



LA TOSCANO

AT SWEETWATER VINEYARD

Venue Hire – Terms & Conditions

1. Venue Hire Management

Hunter Valley Events is the managing agent for venue hire bookings for La Toscano at Sweetwater Vineyard. Please direct all correspondence to;

Hunter Valley Events

72A Maitland Road

Branxton NSW 2335

Ph: 02 4938 1478

latoscane@huntervalleyevents.com.au

2. Venue Hire

The venue hire cost is \$2500.00 plus GST.

Included in the venue hire are two mixed dozen bottles of Sweetwater Wines to the value of \$500.00. The wines can be forwarded to a nominated address or left at the venue on the day of the event.

Please note that furnishings, table wares, equipment and food are not included in the hire.

3. Confirmation and deposit

Bookings are deemed confirmed once a signed Booking Form and deposit have been received.

A venue hire deposit of \$1000.00 plus GST is required within 14 days of making your initial booking.

A booking form and deposit invoice will be forwarded upon placement of an initial booking.

4. Final Payment

Final Payment for the venue hire is due 14 days prior to the event. A final invoice will be forwarded 21 days prior and payments can be made by direct deposit or cheque. If paying by cheque a further 5 days for clearing is required.

5. Cancellation Policy

In the event you are unable to proceed with your booking, the following conditions apply

- All cancellation notifications must be in writing.
- Up to 6 months prior to the venue hire date – full deposit is refunded.
- Between 3 - 6 months prior 25% cancellation fee applies to the deposit.
- Within 3 months the deposit is non refundable.
- Cancellations within 14 days incur the full venue hire cost as cancellation fee.

6. Venue Access and Function duration

Function times are to be advised at time of booking in order for access and lock up of the venue to be arranged.

Access to the venue is available from midday on the day of your function, to 9.00 am the following day, unless prior arrangements have been made.

Functions should finish and the venue be vacated by 1.00 am.

The function is to be contained to the venue and the immediate outdoor grounds surrounding the building. No access to the Sweetwater Vineyard is allowed, without prior arrangements. Under no circumstances is access permitted beyond the vineyard fence to the private residence.

The hirer agrees to permit the Licensor or its servants and agents at all reasonable times to enter and view the venue and the arrangements made to keep the Venue in accordance with Clause 13 hereof.

7. Venue Site Visits

The venue is available for viewing by appointment only. Please contact Hunter Valley Events to arrange a suitable appointment time. Provision for two site inspections are included in the venue hire.

8. Catering

The licensee allows the hirer to arrange their own catering, however La Toscane has a preferred caterer. Please refer to the Function Suppliers list for contact details.

Please note there is a small preparation kitchen with cool room and dishwasher, however cooking equipment needs to be supplied by the caterer.

9. Beverages

A selection of two dozen mixed Sweetwater Wines to the value of \$500.00 are included in the venue hire fee. Additional Sweetwater Wines can be ordered as listed on the Sweetwater Wines order form.

Other beverages can be brought onto the venue and served in accordance with applicable laws.

10. Responsible Service of Alcohol

The Licensor's caterer promotes the responsible service of alcohol and reserves the right to refuse service of alcohol to any guest under the age of 18 or unable to prove their age, or any guest they believe to be intoxicated.

Where the hirer has organised their own beverage arrangements, a suitably qualified function coordinator is required to be on-site for the duration of the event. It is the responsibility of the hirer to ensure that the event is conducted in an orderly manner in accordance with this contract and applicable laws.

11. Smoking

Smoking is not permitted inside the venue.

12. Public Liability

The Licensor has a current Public Liability Insurance policy with cover to the value of \$50,000,000.

The hirer needs to ensure that all suppliers contracted for the function can furnish proof of Public Liability Insurance.

13. Loss or Damages and Security

The hirer will be financially liable for any damages or loss caused by their guests or arranged suppliers/contractors to the venue, fixtures, furnishings, windows or surrounding property, prior to, during or after a function.

