

The Hunter Convention Centre

Wedding Planner 2014

Charbonnier Hallmark
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Your Wedding Day at the Hunter Convention

A wedding celebrated at the Hunter Convention Centre within the Charbonnier will be an enchanting experience to cherish forever.

For over 25 years we have hosted wedding receptions in the Hunter Valley, creating wonderful memories for hundreds of happy couples and thousands of their closest family and friends. Treating you and your guests to outstanding cuisine, wines, and service is what we do best.

Whether a small intimate event or a lavish celebration of 115, we have an option to suit your needs.

Together with our function coordinator, head chef, and dedicated team, we will tailor your individual program to create the wedding reception you truly wish for.

Let us free you from the worry of arranging your most important day, allowing you both the luxury to enjoy this magical time together, and to share it with special friends and family.

Your Wedding Venue

Located centrally between the Lower and Upper Hunter vineyards 45 minutes north-west of Newcastle and 2 ½ hours from Sydney The Hunter Convention Centre is the ideal location for your Wedding Day.

Nestled in 1.6 hectares of landscaped gardens and lawns, the Convention Centre at the Charbonnier can provide first class facilities, accommodation, cuisine, hospitality, and service for your wedding reception.

The Chameleon function room offers 247m² of column free space, along with a fully equipped adjoining bar, timber dance floor, raised stage, and natural light with windows overlooking the pool and grounds. Parking for over 150 guest vehicles provides convenient and ample space on site for your guests' transportation.

With 70 3.5 star rooms comfort awaits your arrival. Queen-size beds are standard in all double rooms. Alternatively, why not upgrade to one of our deluxe suites featuring king-size beds and separate lounge? For those with special requirements, we also provide rooms with easy-access facilities. All are serviced by an internal staircase and lift.

Be sure to ask about the special discount accommodation rates for your wedding guests.

For those staying in-house, our pool, indoor spa and heated sauna await your enjoyment. The more active, can arrange a match on our full-size flood-lit tennis court. Follow up with a get-together poolside under the sail-covered patio, and enjoy a traditional family BBQ!

Spoil yourself with a visit to Charades a-la-carte restaurant where our chefs will tempt you with delicious modern Australian cuisine and sumptuous desserts.

Complete your experience by discovering one of the regions outstanding local wines.

Room hire

Chameleon function

... what is included ...

