

WEDDING KIT

Hamilton Island Events

2010



INTRODUCTION

Thank you for considering Hamilton Island Events for your Wedding Reception.

Hamilton Island Events can cater for your wedding reception in some very beautiful Island locations.

Please read through the information on the following pages to assist you in choosing the appropriate package providing the venue, setup, and food & beverage needs for your special occasion.

Congratulations on your decision to marry – we know you will look back on this very special day with fond memories of your experience on Hamilton Island.

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CELEBRATORY DRINKS

You've just said "I Do" to the delight of your guests and are now husband and wife. What better way to celebrate with a cold glass of champagne at your chosen ceremony venue. We can set up a clothed table, eskies, ice and glassware with a staff member to serve your guests for 1 hour after your ceremony. If you like, why not include some canapés to go with that ice-cold beverage!

Celebratory Drinks Set-up/Service Fees

Up to 150pax \$300.00

(Includes Satellite Bar set up, Glassware and service staff)

Basic Celebratory Drinks Package

Sparkling House Wine

Orange Juice

\$15.50pp – 30mins

\$18.50pp – 1 Hour

Standard Celebratory Drinks Package

Sparkling House Wine

Orange Juice

Carlton Draught

\$16.50pp – 30mins

\$19.50pp – 1 Hour

Upgrade Celebratory Drinks Package

Chandon Premium

Orange Juice

Crown Lager and Cascade Premium Light

\$23.50pp – 30mins

\$31.50pp – 1 Hour

More extensive Beverage packages are also listed on page 21

We can also organise a bar tab for you wedding party at the 'Cocktails at Sunset' bar.

You may also choose a selection of canapés to be served from the choices listed on the following page. Please discuss these selections with your wedding consultant as some venues may restrict canapé selection

CANAPE SELECTION

Prices below are per piece.

A maximum of 4 varieties of hot and 4 varieties of cold canapés can be selected per function.

HOT SELECTION

\$5.00	Fried Oysters with habenero-honey aioli and tropical salad
\$4.50	Beef & lamb skewers
\$4.00	Mini quiches- assorted flavours
\$4.50	Cajun crabcakes with remoulade sauce
\$4.50	Lemon-scented aranchini
\$4.50	Local Prawn quesadillas
\$4.00	Mini gourmet tarts
\$4.50	Slow cooked Pork empanadas
\$4.00	Thai fish cakes
\$4.50	Asian finger food selection
\$4.00	Thai chicken sausage roll with sweet chilli and plum sauce
\$4.50	Caramelized Leek tart tartin with goats cheese
\$5.00	Mini Wagyu burgers with gruyere, beet and truffle mayo

COLD SELECTION

\$4.50	Chipotle roast chicken on tortilla chip with mango salsa
\$4.50	Assorted sushi and sashimi
\$5.00	Butterfly king prawns with herb mayo
\$5.00	Sun dried tomato aoli with prawn canapés
\$4.50	Vietnamese rice paper rolls
\$5.00	Tropical reef fish ceviche
\$5.00	Heirloom tomato gazpacho with Yabby tail
\$4.50	Mezze boards of hommus, baba ganosh, havosh and muhammara served with Lebanese bread.
\$5.00	Duck and cucumber rolls

DESSERT SELECTION

\$5.00	Mini custard tarts
\$5.00	Assorted truffles
\$5.00	Mini panna cottas in chocolate cups with berries
\$5.00	Orange blossom baklava
\$5.00	Café latte crème brulee
\$5.00	Mini chocolate eclairs

All figures quoted include GST. Valid until 31 December 2010
 Prices are based on a minimum of 30 people
 Venue packages will apply unless otherwise indicated
 Vegetarian and other dietary options are available on request

CREATE YOUR OWN UNIQUE WEDDING RECEPTION

The Hamilton Island Events Department have created a variety of spectacular Wedding Reception packages. However we can also assist you to create your very own reception by selecting the 3 components from our Weddings Banquets Kit.

