallops puglese style

Mini bruschetta

Escabeche of eel

Tartare of ocean trout, fennel tops, anise

Crumbed pork terrine

Polenta dusted calamari on rocket

Pickled octopus salad

Select three

Risotto, mushroom and mascarpone

Ravioli, veal, spinach and ricotta

Cavatelli with duck ragu and broad beans

Ravioli, truffled mushroom

Risotto, seasonal greens

Semolina gnocchi alla romana

Cavatelli with napoli and basil

Balsamic glazed scotch fillet

Scotch fillet on pomme puree

Marinated chicken pieces pan seared

Pan seared salmon fillet with Italian flavours

Crumbed mullaway fillets lemon, vanilla

Veal polptiti in tomato sugo

Select one

Mini panna cotta cardamon and orange

Semi freddo candied fruits, pistachio, vincotto

Tira mi su

**Subject to seasonal changes and availability*

Wine Packages

Package A

Carlton Draught, Cascade Premium Light, Soft Drinks

- NV Bennetts Lane Brut
- 2007 Sticks Sauvignon Blanc
- 2006 Wild River Chardonnay
- 2008 Yering Station Mr Frog Pinot Noir
- 2002 Wild River Cabernet Sauvignon

Select one white and one red wine, sparkling is included (toasts additional)

Package B Additional \$20 p/p

James Boags, Cascade Premium Light, Soft Drinks

- NV Jansz
- 2008 Mt Langi 'Cliff Edge' Riesling
- 2009 Over the Shoulder Pinot Grigio
- 2006 Seville Estate Chardonnay
- 2008 Hoddles creek Pinot Noir
- 2006 Punt Road Merlot
- 2004 Over the Shoulder Shiraz Viognier
- 2004 Acacia Ridge Cabernet Merlot

Select three wines in total, sparkling is included (toasts additional)

Package C Additional \$40 p/p

Edgenberg Pils, James Boags, Cascade Premium Light, Soft Drinks

- 2005 Yarrabank Cuvee Brut Sparkling
- 2004 Heggies Vineyard Museum Release Riesling
- 2009 Dominique Portet Sauvignon Blanc
- 2006 Yarraloch Chardonnay
- 2007 Mac Forbes Yarra Valley Pinot Noir
- 2008 Mayer "Big Betty" Shiraz
- 2006 Pizzini Sangiovese
- 2005 Medhurst Cabernet Sauvignon

Select two white and two red wines sparkling is included (toasts additional)

Wine subject to change due to availability

Lunch/Dinner - Order of Service

11am – 4pm

Wedding Duration

11:00am	Guests Arrive
11:30am – 11:45am	Ceremony
11:45am – 12:15pm	Photos taken during beverage service
12:15pm – 12:30pm	Guests seated for lunch
1:00pm	Entrées served
1:45pm	Main course served
2:30pm	Speeches & Cutting of the cake
3:00 pm	Desserts & coffee served
4pm	Conclusion

5pm – 11pm

Wedding Duration

5pm	Guests Arrive
5:30pm	Ceremony
6pm	Canapé & Beverage Service
6:30pm	Guests seated for dinner
7:15pm	Entrées served
8:00pm	Main course served
8:45pm	Speeches followed by cutting of the cake
9:15pm	Dessert Served with tea & coffee to follow
10:45pm	Bar Closes
11pm	Function Concludes

This is a suggestion only

We can also recommend the following services to facilitate your wedding.

- Additional accommodation, we recommend Susan's in the Valley, www.susansinthevalley.com.au; 5962 6244. Alternatively Kangaroo Ridge Retreat 03 5962 1122, Kiltynane Estate 03 5962 1897, Balgownie Estate 03 9730 0700 or contact Yarra Valley Tourism Centre on 5962 2600.
- Local florist – Bron Bron Janga. A very creative and respected florist, highly recommended – Ph 5962 4226
- Photographer Michael Emmet Phone 59626166 0418990813
mike@redfishbluefish.com.au
- Photographer Tara & Kalimna www.tkmproductions.com Ph 0407 827 355 (highly recommended)
- Photographer Andrew Ashton Ph 0419 000 850
- Jazz Musician – Steve Sedergreen Ph 0417 327 127
- Civil Marriage Celebrant – Cheryl Miller – Ph 9735 5018 mobile 0419 504 835
- DJ & Band Services – Instinct Music Ph 03 9645 7866
info@instinctmusic.com
- Flute Duo Background Wedding Music – Kerri ph 0408 351 713 Gabby ph 0438 557 384
- Hot Rod Heaven – Chris & David Cox ph 9789 4488
- High Society Limousines – Nancy or Liz ph 9739 5991, 9739 5992
- Rotary Bus service - 03 5962 1110 (c/o Real Estate office)
- Regional shuttle service- Chris Gregory 0400 652 028
- Crown Coaches – 9845 1400
- Baby you can drive my car....Ph 0408 244 531
- YV Discovery Shuttle Service www.yvdiscovery.com.au Ph 03 5962 5964
- All bus rentals www.allbusrental.com.au Ph 1300 255 287
- Betta Party Hire (market umbrellas) Ph 9735 5774 www.bettaparty.com.au

MT RAEL RETREAT FUNCTION AGREEMENT

TERM & CONDITIONS

1. Confirmation of Booking

To secure a function booking, a deposit of \$1,000 must be made within **10** days of the booking being made. A booking cannot be guaranteed until Mt Rael Retreat has received the deposit including a signed copy of the Terms & Conditions as outlined. Once the deposit and signed copy of the Terms & Conditions has been received, a confirmation receipt will be forwarded. The deposit will be deducted from the final payment.