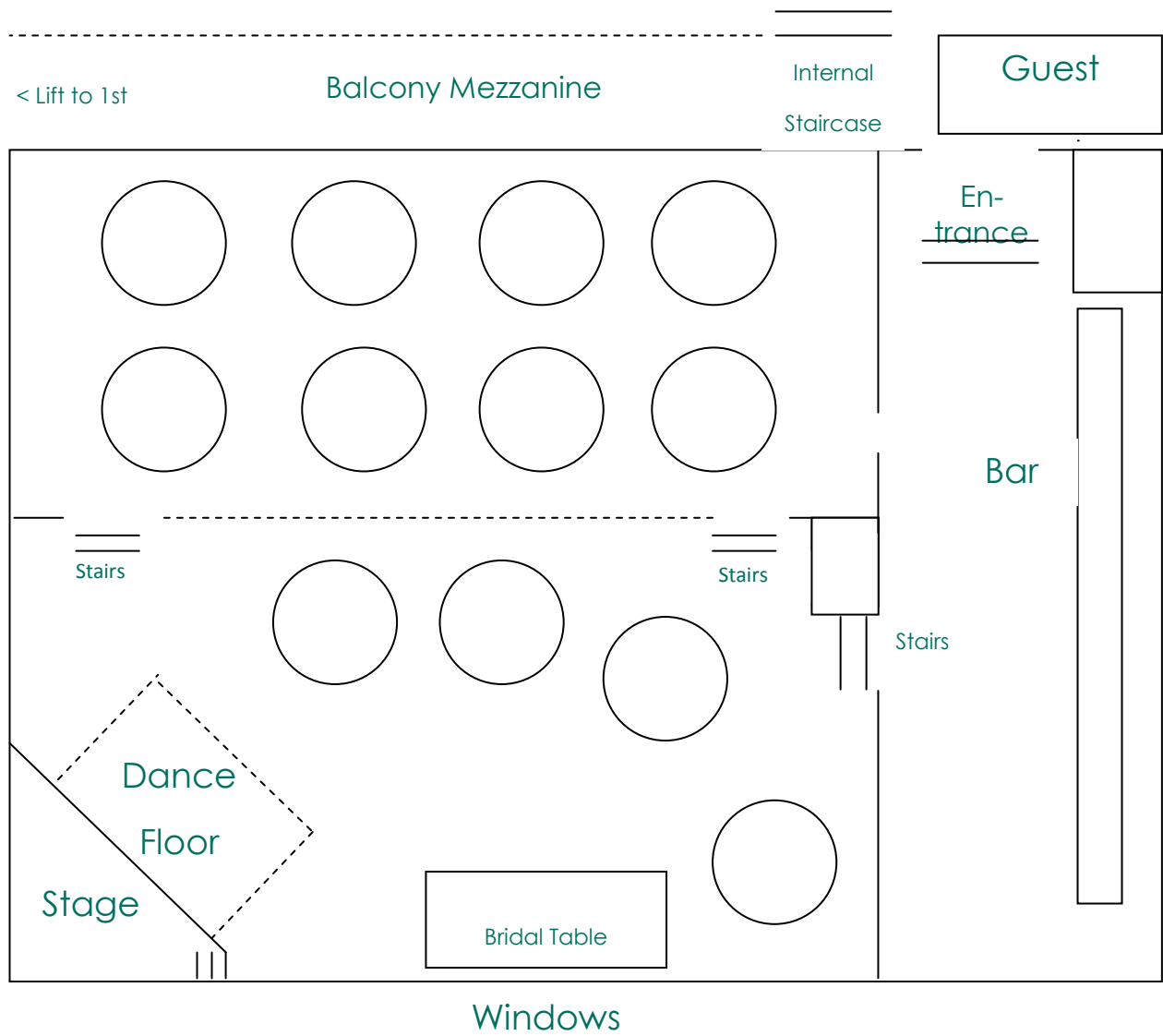
Function room hire \$500

Based on a minimum of 80 adult guests

- ... Venue hire with stage and dance floor for 5 hours
- ... Pre-setting of reception room by 5pm the day before your wedding
- ... Function co-ordinator to assist with all catering planning and for the duration of your reception
- ... Rectangular or round tables set as per personal table plan with crisp white linen tablecloths, napkins, cutlery, crockery and glassware
- ... Cake knife
- ... All food and beverage service staff for 5 hours
- ... Children's menu - 12 years and younger
- ... Bridal cake cut and set on platters or bagged with co-ordinating serviettes
- ... Private bar and guest amenities
- ... Spotlight for bridal waltz
- ... Tea and coffee station
- ... Clearing of reception
- ... Special 20% discounted accommodation rates for your wedding guests
- ... Complimentary deluxe suite for bride and groom
- ... Full hot breakfast next morning for newlyweds

Floor plan of the _____

Chameleon function room



Guide only. Not to scale.

Pre-wedding reception

Canapé menu

... General platters ...

... Cabanossi, pickled cocktail onions, cheddar cheese, gherkins, Kalamata seeded olives, two dips and water crackers \$ 6.00 pp.

... Italian antipasto with shaved salami, prosciutto, fresh melon, crudités, boiled eggs and asparagus with ciabatta croutons
\$8.50 pp.

... Hors d'oeuvre platters ...

Select from the following options below:

Choice of 3 hot and 3 cold \$18.50 pp.

Choice of 5 hot and 5 cold \$26.50pp

... Catering selections ...

... Cold ...

- ... Duck breast terrine with olive and tomato salsa
- ... Grilled pita bread with selected dips
- ... Caramelised onion on crusty bread
- ... Duck pate on Melba toast
- ... Smoked salmon rosette's with citrus crème fraiche
- ... Prawn gyoza's (steamed prawn dumplings)
- ... Tomato and olive bruschetta

... Hot ...

- ... Thai prawn dumplings with nam jim
- ... Assorted quiches (please discuss options with our Head Chef)
- ... Chorizo and vegetable tartlets
- ... Mushrooms with vegetables and feta
- ... Spring rolls
- ... Spinach and feta pastries
- ... Chilli and garlic prawn skewers
- ... Gourmet mini pies
- ... Smoked trout and leek potato cakes with chive crème fraiche

A range of cold dessert platters can be arranged upon request, to compliment any cocktail function

Due to seasonal changes, some dishes may be altered or unavailable. Any changes will be notified at the earliest possible opportunity.