Your Venue Package + Desired Menu + Beverage Package

Venue Packages

Our Venue package allows you to choose one of our many unique dining locations on the island and is inclusive of the essential dining set up and lighting for your function.

The Venue Package includes:

Set up, pack-down and venue hire

Set up includes the setting of tables, chairs, table linen and white linen napkins

Bar, buffets and satellite kitchen set up,

Basic lighting of venue and pre dinner drinks area

0 to 50 Guests	\$1500.00
More than 50 Guests (0 – 50+ Guests)	\$30.00 per person

Venue Packages for Groups over 200 pax POA

Private Venue packages - POA

OUR EXCLUSIVE VENUES



The Outrigger

The Outrigger is a function venue perched at the end of Catseye Beach. Formally a restaurant it has been converted into a multi purpose function venue consisting of three adjacent areas. There is an internal area surrounded on two sides by floor to ceiling windows and doorways, one side opening onto an extensive lawn area and the other to a marquee area. It is the ideal venue for your wedding. The views of Catseye Beach are breathtaking and spectacular from every angle during the day and as the sun goes down the lights of the resort provide the perfect ambience for your special event. The Outrigger has a capacity for up to 200 guests.

Venue Package:

A minimum spend of \$12,000.00 with Hamilton Island Events applies to this venue. This spend will consist of a selected venue package fee plus a menu and beverage package of your choice. This venue has a noise curfew of 10.30pm and bar to close no later the 11.00pm.

Included in your venue package are the following:

- Tables which can be dressed in white linen with white linen napkins
- Chairs (no covers)
- All cutlery, crockery and glassware
- Food & beverage service for up to 5 hours
- Basic lighting of the venue. Additional lighting such as up-lights in palm trees or fairy lights would be additional theming , please speak to your wedding consultant if you have specific requirements

Other lighting and audio visual needs (i.e. not the basic lighting package) are additional to the minimum spend.

Why not dazzle your guests with a fireworks display. The Outrigger is the perfect venue for Fireworks. For further information, speak with your Hamilton Island Wedding consultant.



Reception By The Pool

Imagine a Wedding Reception beside a luxurious resort pool...
Hamilton Island Conventions can cater for your wedding beside the Main Resort Swimming Pool.

Venue Package:

A minimum spend of \$8,000.00 with Hamilton Island Events applies to this venue. This spend will consist of a selected venue package fee plus a menu and beverage package of your choice. This venue has a noise curfew of 10.30pm and bar to close no later the 11.00pm.

Included in your venue package are the following:

- Tables which can be dressed in white linen with white linen napkins.
- Chairs (no covers)
- All cutlery, crockery and glassware
- Food & beverage service for up to 5 hours
- Basic lighting of the venue. Additional lighting such as up-lights in palm trees or fairy lights would be additional theming , please speak to your wedding consultant if you have specific requirements



Catseye Beach

Imagine a Wedding Reception with the sand between your toes. Hamilton Island Conventions can cater for your wedding on the sand of Catseye Beach.

Venue Package:

A minimum spend of \$5,000.00 with Hamilton Island Events applies to this venue. The standard Venue package fees apply to this venue along with your menu selection (Menu's are restricted for Beach Catseye Beach catering) and beverage package. This venue has a noise curfew of 10:00pm and the bar must also close no later then 10:00pm. (No live music permitted on the beach due to proximity of Beach Club)

Maximum Numbers for a beach function are capped at 50pax.

Included in your venue package are the following:

- Tables which can be dressed in white linen with white linen napkins
- Chairs (no covers)
- All cutlery, crockery and glassware
- Food & beverage service for up to 5 hours
- Basic lighting of the venue. Additional lighting such as up-lights in palm trees or fairy lights would be additional theming , please speak to your wedding consultant if you have specific requirements



Reception on the Dock

Imagine a Wedding Reception overlooking the stunning Hamilton Island Marina.

Hamilton Island Conventions can cater for your wedding your very own Dock.