Please note that no items are to be nailed, screwed, stapled or adhered to the walls, doors, ceilings or any other surface.

The Licensor reserves the right to request the alteration of the set up of any events to comply with fire, health and safety regulations.

The Licensor takes all necessary care however we accept no responsibility for loss of or damage to merchandise, equipment or personal articles left in the venue, prior to during or after a function.

Any formal security requirement is at the cost of the hirer.

The hirer must not permit anything to be done on the venue or any part hereof which may be or become a nuisance or annoyance to the surrounding neighbours, neither must any unauthorised persons be permitted to enter said property.

14. Deliveries and set-up

All deliveries must be advised and pre-arranged through Hunter Valley Events, as the venue is not accessible without prior notice. Please note there is limited storage space, so deliveries should be kept to the day of the event wherever possible.

15. Collection of Property

All goods including gifts, flowers, decorations and hire goods must be collected by 9.00 am the following morning, unless prior arrangements are made. Please note the venue is only accessible by prior arrangement.

16. Unforeseen Circumstances

In the event of inability to comply with any of the provisions of this venue agreement by virtue of any interruption of electricity or gas supplies, industry disputes, plant or equipment failure, disruptive acts of nature, other unforeseen contingency or accident, the Licensor reserves the right to cancel any booking or refund any deposit, with no further liability to the Licensor or their Agents or Suppliers.

17. Cleaning

It is the responsibility of the hirer to leave the premises in a reasonable state of cleanliness, including ensuring all rubbish is contained in supplied rubbish bins and stored outside the venue in the garage area. Excess rubbish must be removed by the hirer.

All kitchen ware used must be washed and stored away in the cupboards provided.



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Venue Booking Form

Event: _____	
Function Date: _____	Number of Guests: _____
Start Time: _____	Finish Time: _____
Contact Name: _____	Company: _____
Address: _____	
Email: _____	
Phone: _____	Mobile: _____
Special Notes: _____ _____ _____ _____	

I, the undersigned, have read the terms and conditions for La Toscano at Sweetwater Vineyard and confirm that the above information is correct.

Signature: _____	Date: _____
La Toscano Representative: _____	Date: _____

Please return signed form by Fax: 02 4938 3633 or email a scanned copy to louise@hunintervalleyevents.com.au

Office Use	
<input type="checkbox"/> Deposit Received	Date: _____
<input type="checkbox"/> Final Payment Received	Date: _____



LA TOSCANE

AT SWEETWATER VINEYARD

Preferred Function Suppliers

La Toscare functions have previously been serviced by the following suppliers who we recommend as familiar with the venue, its operations and surrounds.