Wedding packages

including meals and decor

... Silver package – traditional dinner menu ...

2 Course = \$69.00 pp

3 Course = \$79.00 pp

Minimum 80 adults

... Gold package – deluxe dinner menu ...

2 Course = \$79.00 pp

3 Course = \$89.00 pp

Minimum 80 adults

... Diamond package – buffet menu ...

3 Course = \$75.00 pp

Minimum 80 adults

Wedding package decor provided by...



Events of Elegance

Multi Award Winner Best Wedding Decorator NSW, ABIA

Show room location: 12 Whitton Street,
Wallsend NSW 2287

Contact numbers: T: 02 4955 8666
F: 02 4955 8688

Email: newcastle@eventsofelegance.com.au

Website: www.eventsofelegance.com.au

Events of Elegance are specialists in event theming and decoration, an experienced team of professionals who have been decorating the Hunter Valley and Newcastle region for over a decade. From breathtaking wedding receptions to flawless corporate functions and themed parties, our team ensures your vision comes to life! Catering for all functions no matter how intimate or grand – chair covers and sash, table centre pieces, ceiling draping and much more. Arrange an appointment at our showroom today to see how magical your event can be.

... Package includes: ...

- ... Chair covers
- ... Choice of sash from existing colour and material stock
- ... Choice of centre piece for guest tables from eight (8) options
- ... Table runner per guest table
- ... Bridal table runner and six (6) glass tea light votives
- ... Bridal table backdrop, choice of curtain or v-style draping
- ... Bridal and cake table skirt

... The above package and associated prices are subject to: ...

Minimum order 80 pax for package price to apply. If package is less than 80 pax confirmation is required by Events of Elegance

Events of Elegance standard Term & Conditions are applicable to this package

... Installation and delivery - \$180.00 flat rate ...

... Package terms: Package and associated prices are valid until

Silver - traditional dinner menu

... Including menu and décor – min 80 adults ...

2 course : \$69.00pp 3 course : \$79.00pp

... *Please select two items for each course...*

... Entrée : *choice of two, alternate serve ...*

- ... Potato and leek soup
- ... Roast pumpkin soup
- ... Italian tomato soup
- ... Roast vegetable soup
- ... Spinach and rocket salad with roast pumpkin, feta cheese, Spanish onion, pine nuts
- ... Linguini tossed with basil pesto, pine nuts, and cherry tomatoes with parmesan cheese

... Mains : *choice of two, alternate serve ...*

- ... Roast beef
 - ... Roast lamb
 - ... Roast pork
- All roasts are served with sides of roast vegetables, steamed greens, jacket potatoes and home style gravy*
- ... Warm vegetable salad of roasted kumara, pumpkin, Spanish onion, mushrooms, baby spinach, topped with chilli jam
 - ... Roasted chicken breast with spinach, pumpkin, and tomato salad
 - ... Atlantic salmon fillet with creamy mash potato and steamed greens

... Desserts : *choice of two, alternate serve ...*

- ... Fruit salad with vanilla ice cream and honey
- ... Vanilla pannacotta, with mixed berry compote and biscotti
- ... Apple crumble with crème anglaise
- ... Caramel tartlet with double cream
- ... Sticky Date pudding with warm butterscotch sauce and double cream

Gold - deluxe dinner menu

... Including menu and décor – min 80 adults ...

2 course : \$79.00pp 3 course : \$89.00pp

... *Please select two items for each course...*

... Entrée : *choice of two, alternate serve ...*

... Roast vegetables with house made tomato sauce, baby spinach and
penne pasta

... Sautéed chicken, with mushrooms, Spanish onion, baby spinach,
with linguini and a creamy basil pesto sauce

... Mushroom risotto with parmesan cheese

... Pumpkin and asparagus risotto

... Sweet corn fritter with prawns, mushrooms, tomato and rocket

... Caramelized onion and bacon tartlet, with crispy leek and balsamic
reduction

... Mains : *choice of two, alternate serve ...*

... Chicken breast with Mediterranean vegetables and aioli

... 200g Nolan MSA scotch fillet with garlic and herb potatoes and a
fennel, rocket and parmesan salad