Venue Package:

A minimum spend of \$5,000.00 with Hamilton Island Events applies to this venue. The standard Venue package fees apply to this venue along with your menu selection and beverage package. This venue has a noise curfew of midnight and the bar must also close no later than midnight. Maximum Numbers for a Dock reception are capped at 60pax

Included in your venue package are the following:

- Tables which can be dressed in white linen with white linen napkins
- Chairs (no covers)
- All cutlery, crockery and glassware
- Food & beverage service for up to 5 hours
- Basic lighting of the venue. Additional lighting such as up-lights in palm trees or fairy lights would be additional theming , please speak to your wedding consultant if you have specific requirements

When considering the dock for your function, please be advised that due to the nature of the location, this venue is not suitable for young children and entertainment involving large production requirements. Please check with your wedding consultant before booking entertainment for this venue.

MENUS

Please discuss your venue and menu selection with your weddings consultant. Some menus are well suited to particular venues. Catering and menu selection in a private residence is on application only.

DELUXE BUFFET

\$100.00 per person

COLD BUFFET

Smoked salmon and octopus platters

Caesar salad

Tomato and bocconcini salad with a balsamic dressing

Freshly baked breads

SEAFOOD ON ICE

King prawns, Moreton Bay bugs and fresh rock oysters

HOT BUFFET

Whole baked Atlantic Salmon fillets basted in garlic, ginger, chili and lemon grass

Szechwan spatchcock on roast pumpkin, pinenuts and spinach

Medallions of eye fillet, Chats potatoes and a shiraz jus

Mini rack of lamb with sun dried tomato and basil

Steamed market vegetables

Vegetarian risoni

DESSERTS

Selection of pastries, tarts and cakes

Tasmanian cheese, dried fruit and crackers

Seasonal fruit platter

PREMIUM BUFFET

\$70.00 per person

COLD BUFFET

Freshly baked breads

Gourmet potato salad

Tossed garden salad

Greek salad

Char grilled vegetable, smoked and cured hams and pastrami antipasto platters

Condiments and accompaniments

HOT BUFFET

Moroccan chicken breast with roasted cumin yoghurt

Medallions of beef served with a creamy mushroom and eschallot sauce

Coral Trout fillets

Roast root vegetables

Steamed market vegetables

DESSERT

Selection of desserts on platters

presented in the centre of each table

SUMMER BUFFET

\$75.00pp

Not suitable for Catseye Beach receptions

HOT BUFFET

Sirloin with mushroom sauce
Beer battered barramundi
Mediterranean BBQ Sausages and onion
Marinated prawn skewers with mango relish
Chips with mayonnaise
Steamed market vegetables

COLD BUFFET

Assorted breads
Crab and noodle salad
Garden salad
Pineapple coleslaw

Cold prawns with cocktail sauce

DESSERT

Pavlova
Apple crumble and custard
Bowls of freshly whipped cream to serve

TROPICAL BUFFET

\$75.00pp

Freshly baked roti bread

CARVING STATION

Roast suckling pig on the spit
Apple sauce and gravy

HOT BUFFET

Vegetable skewers with pineapple, cherry tomatoes and red onion
Mild island beef curry
Whole baked reef fish
Mango and coriander chicken drumsticks
Seafood fried rice
Wok tossed greens

