

Meetings at Meadowbank

Surrounded by vines and nestled in the beautiful Coal River Valley 15 minutes from Hobart, Meadowbank Estate is Tasmania's most inspiring venue.

With stunning architecture, floor-to-ceiling windows and sweeping vineyard and water views Meadowbank has a natural ambience. Our fabulous facilities are complimented by seasonally driven menus, a range of estate grown cool climate wines and truly outstanding service.

Whether it is a small meeting for 6 people or an end of conference dinner for 200 guests Meadowbank Estate is the perfect venue.



EVENTS MANAGER

Anita Nandan is our full time Events Manager whose role is to make sure your event unfolds better than you imagined! Anita has ten years experience in co-ordinating events, both front-of-house and with a history of strong administration skills is a very accomplished and highly regarded employee. She brings to this role a level of energy, enthusiasm and creativity! For any information regarding the packages please email Anita or phone and talk to her.

Email: anitanandan@meadowbankwines.com.au

Mobile: 0438 854 684

EXECUTIVE CHEF

Wayne Smith

The food is fresh, seasonal, and mouth-wateringly tempting

Head Chef Wayne Smith is firmly in control of our Meadowbank Kitchen, you have a culinary treat in store for you. Wayne is a classicist and a paddock to plate purchaser, specialising in French provincial cooking, his dishes are a gastronomes delight.

Bon appétit!

Email: waynesmith@meadowbankwines.com.au

Our normal trading hours are 10am – 5pm 7 days, but there is usually someone here to answer your call by 9:00am.

Contact us

Telephone: +61 3 6248 4484

Facsimile: +61 3 6248 4485

Web: www.meadowbankwines.com.au

Delivery and postal address

Meadowbank Estate

699 Richmond Road

CAMBRIDGE TAS 7170



A VERSATILE VENUE

The facilities at Meadowbank Estate were specifically designed for flexibility and versatility. Whatever your needs, however large or small, there is an appropriate site at Meadowbank Estate – all with stunning views and a relaxed atmosphere. There is a floor plan on page 4, and below are descriptions of the available spaces and their capacities.

The Tower Gallery

This is our private meeting/dining room, which also doubles as an art gallery with absolutely stunning views. It houses exhibitions by local artists, which change every 5 weeks or so. It contains a custom-built board room table which seats 22 for a meeting and dining. There is no disabled access to this room.

Room Hire: \$300.00 per day

The Barrel Room and Restaurant

Although we have given the main section of the venue two names it is essentially one large space (see floor plan). The space can be divided using a large glass sliding door and moveable barrel walls which not only look great but are very effective. If both The Barrel Room and Restaurant are used for a large function, we can seat a maximum of 250 people on round tables (allowing no space for extras such as a band, or dance floor).

The Barrel Room is the area we use most regularly for functions. It is a long room with cathedral ceilings and huge glass doors leading out on to our Terrace with a seating capacity of 170 (17 round tables). There is a large fireplace at one end, and barrel racks are often used as a wall within the Barrel Room, to create the appropriate sized space for smaller functions. The Barrel Room can hold up to 240 people with theatre style seating, or 280 people cocktail style.

Room Hire is \$300.00 and \$500.00 on Sunday

The Restaurant area also leads out onto The Terrace and has equally spectacular views. As we are open for lunch 7 days a week, The Restaurant is not available for private use during the day. When the glass sliding doors are closed, The Restaurant can seat 60 - 70 people on round tables and is suited to smaller more intimate dinners or cocktail style for 80.

Room hire is \$300.00



A VERSATILE VENUE

The Cellar

With its authentic cellar atmosphere and rustic look, The Cellar is a unique space group wine tastings for up to 50.

Room hire: \$200.00

The Cellar Door

The Cellar Door area is a long room (18m), and has a separate bar, for those people who can't resist shopping-for a flat fee of \$100.00 we can staff the Cellar Door and shop so it can be opened for purchases and wine tastings throughout the evening.

The Flawed History of Tasmanian Wine

Located in the loft above the Cellar Door, A Flawed History of Tasmanian Wine is an art and poetry installation and wine tasting experience unlike any other in the world. It's intricate, vibrant, humourous, quirky, clever and venously enlightening. It comes in the form of a permanent wood cut-out floor mural created by Tom Samek, interspersed with 30 stanzas of puns, humour and nonsense verse by Graeme Phillips. Capacity is 80 cocktail style.