... Atlantic salmon with roast kipfler potatoes, braised leek, mushrooms,
baby spinach, garlic yoghurt and lemon butter sauce

... Grass fed eye fillet with, roast tomato, baked potatoes and
mushrooms

... Lamb shank with creamy mash potato and red wine sauce

... Desserts : *choice of two, alternate serve ...*

... Sticky date pudding with warm butter scotch sauce and vanilla ice
cream

... Berry pannacotta with balsamic strawberries

... Citrus tart with vanilla ice cream

... Chocolate tartlet with macerated berries and fresh cream

... Poached pear tartlet with vanilla ice cream

... Cheese plates / fruit platters (one per table)

Diamond banquet - buffet menu

... Including menu and décor – min 80 adults ...

3 course : \$75.00 pp served from the buffet : all included

... To start : *please select two options ...*

- ... Roast Italian tomato soup
- ... Potato and leek soup
- ... Butter nut pumpkin soup
- ... Caesar Salad with cos lettuce, bacon, croutons and parmesan cheese

All soup is inclusive of crusty bread rolls

... Roast : *please select two options ...*

- ... Beef
- ... Pork
- ... Lamb
- ... Chicken

All roasts are served with jacket potatoes, roast pumpkin and steamed greens

... Sauces : *please select two options ...*

- ... Gravy
- ... Mushroom
- ... Dianne
- ... Peppercorn

... Select two of the following to accompany your selection ...

- ... Antipasto platter – Chargrilled vegetable, deli meats, cheese, smoked salmon, pitted olives and water crackers
- ... Savoury Platter – party pies, spring rolls and samosa's
- ... Garden Salad – fresh garden vegetables tossed with mixed leaves and a balsamic vinaigrette
- ... Potato salad – roast chat potatoes, with crispy bacon, fresh herbs and house made mayonnaise

... Sweets and cheese platters ...

- ... Hunter valley cheeses and water crackers
- ... Fresh fruit platter

Function beverages

Please discuss your wedding beverage requirements with our wedding function coordinator.

She will e-mail you the latest wine list and offer advice on which wines will be most suitable and within your budget.

Below are a list of beers and soft drinks available. As prices change we can send you a copy of our latest beverage menu.

... Beers ...

- ... Boags Light
- ... XXXX Gold
- ... Victoria Bitter
- ... Tooheys New
- ... Tooheys Extra Dry
- ... James Squire (Golden Ale or India Pale Ale)
- ... Pure Blonde
- ... Crown
- ... Corona

... Soft drinks ...

- ... Orange juice
- ... Coke,
- ... Diet Coke
- ... Lemonade
- ... Lemon squash
- ... Mineral water
- ... Lemon, lime, and bitters

Wedding party accommodation

Offering 70, 3.5 star rooms, (featuring queen-size beds), including four deluxe suites offering king –size beds, the Charbonnier can provide all the accommodation your party will require. For those with special requirements, we provide rooms with easy-access facilities.

... For the bride and groom: ...

The Charbonnier offers a complimentary suite when you book a minimum of 80 adult guests for your wedding reception. Please confirm that you will require this suite, and all arrangements will be made.

... Guest Accommodation Facilities ...

... Executive rooms ...

Internal access and lift, parking for 150 cars on site, 24 hr reception, free Austar TV and remote control, queen size beds, ensuite bathroom, individually controlled air-conditioning, fridge / minibar, phone, radio, clock, iron / ironing board, hairdryer, tea and coffee facilities and complementary toiletries.

... Deluxe suite ...

Along with the features of the executive room, this one bedroom suite provides a king–size bed, bathrobes, flat screen TV and living room with sofa, coffee table, second TV and balcony.

... In house and recreational facilities: ...

Charades restaurant, licensed bar, room service, large sail-covered poolside patio, floodlit tennis court, swimming pool, spa and sauna, BBQ facilities, guest laundry same-day (week-day) and dry-cleaning service.

... Special rates: ...

The Charbonnier offers special rates for the bride, groom, family, and guests. Be sure your guests inform reception staff that they are part of your wedding party. They can then be offered the reduced bed and breakfast wedding package rates.

Booking conditions

... What you need to know before you book your wedding ..

Package valid for wedding receptions held in 2013

... Wedding hours: ...