SALADS

Jungle salad
Gado Gado
Fried noodle salad

DESSERTS

Fresh tropical fruit salad
Banana cake
Fresh Cream

STANDARD BBQ BUFFET

\$70.00 per person

BBQ

Rib fillet with mushroom jus

Sumac lamb cutlets

Lemon pepper fish fillets

Marinated chicken skewers

Baked potatoes with sour cream and chives

Steamed market vegetables

BBQ onion

Condiments – corn relish, tomato relish, mustards and sauces

Bread rolls and butter

SALADS

Tossed garden salad

Potato salad

DESSERTS

Seasonal fruit salad

Selection of cakes and flans

PREMIUM BBQ BUFFET

\$90.00 per person

BBQ

Eye fillet with red wine jus

Tandoori lamb cutlets

Coral trout with Cajun spices

Marinated duck breast with lemon grass, chili, lime juice and coriander

Chicken skewers with peanut sauce

Potato bake

Bread rolls and butter

COLD SELECTIONS

Ocean king prawns on ice

SALADS

Caesar salad

Noodle salad

Tossed garden salad

DESSERT

Seasonal fruit salad

Selection of cakes and flans

Tasmanian cheese platter with dried fruit and crackers

Freshly brewed coffee and tea

ASIAN BUFFET

\$70.00 per person

HOT BUFFET

Butter chicken

Thai beef curry

Lime rice

Hokkien noodles with Asian greens and prawns

Vegetable Korma

COLD BUFFET

Green salad with Asian greens, rocket, avocado and cherry tomatoes with an Asian dressing

Pappadums

Naan bread

Raita

DESSERT

Exotic fruit salad, honeyed yoghurt and sorbet bar

ALTERNATE MENU 1

\$95.00pp

This menu has been specially designed for dining on the dock and features live cooking. Maximum numbers 50pax.
Suitable for any venue excluding Catseye Beach

CANAPÉS

Chef's selection of canapés on arrival

ENTRÉE

Roasted duck soup with exotic mushrooms

PLATTERED MAINS

Kashmir BBQ reef fish fillets

Tandoori lamb cutlets

Garlic chilli prawns

Nepalese pilaf rice

Wok-tossed Asian greens with oyster sauce

DESSERT

Mini tarts and petit fours

Cheese platter

ALTERNATE MENU 2

\$85.00pp

Maximum Numbers 50pax
Suitable for all venues.

Entrée

Seafood antipasto platter (antipasto items may vary):
Ocean king prawns, Tasmanian oysters, rare roast beef,
marinated chicken, marinated mussels smoked salmon,
Prosciutto ham, and selection of olives, char grilled mushrooms,
zucchini, roast capsicum, artichokes, bocconcini, char grilled eggplant

Breadbasket with French sticks brushed with virgin olive oil

Mains

Alternate Drop:

Char grilled rib fillet with potato rosti, baby carrots, broccolini and a
traditional chasseur sauce

And

Swiss soufflé potatoes, green beans and buerre noisette

Dessert

Cheese and dried fruit platter

Petit fours

PLATED DINNER MENUS

Please pre-select one of each course to create your set menu or choose 2 from each course to create your alternate service menu. Prices are based on a per person cost.

Menus are not served as a choice option on the evening and the placement of specific meals can not be predetermined. Please advise of any dietary requirements such as vegetarians prior to the evening as we are catering off site and strive to meet your guest's needs.

This option is not available for Catseye Beach receptions.

COLD ENTREES

Chilled Cauliflower and Nutmeg soup	\$10.50
Rare Thai beef salad marinated in fresh garlic, ginger, chilli and lime juice	\$19.50
Caramelized Leek tart tartin with goats cheese and rocket	\$18.50
Ceviche of prawns – prawns cured with citrus juices and served with freshly shaved coconut and coriander	\$25.00
Tropical chicken salad with coconut ving	\$19.50
Crab stuffed papaya with kaffir lime dressing and plantain banana chips	\$24.50
Char Sui Pork Salad with cashews and a Hoi Sin plum dressing	\$19.90
Sesame seared Tuna with papaya, avocado, hearts of palm and guava vin Ving	\$25.00

HOT ENTREES

Prawns with roasted chilli, bean shoots and a mushroom soy and oyster sauce served with jasmine rice	\$25.00
Warm Kangaroo salad with tomato, macadamia nuts and rocket	\$19.90
Steamed seafood basket with medley of Asian mushrooms and wombok	\$25.00
Salt & pepper roast quail and noodle salad with macadamia nut dressing	\$21.00
Selection of assorted flavoured dumplings with Asian salad and dipping sauce	\$14.00
Saganake (grilled Greek cheese) with rocket salad, grape tomato and lemon dressing and extra virgin olive oil	\$15.00