Room hire is \$300.00

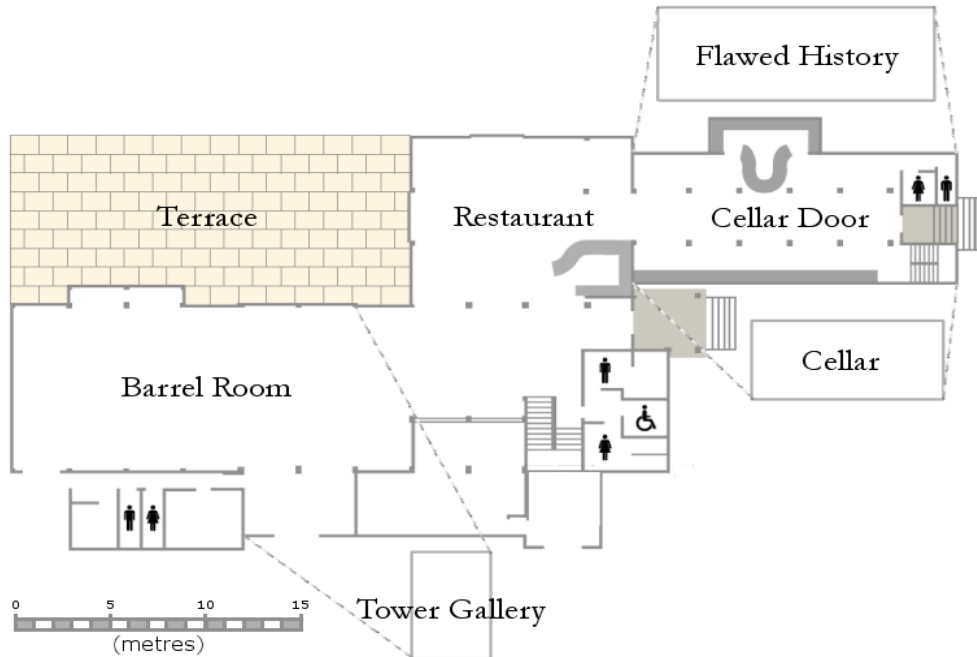
The Terrace

The perfect pre-dinner drinks spot. With the shelter of two umbrellas, each spanning 10m², guests are protected from both the sun and rain (although the chance of rain is slim as Hobart is Australia's second driest capital city!). The Terrace is edged by a flat grassy area, enabling guests to spill onto the grass, and therefore allowing flexibility with the number of guests. The views change with the seasons but are always spectacular.

VENUE FLOOR PLAN

meadowbank estate

Area	Event Capacity		
	Seated	Cocktail	Room Hire
Barrel Room	180	300	\$300
Terrace	-	100	\$200
Restaurant	60 - 70	100	\$300
Tower Gallery	22	22	\$300
Cellar	30	50	\$200
Flawed Gallery	-	60	\$200



Room Hire includes:



- Preparation of the room
- Service of the catering
- Seating for up to 250 guests
- Round guest tables – 10 guests per table
- Classic Meadowbank or cast iron chairs
- Use of Meadowbank wine barrels

AUDIO VISUAL EQUIPMENT

Meadowbank Estate is able to provide all of your audio visual needs at very competitive rates, including everything from a simple screen to the most complex of presentations. The following prices are indicative and based on daily hire. They are also inclusive of GST, delivery, installation and pick up.

meadowbank estate

Overhead projector & screen	\$88.00
Slide projector & screen	\$88.00
Electronic Pro-Data projector	\$250.00
Projection screen	\$44.00
Large TV / VHS / DVD kit on stand	\$143.00
White board / flip chart	\$44.00
Electronic printing White Board	\$134.00
Pro PA system	\$286.00
House PA system	\$186.00
Large Plasma screen, stand and DVD	\$465.00
Radio microphone Hand or lapel	\$110.00
Stage with skirt 2m*2m	\$228.00
Spot light stand and dimmer	\$107.00

Our preferred supplier is **HAVE Crawford Video**. Contact details can be found on the recommended service providers' page of this package and we are happy to make bookings for you at no additional charge.





CATERING

Beverages

Freshly brewed plunger coffee, tea and herbal teas

\$3.00 per person

Fruit juice, mineral water, soft drinks

\$3.00 per person

Morning and afternoon tea

Freshly baked biscuit

\$3.00 per person

House baked sweets/savour items

\$6.00 per person

Please enquire as to the current selection.

Option 1

\$22.00 per person

Soup and open sandwiches (1.5 sandwiches per person)

Our soup of the day accompanied by assorted open sandwiches with house made bread.

Option 2

A la carte menu

Either pre-order in the morning on arrival or order at your leisure in the restaurant. Our a la carte menu is served daily in the restaurant between 12noon -3:00pm. To serve the a la carte menu in the Tower Gallery add \$50.00 flat fee.

All beverages to accompany lunch are additional and will be charged on a consumption basis. Please see our restaurant beverage list attached.

General Terms and Conditions

Meadowbank Estate is open in during the day from 9:00am – 5:00pm for a meeting. Exclusive use of the Tower Gallery will incur a minimum spend of \$250.00. If a group does not reach the minimum spend, then the remainder of the charge works as additional room hire.

Exclusive use of the venue during the day from 9:00am will incur a minimum spend of \$15,000.00. If a group does not reach the minimum spend, then the remainder of the charge works as a room hire for the venue.