2. Consultation Meetings

We advise that an initial consultation meeting be arranged on-site to discuss the requirements and schedule of events for the function upon enquiry/deposit being paid. After this point we suggest meeting 3 months prior to the date to clarify all details. We prefer all details to be finalised 6 weeks prior and reconfirmed 2 weeks out. If it is not suitable to meet onsite, we agree to liaise via mutually agreed upon methods – i.e. phone, fax, email.

3. Final Payment / Confirmation of Numbers / Adjustments

- (a) Confirmation of numbers and balance of payment is required 7 days prior to the function date. We accept credit card, direct credit transfer, cash and cheques (all cheques made out to Mt Rael Retreat Pty Ltd). Please note - credit card transactions incur a merchant facility fee of 2.5%. **(Amex & Diners not accepted)**
- (b) An additional charge for venue hire and staff may be included depending on the nature of the function.

4. GST

Any prices quoted are inclusive of Goods and Services Tax (GST).

5. Menu Availability

Mt Rael Retreat reserves the right to alter any menu due to seasonal availability.

6. Cancellation & Transferring Bookings Policy

All cancellations & date transfers must be in writing. A full refund is given if the function is cancelled **2 months** prior to the booked date and 50% up to 1 month.

7. Damages / Bond (\$1000.00)

A \$1000 cleaning and maintenance bond must be included with the final payment. This payment will cover costs incurred should the venue be left in an unreasonable manner and damage has been made to Mt Rael Retreat property. This bond will be refunded within 2 – 4 weeks after the function, provided Mt Rael Retreat property has been respected.

8. Duration

- (a) Lunch package extends from 11am – 4pm with beverage and food service being offered between 11:45am – 3:45pm. Dinner package extends from 5pm – 11pm with beverage and food service being offered between 6pm – 11pm.
- (b) Lunch and Evening functions at Mt Rael Retreat that exceed the quoted time duration will incur an extra fee of \$500.00 per hour venue hire charge plus the cost for any beverages consumed. These will be charged on consumption at bar prices
- (c) Conclusion of liquor service will be at 11:00pm but an extension on the license can be applied for. As we will incur fees set at the time of application these will be added to the final invoice. The Liquor Licence Commission requires at least 30 days notice to process these applications.
- (d) Mt Rael Retreat is available for garden ceremonies from 5pm. Should you require the venue prior to 5pm an additional charge of \$1,000.00 applies.

9. Room Suites Policy

Should you require the venue exclusively you must also reserve all 5/6 accommodation suites situated at Mt Rael Retreat. The rates per room per night are from \$250 to \$380 the total cost of 6 suites is \$1750.00 including continental breakfast provisions. This can be left in the rooms or served in the restaurant the following morning between 10am – 10:30am. Accommodations costs are not included in the minimum spend for exclusive venue hire. Check-in is between 2pm – 4pm (earlier check-ins can be arranged prior depending on availability) Check-out is 12 noon. Extended check-out can be arranged in advance but are subject to a \$100 additional cleaning fee.

10. Entertainment / Photography / Children's Meals

- (a) Mt Rael Retreat offers a main course and one glass of wine plus soft drinks for band members/ DJ/photographer at \$40.00 per person. The client agrees to cover the cost of any meal required by entertainment/photographers. **Please advise if you are allowing entertainment/photographer to consume additional or other alcohol/beverages at an additional cost to you.**
- (b) Children up to the age of 12 are catered for at \$40 per person. Children's meals up to the age of 12 can consist of fish/chips, chicken/chips or pasta with napolli sauce with ice cream for dessert. Soft drinks included.

11. Smoking

Mt Rael Retreat is a non-smoking venue. Our staff will be more than happy to direct guests to the outdoor areas that have been specifically set aside for smokers.

12. Loss of Property

Mt Rael Retreat accepts no responsibility for the loss or damage of personal belongings left on the premises before, during or proceeding the function.

13. Responsible Serving of Alcohol

Our staff members are instructed not to serve any alcoholic beverages to guests under the age of 18 years, or to guests in a state of intoxication. Our policy is to serve our guests in a responsible, friendly and professional manner. Mt Rael Retreat Management reserves the right to exclude or eject any guest from the function or the premises.

14. Accepting Responsibility

While Mt Rael Retreat takes due care of its patrons attending functions, no responsibility will be taken for patrons who may cause damage to either themselves, other persons or property or patrons who exceed the boundaries of the function.

15. Appointment of Person of Responsibility

A designated person who can take responsibility and liaise with the Host of Mt Rael Retreat in the event of unforeseen matters arising during the course of the function should make themselves known to the host. Ideally this would be at the beginning of the function.

16. Appointment of Person of Responsibility

If the Host of Mt Rael Retreat is unsatisfied with the response of unruly patrons or if the situation is beyond control and endangering other patrons or staff, the police will be notified immediately.

I have read, understood and agree to the terms and conditions as stated above.

Name of Client _____

Full Name of Bride _____ *Contact Number* _____

Full Name of Groom _____ *Contact Number* _____

Postal Address _____

Signed _____ *Date* _____

Name of Co-ordinator _____

Signed _____ *Date* _____

Deposit Received _____ *Date* _____