VEGETARIAN OPTIONS

COLD ENTREES

Thai vegetable and noodle salad with Asian greens, rice noodles and a light Asian dressing	\$15.50
Antipasto of char grilled capsicum, mushrooms, eggplant and zucchini, olives, feta cheese, 2 dips and French stick brushed with olive oil	\$16.50

HOT ENTREES

Eggplant moussaka with puy lentils and Persian feta	\$16.50
Roast root vegetable frittata	\$15.50
Porcini mushroom pasta with garlic aioli, parmesan and truffle oil	\$16.50
Spicy roast capsicum and tomato soup	\$10.50
Gado Gado	\$12.50

PLATED DINNER MENUS

MAIN COURSES

BEEF

Char grilled rib fillet with potato rosti, baby carrots, broccolini and a traditional chasseur sauce	\$38.00
Scotch fillet stuffed with spinach, parm and pancetta	\$38.00
Rib of beef on wild mushroom risotto with red wine jus and steamed asparagus	\$38.00

LAMB

Herb crusted rack of lamb on pumpkin puree drizzled with truffle oil and served with green beans	\$35.00
Lamb shanks braised with tomato, olives and red wine served with mash potato	\$30.00
Char grilled lamb loin with sweet potato dauphinoise, roasted shallots, spinach, jus and a balsamic reduction	\$34.00

POULTRY

Char grilled chicken breast with tomatillo cream sauce, Spanish rice and broccolini	\$35.00
Char grilled chicken breast with garlic mash, asparagus with tomato and balsamic reduction and salsa verde	\$35.00
Harissa spiced chicken breast on pilaf rice with tomato salsa, green beans and coriander yoghurt	\$35.00
Twice cooked spatchcock served with mixed Asian greens, oyster mushrooms, noodles and plum sauce	\$35.00

FISH

Atlantic salmon on lemon scented risotto with spinach verjuice buerre blanc \$35.50

Market fresh fish with a choice of the following accompaniments: \$37.00

Swiss soufflé potatoes, green beans and buerre noisette

or

Fennel salad, baba ganosh and saffron foam

or

Coconut rice, steamed greens and kaffir lime buerre blanc

PORK

Ancho roasted pork tenderloin with sweet pot pillow, papaya chutney And tempura okra \$37.00

Pork loin cutlet with truffled white polenta, broccolini and jus \$36.00

VEGETARIAN

Vegetable korma curry and rice \$25.00

Char grilled vegetables on polenta cake with a sun dried vegetable Dressing \$28.50

Pumpkin and feta risotto served with market fresh vegetables \$23.50

Exotic mushrooms, grape tomatoes, fresh herbs on a chargrilled polenta cake \$25.50

Asparagus and Persian feta, grape tomatoes and truffle oil tart \$25.50

PLATED DINNER MENUS

DESSERTS

Lemon meringue pie with candy lemon zest and icecream	\$15.50
Apple rhubarb tart with hazelnut praline and vanilla ice cream	\$15.50
Queensland macadamia nut tart with caramel sauce and fresh cream	\$15.50
Banana macadamia pudding with coconut foam and fresh banana	\$15.50
Lemon mascarpone roulade with rosewater anglaise and raspberry jelly	\$15.50
Orange, cranberry and almond cake with frangelico cherries and double cream	\$15.50
Individual stickydate pudding with butterscotch sauce and double cream	\$15.50
Black forest cake with berry coulis and crème anglaise	\$15.50
Chefs selection of petit fours Plattered to the table	\$15.50
Chefs selection of cheeses with dried fruits and quince paste Plattered to the table	\$18.00
Or	
Your wedding cake served with fresh cream (strawberries can be included at market price)	\$8.00

CHILDRENS MENU

Ages 0 - 14

Children's menus are available at all venues. When a buffet menu is selected, children can eat from the buffet for 50% of the buffet price.

Alternatively they can choose from the below options. The selection needs to be confirmed in the final event order and can not be selected on the night. Please select one option only to be served to all children.

