



# Meetings

at

## MEADOWBANK ESTATE

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*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.*

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Delivery and post: Meadowbank Estate  
699 Richmond Road  
Cambridge    TAS    7170

## A VERSATILE VENUE

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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. 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 18 for a meeting and dining. There is no disabled access to this room.

*Room Hire: \$300.00 per day*

### *The Barrel Room*

This 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.

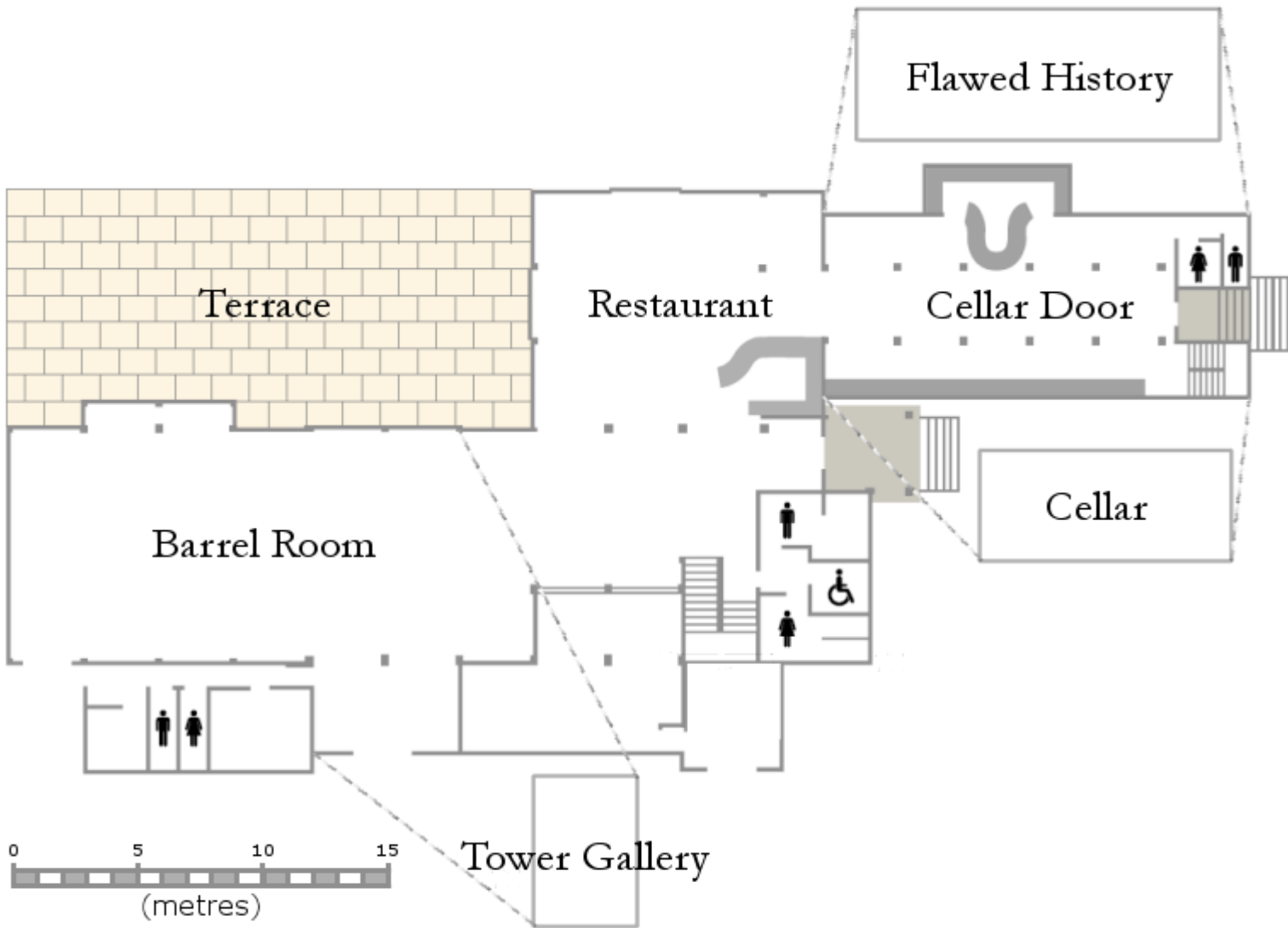
*Room Hire is \$300.00 and \$500.00 on Saturdays*

### *The Cellar*

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

*Room hire: \$200.00*

# VENUE FLOOR PLAN



Function Capacity				
Area	Meeting	Theatre Style	Cocktail	Room Hire
Tower Gallery	25	25	30	\$300
Barrel	180	250	350	\$300
Restaurant	60 - 70	90	100	\$300
Cellar	30	50	50	\$300
Terrace	-	-	100	\$200
Flawed	-	-	60	\$200

# MEETINGS AT MEADOWBANK

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With its incredible outlook, Meadowbank provides an inspiring setting for any meeting, seminar or workshop...