In the interests of the comfort of your guests, Responsible Service of Alcohol policies and the viability of the event, we require a **minimum food spend of \$50.00 per person** (other minimums apply where stated in package).

Meadowbank Estate reserves the right to pass on to clients any excessive costs with regard to damage, breakage or cleaning. You are financially responsible for any loss or damage sustained by Meadowbank Estate caused by a Event attendee or contractor prior to, during or after your event and you agree to indemnify Meadowbank Estate against any such loss or damage.

Making a Booking

We are very happy to make a pencil booking for your event during the early stages of organisation. Our practice is to hold a pencil booking for up to two weeks before requiring a confirmation or cancellation. Should another party wish to make a booking on the same scheduled date before that two weeks has elapsed, we will contact you to give you first option on that date. Similarly, if after two weeks we have not had confirmation or a cancellation from you we will make every attempt to contact you before automatically cancelling the booking.

Deposits

For us to guarantee your booking, from the point of confirmation we require the following deposit schedule: Upon confirmation of a booking, we require initial deposit to be paid to Meadowbank Estate, along with the signed contract.

Confirmation	\$250.00
7 days following	Payment in full of remaining balance

*Deposits will be deducted from the final bill, but are not refundable upon cancellation of a booking.

Prices

Please note prices and menus are current for the financial year ending 30 June 2011, and will be subject to increase at the start of each financial year. Please allow a minimum 10% increase for each subsequent year. Every effort is made to maintain prices but these are subject to change at the discretion of the management allowing for market cost fluctuations.

Final Confirmations

Please advise anticipated of numbers upon enquiry and exact numbers and menu 7 days prior to your meeting. All details need to be finalized 48 hours prior, and this will be the minimum number of meals for which you will be charged, regardless of reduced numbers on the day.

Upon enquiry	Anticipated numbers
7 days prior	Final numbers

Payment

A seven day account will be issued to the nominated party following the function for any extras, unless otherwise arranged with the Office Manager.

Electronic Transfer: For payments by electronic funds transfer our bank details are:
Address: Westpac Banking Corporation, 28 Elizabeth Street, Hobart
BSB: 037-001
Account Number: 387-533
Account Name: Meadowbank Wines

Notification of payment should be made by email to office@meadowbankwines.com.au or fax to 03 6248 4485.

Credit cards:

Payments by credit card will attract an additional charge of 2% to cover the shortfall created by merchant fees.

Cheques should be made payable to Meadowbank Wines.

Cancellation Policy

6 months	25% anticipated revenue
3 months	50% anticipated revenue

Responsible Service of Alcohol Policy

There is no such thing as a “private function”. Meadowbank Estate is a licensed premises and all aspects of the Liquor Licensing Act 1990 apply including the responsible service of alcohol.

1. We will not serve liquor or allow the provision of liquor to any person under the age of 18 years
2. We will recognise the signs of intoxication and we will discourage service to the point of intoxication.
3. We will not admit, serve, supply or allow the supply of alcohol to anyone who appears to be intoxicated.
4. We will not permit drunkenness, fighting, abusive or obscene language or suggestions, unwelcome advances or physical contact, directed at customers or staff.

Failure to observe these principles may lead to refusal of service and a request to leave the property.

In the event of an intoxicated customer refusing to leave upon such a request, our staff will call a taxi for them and provide them with a non-alcoholic beverage.

With regard to the refusal of service we ask our clients to nominate one person to act as liaison between staff and intoxicated guests who have been refused service.

We are obliged under the Liquor Licensing Act 1990 to ask an individual who appears to be under 18 years of age for identification. In order to avoid any kind of embarrassment Meadowbank would appreciate being advised if there are to be any underage guests attending your function.

We will close the bar 15 minutes prior to the conclusion of a function to ensure guests have an opportunity to finish their drinks and depart on time.

MEADOWBANK ESTATE CONTRACT

It is very important to read all the terms and conditions in this package before confirming your meeting. Please read this agreement carefully, sign it, and return it along with your deposit, in order to secure your booking. Of course, please ring us if you have any queries regarding your booking contract.

I, _____ (please print name) have read and understood the terms and conditions of booking an Event at Meadowbank Estate, outlined within this Information Package. I agree to all of the terms and conditions outlined in these pages, and I now wish to confirm my booking for a function on _____ (day) _____/_____/_____ (date).

I enclose a cheque/ credit card details (see below)/ money order/ cash for _____
Electronic Funds Transfer of \$ _____ has been made on _____/_____/_____.

All further invoices for this function should be sent to:

Name: _____

Company name: _____

Postal address: _____

Telephone: _____

Meadowbank can also email invoices if you prefer.

Email address: _____

Date: _____

Signed: _____

Credit card details:

Visa MasterCard *(Sorry, we do not accept Diners)*

Card Number: _____ Expiry Date: _____

Please print in capital letters

Cardholder: _____