Chicken Nuggets & Chips

Chicken and Salad

Spaghetti bolognaise

** Vegetarian options available on request*

All children's meals are \$15.00 per child and include bottomless soft drink.

BEVERAGE PACKAGES

STANDARD PACKAGE

House selection of sparkling wine
House selection of chardonnay or sauvignon blanc
House selection of shiraz cabernet,
Australian beers, soft drinks and orange juice.

1 Hour \$20.50 per person
2 Hours \$31.50 per person
3 Hours \$43.00 per person
Additional hours, \$8.00 per person/per hour

UPGRADE PACKAGE

Yarra Burn Premium Cuvee
Wild Oats Chardonnay, Wild Oats Sauvignon Blanc
Wild Oats Shiraz, Wild Oats Cabernet Merlot, Wild Oats Rose
Crown Lager, Cascade Premium Lager
Cascade Premium Light
Soft drinks and orange juice

1 Hour \$35.50 per person
2 Hours \$51.00 per person
3 Hours \$60.00 per person
Additional hours, \$14.00 per person/per hour

PREMIUM PACKAGE

Chandon Premium
Robert Oatley Cabernet Merlot, Robert Oatley Pinot Noir, Robert Oatley Shiraz
Robert Oatley Chardonnay, Robert Oatley Sauvignon Blanc
Crown Lager, Cascade Premium Lager
Cascade Premium Light
Soft Drinks and orange Juice

1 Hour \$50.00 per person
2 Hours \$61.00 per person
3 Hours \$81.00 per person
Additional hours, \$20.00 per person/per hour

NON-ALCOHOLIC BEVERAGE PACKAGE

Fruit juice, Soft drinks, Bottled Water

1 Hour \$11.00 per person
2 Hours \$17.00 per person
3 Hours \$26.00 per person
Additional hours, \$8.00 per person/per hour

BEVERAGE LIST

Beverages availability and cost may change without notice.

Beverages on Consumption – maximum of two sparkling/white/red wines will be provided.

SPARKLING WINES

Tesabella Pinot Chardonnay Sparkling NV (WA) (House)	28.00
Taltarni T Series Pinot Noir Chardonnay (VIC)	32.00
Yarra Burn Premium Cuvee (VIC)	42.00
Chandon Premium (VIC)	55.00
Moet and Chandon Brut Imperial NV I (France)	130.00
Bollinger Special Cuvee NV	150.00

WHITE WINES

James Oatley TIC TOK Chardonnay (WA) (House)	27.00
Wild Oats Chardonnay (WA)	32.00
Robert Oatley Chardonnay (WA)	47.00
Coldstream Hills Chardonnay (VIC)	54.00
Devil's Corner Riesling (TAS)	38.00
Cape Mentelle Sauvignon Blanc Semillon (WA)	49.00
Wild Oats Sauvignon Blanc (WA)	32.00
Robinsons Sauvignon Blanc (NZ)	36.00
Robert Oatley Sauvignon Blanc (WA)	47.00
Capel Vale Debut Verdelho (WA)	36.00

RED WINES

James Oatley TIC TOK Shiraz (WA) (House)	28.00
Wild Oats Cabernet Merlot (WA)	32.00
Robert Oatley Cabernet Merlot (WA)	47.00
Wynns Glengyle Cabernet Sauvignon (SA)	70.00
Robert Oatley Pinot Noir (VIC)	50.00
Wild Oats Rose (WA)	32.00
Wild Oats Shiraz (SA)	32.00
Robert Oatley Shiraz (WA)	47.00
Peter Lehmann Futures Shiraz (SA)	56.00
Jim Barry Mcrae Wood Shiraz (SA)	92.00

STANDARD AUSTRALIAN BEERS

Carlton Draught / Carlton Midstrength	6.50 each
VB / Cascade Premium Light	

PREMIUM AUSTRALIAN BEERS

Crown Lager / Cascade Premium Lager	8.00 each
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IMPORTED BEERS