- **Event Management**

- Hunter Valley Events**

- Contact: Louise Maher

- Ph: 02 4938 1478

- www.huntermvalleyevents.com.au

- Email: louise@huntermvalleyevents.com.au

- **Event Catering**

- Grand Mercure Hunter Valley Gardens**

- Contact: Natalie Curran

- Ph: 02 4998 2000

- Email: nataliec@gmhvg.com.au

- **Event Hire**

- Kennards Event Hire**

- Contact: Kara Simpson

- Ph: 02 4956 6733

- www.kennardsevents.com.au

- Email: karasimpson@kennards.com.au

- **Event Accommodation**

- Sweetwater Villas**

- Contact: Melinda Holman

- Ph: 02 6574 7177

- www.sweetwater-villas.com.au

- Email: enquiry@sweetwater-villas.com.au

- **Wedding & Event Photography**

- Photography on Hermitage**

- Contact: Chris Elfes

- Ph: 0413 805 222

- www.onhermitage.com

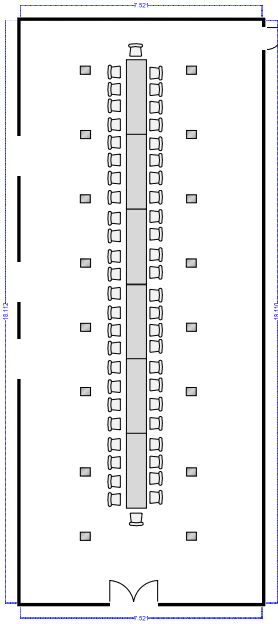
- Email: elfesphoto@bigpond.com.au



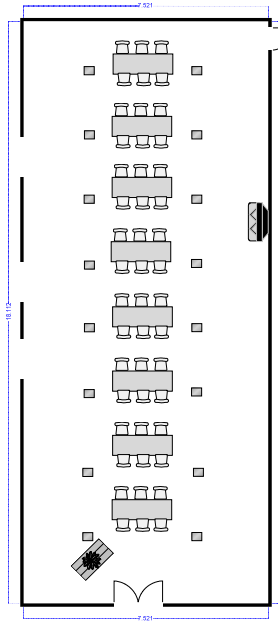
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AT SWEETWATER VINEYARD

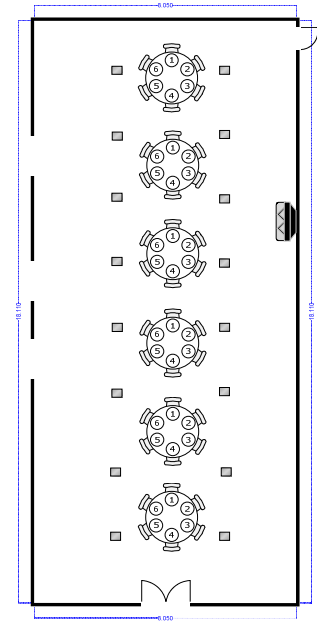
Suggested Floor Plans



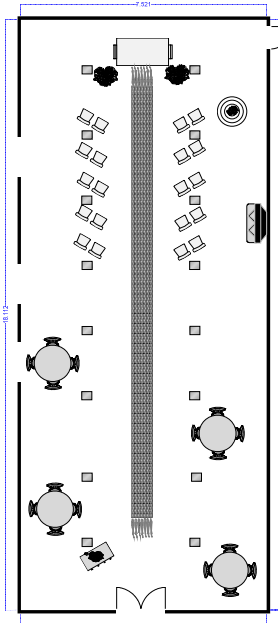
Long Banquet for 50*



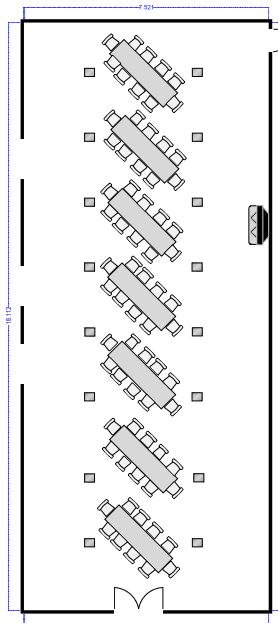
Rectangle tables of 6 for 48



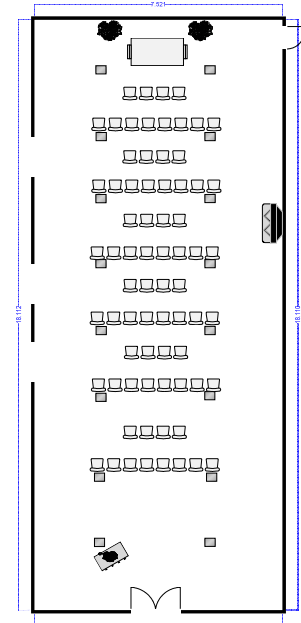
Round tables of 6 for 36



Wedding Ceremony &
Cocktail Party for 30**



Trestle tables of 10 for 70



Theatre Seating for 72

*Long Banquet configuration can be increased to a maximum of 76

** Wedding ceremony seating can be cleared following ceremony and utilized for dance floor