## DAY MEETING MENUS

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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
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House baked muffins, cake, pastries or scones	\$6.00 per person
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Sweet or savoury options are available – please select **one** item from the lists below:

#### **Sweet:**

- Fruit Muffin
- Plain scone with jam and cream
- Individual orange syrup cake
- Chocolate fudge brownie

#### **Savory:**

- Pumpkin and herb scone
- Zucchini and feta slice
- Provincial olive cake
- Cheese, caramelized onion and chorizo Danish pastry

# DAY MEETING LUNCH MENUS

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## **Option 1 – Soup and open sandwiches (1.5 per person)      \$22.00 per person**

Our soup of the day accompanied by your choice of 2 different open sandwiches:

- Smoked salmon, cucumber, horseradish and capers on a bagel
- Smoked chicken, celery, toasted walnuts, mustard dressing on sourdough rye
- Ham off the bone, Heidi gruyere, watercress and English mustard on sourdough white
- BLT – hickory smoked bacon, crisp lettuce, tomato and mayonnaise on sourdough white

## **Option 2 - Light lunch platters**

Served in large bowls and on platters to the centre of the table with freshly baked bread

### ***Salads***

Salad of poached chicken, asparagus, crispy bacon and tarragon dressing

Salad of rare beef, rocket, pear, walnut and blue cheese dressing

Salad of seared ocean trout, young beans, potatoes, olives and nicoise dressing

Salad of roast spiced pumpkin, sheep's milk fetta, caramelized leek and young cos

*Select one salad for the table \$18.00 per person*

*Select two salads for the table \$24.00 per person*

*Add our soup of the day to start + \$8.00 per person*

### ***Hot dishes***

Orecchiette with slow braised duck, mushrooms, green olives and peas

Slow roasted harissa lamb with pistachio cous cous

*Select one dish for the table \$21.00 per person*

*Select two dishes for the table \$27.00 per person*

*Add soup of the day to start + \$8.00 per person*

## **Option 3 – 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 12-3pm. 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.***

## AUDIO VISUAL EQUIPMENT

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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.

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.

## ***Making a Booking***

We are very happy to make a pencil booking for your function during the early stages of organisation. Our practice is to hold a pencil booking for up to four weeks before requiring a confirmation or cancellation. Should another party wish to make a booking on the same scheduled date before that four weeks has elapsed, we will contact you to give you first option on that date. Similarly, if after four 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	Deposit 1 of \$1,000.00
90 days	Deposit 2 of \$1000.00
30 days	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 2009, 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 no later than 90 days in advance with exact numbers no later than 30 days prior to your function. This will be the minimum number of meals for which you will be charged, regardless of reduced numbers on the day.

90 days	Anticipated numbers
30 days	Final numbers
14 days	Dietary requirements and seating plan

## ***Cancellation Policy***

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

## *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:

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 either email to [office@meadowbankwines.com.au](mailto: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.

## *General Terms and Conditions*

Meadowbank Estate is open in the evenings by appointment only, and a minimum spend of \$5000.00 applies. If a group does not reach the minimum spend, then the remainder of the charge works as a room hire for the venue.

Exclusive use of the venue during the day 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 \$75.00 per person** (other minimums apply where stated in package).

For evening functions, Meadowbank Estate is licensed to be open until 11.00 pm. We reserve the right to ask guests to depart the premises at the conclusion of food and beverage service unless prior arrangement has been made with management.

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 function attendee or contractor prior to, during or after your event and you agree to indemnify Meadowbank Estate against any such loss or damage.

## *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

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*It is very important to read all the terms and conditions in this package before confirming your reception. 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 a function 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 very clearly*

Cardholder: \_\_\_\_\_