Corona /Stella Artois	9.50 each
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BASIC SPIRITS

Bourbon, Scotch, Rum, Vodka, Gin, White Rum (incl. mixer)	8.00 per nip
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OTHER BEVERAGES (Soft Drink, Juice & Bottled Water)	4.00 each
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All figures quoted include GST. Valid until 31 December 2010
Prices are based on a minimum of 30 people
Venue packages will apply unless otherwise indicated
Vegetarian and other dietary options are available on request

EQUIPMENT HIRE

Hamilton Island Conventions can also assist with the hire of the following products:

Please discuss all equipment hire with your weddings consultant for a quote.

Glass hurricane lamps with candles.

Clothed trestle tables

Clothed round or oval dinner table

White tablecloths

Chairs

High bar tables

BBQ with gas bottle

Esky with ice

Outdoor heaters

Table Skirting

Beer/highball glasses

Wine glasses

Old-fashioned tumblers

Champagne glasses

Main plates

Entrée plates

Side plates

Cups and saucers

Cutlery

Service tongs

Silver food platters

Silver ice buckets

Linen napkins - folded

Staff hire

Gas Flares via AV Partners.

A minimum spend of \$125.00 applies to all equipment hire.

HAMILTON ISLAND

TERMS AND CONDITIONS

Noise Curfews

A Noise curfew of 10:00pm applies to Catseye Beach and 10:30pm for the Resort Main Pool and Outrigger. All amplified noise **must** cease at this time. Functions may cease at 11.00pm with the exception of Catseye which must cease at 10.00pm. The Dock on the Marina can be extended until midnight. All noise levels are monitored by the hotels and may reduce the volume as required.

Booking and Confirmation:

Tentative bookings will be held for a period of two weeks. Within this time a deposit is required to secure your booking. Confirmation of the reservation is made upon receipt of the deposit. Paying of the deposit acknowledges the terms and conditions of booking. If the deposit is not received within the allocated time, Hamilton Island Conventions reserve the right to cancel the tentative booking.

Deposit:

Initial deposits must be received within 30 days of booking, or venue space held will be released. A non-refundable deposit of \$1500.00 is required to confirm the Outrigger venue and a non-refundable deposit of \$500.00 is required for all other venues. Private venue deposits are on application only. Deposits can be made by using major credit cards, Eftpos, cheque, cash or direct deposit. A surcharge will be applicable for all payments made by credit card. Visa Card, Master Card and Bank Card incur a 1.25% charge and Diners Card and Amex Card incur a 3.36% charge (Please note credit card fees are subject to change without notice). Eftpos transactions do not attract a surcharge.

Numbers:

All venues will have a minimum number of 30 guests with the exception of the Outrigger Venue as there minimum number is 50 guests. There is a maximum of 100 guests applied to this portfolio; a larger number of guests can be catered however prices are on application only.

Final Numbers:

Guaranteed minimum final numbers and signed event order will be required fourteen (14) days prior to the function. If this day is a weekend, then the previous working day is the requirement. This minimum final number will form the basis of the charging.

Location:

Due to the possibility of inclement weather, Hamilton Island Events reserve the right to change the location of a function to a "wet weather" venue. The "wet weather" venue is subject to availability and a specific venue cannot be confirmed, unless a venue fee is paid. Price on application.

Hamilton Island Events also reserve the right to change, amend, cancel and/or relocate a venue, should other extenuating circumstances require.

Set up Inclusions:

- Set up is based on round banquet tables of 10 pax per table. Set up consists of tables, chairs, white table cloths, white linen napkins, cutlery, crockery, glassware and any satellite bars and kitchens required as per chosen menu and beverage package selection.
- Should you take an Events beverage package, staff service is included in comparison with the package duration chosen.
- Should you take an Events food menu, service staff are provided for up to 5 hours, any longer than this may incur additional charges.
- Should you require the hire of food or beverage waiting staff, the fee is \$40.00 per staff member per hour for a minimum of 2 hours. An indicative measure of staffing levels is 1 staff member per every 20 guests.

Event Orders:

All wedding reception 1st draft Banquet Event Orders must be received by Hamilton Island Events at least thirty (30) days prior to the event and final Banquet Event Orders must be received no less than fourteen (14) days prior to the event. Any amendments received to food requests less than 14 days prior to the event, will not be guaranteed. Any reception Banquet Event Order not received at least 14 days prior to the event will be catered by Chef Selection only for food options.

All final Banquet Event Orders must be issued to Events Department with bride/groom signature attached. The signature must be that of the person authorising credit card charges.

Full payment of all wedding reception costs must be received no later than 14 days prior to the event. Should the beverages be on a bar tab, then full credit card details must be supplied no later than 24 hours prior to the event, to ensure beverage service.

All equipment hire event orders must be received by Hamilton Island Events a minimum of 48 hours prior to any event. All equipment hire requests are subject to availability.

Any/all amendments and/or special requirements must be listed in full upon the Banquet Event Order to enable Hamilton Island Events to be aware of any/all client changes and requests.

Food and Beverage Service Policy

Client BYO alcohol will not be permitted on any HI Events premises/venues unless written permission is given by the Hamilton Island Events Manager. In this instance, a corkage fee will apply. Cash Bar requirements will allow spirits to be sold by the nip only – no bottle sales are permitted and all alcohol must be serviced by Hamilton Island Events staff only. BYO will not be permitted unless previously organised with HI Events.

RSA will be strictly adhered to in accordance with house policy. All receptions will be limited to a timeframe of 5 hours service of alcohol. Written permission will be required should additional service be requested.

Any menu items may be substituted at anytime by chef due to availability.

Wedding cakes:

Wedding cakes are the responsibility of you and your wedding consultant (by prior arrangement). Hamilton Island Events will not accept responsibility of wedding cakes, which includes storing, setting up or transporting. It is your responsibility to remove or collect your cake at the conclusion of the function. Wedding cakes, including cake stands, decorations and storage containers remain the responsibility of you and/or your wedding consultant (by prior arrangement).

Hamilton Island Events will serve your cake if requested, however a charge may be applicable to this.

Personal items:

Any personal items, which include but are not limited to decorations, bonbonniere and personal effects remain the responsibility of you. Items left behind at the end of a function are not the responsibility of Hamilton Island Events.

Cancellation policy:

Clients are permitted one postponement (minimum notice for postponement is 30 days) of their booking with the deposit being transferred to the revised date. An administration fee of \$50 will be charged. Deposits may not be transferred to another venue. If your function is cancelled less than 14 days prior to your function date – The full amount of function will be charged including food and beverage charges.

Prices:

Please note that prices may change at any time without notice. Please check the current pricing on your function before confirmation.

Final Payment:

Final Payment based on guaranteed minimum numbers will be required fourteen (14) working days prior to the function date, unless by prior arrangement. Any charges incurred on the day of the function must be paid at the conclusion of the function or by arrangement with Hamilton Island Conventions. Payment can be made by credit card, direct deposit, cheque, cash or room charge (only available for guests staying in a property managed by Hamilton Island Enterprises). Any charges on the day including bar tabs/consumption or bar consumptions must provide HI Events signed authority and credit card details prior to the event.

Damages/Cleaning:

Clients are financially responsible for any damages sustained to the venue and its contents and property, prior to during and after the event by the client, guests or contractors engaged by the client. Clients are responsible for costs incurred due to excessive cleaning required of the venue by the client, guests or contractors engaged by the client. All external decorators/contractors must supply HI Events detailed information of any equipment and installs. No screws, nails or adhesives to be used unless permission from HI Events is granted. All contractors and external providers must adhere to the contractors guidelines and rules set by HIE.

Public Liability:

The client needs to determine its public liability responsibilities for activities undertaken by the client, guests or contractors engaged by the client.

Agreement:

Paying of the deposit is acknowledgment of these conditions.