The package rates are inclusive of pre wedding drinks to finish. We are flexible as to what time the guests arrive but all receptions must finish at or before 12 midnight as a courtesy to in-house guests. Service time is 5 hours (e.g.: 6-11pm.) We can be a little flexible on this length of time, though, generally any excess of 5 hours is charged at \$150 per hour or part thereof.

... Sundays and public holidays ...

A surcharge of 15% applies on Sundays and public holidays.

... Cancellations: ...

In the event that you cannot proceed with your planned wedding and the event must be cancelled, the following conditions will apply:

... Cancellation must be in writing as verbal cancellations can not be accepted.

... Deposits are not refundable.

... Health and safety and licensing laws: ...

Due to liquor licensing laws, guests are not permitted to bring their own liquor onto our premises.

In accordance with health and safety regulations, guests are not permitted to bring foodstuffs onto the premises for catering purposes.

... Personal property and insurance: ...

Although Charbonnier will take due care to protect the property of all guests, we will not accept responsibility for the loss or damage to merchandise or to property prior to, during or after a function. Organisers at all times should arrange their own insurance should they feel necessary.

... Reception set up and décor: ...

The Charbonnier will provide all linen and napkins. Events of Elegance will provide the décor as outlined. You will need to provide any extra decorations and floral arrangements yourself. Please check with management before

Booking conditions continued...

... Prices and GST: ...

All quoted prices are inclusive of GST and are valid until 31st December 2013. Whilst we make every effort to maintain quoted prices, they may be subject to change.

... Damage to the venue: ...

Any willful or negligent damage sustained to any part of the Charbonnier by the organiser or any of their guests becomes the responsibility of the organiser. Upon payment of the deposit it is understood the organiser acknowledges and accepts this responsibility.

... What you need to do on booking your wedding ...

Telephone or e-mail our function coordinator to arrange a meeting to discuss the requirements for your wedding reception. A full written quote will be supplied after this meeting, to confirm the details discussed. At this time we will tentatively book the date of your wedding.

... Booking, deposit and account payments: ...

Your booking will need to be confirmed on the enclosed wedding reception agreement within two weeks of tentatively booking your wedding date. This agreement must accompany a deposit of \$1000.00. We accept cash, bank cheque, Bankcard, Visa, Master Card, Diners Club and American Express.

Three months prior to the wedding date fifty percent of the total cost is to be paid. The Quality Inn Charbonnier reserves the right to cancel any reservation not held with a deposit by the due date.

... Accommodation: ...

The Charbonnier provides a special accommodation rate for guests attending your wedding. Be sure they let reception staff know that they are staying to attend your reception. Advise your guests to book as soon as practical as we can fill up quickly – especially in popular months. This will avoid any disappointment if the motel is booked out.

Booking conditions continued...

... What you need to do six weeks before your wedding ...

Telephone or e-mail our function co coordinator to arrange a meeting to discuss the final requirements for your wedding reception.

... Menus: ...

Menu selections are to be finalised six weeks prior to the date of your wedding. Any menu may be subject to alteration because of seasonal food and price changes. Please be assured we shall take all the necessary care to provide you with your menu wishes. Special arrangements can be made with regard to children's meals, vegetarian and special diets. Please advise us when finalising your menu.

... Beverages: ...

All beverage selections and instructions are organised as per your request six weeks before your wedding date. We will confirm which beverages are to be served, to whom, and when, and who will be our point of contact regarding the bar tab. On the night we will monitor your beverage expense so that you need only spend what you have budgeted for.

... Room layout: ...

All instructions regarding table layout, timeline, bridal table arrangements and any other special instructions are to be finalized at this time.

... What you need to do 14 days before your wedding ...

Final numbers and table plans are required at our meeting 14 days prior to your function. Please be aware you may need to provide a main meal for your musicians, DJ, video cameraman and/or photographer. Any special requirements for table positioning, equipment, or wheelchair access should be confirmed 14 days prior to the reception. Changes to lower numbers after this time will not be reflected in billing.

Rooming lists for key guests booked by the bride and groom should be organised as soon as practical and finalised 14 days prior to the reception date to avoid disappointment. To save confusion, first and last names along with address, mobile telephone number and estimated time of arrival are required. A credit card detail will be needed to secure reservations. Reception will be

Booking conditions continued...

... What you need to do 7 days before your wedding ...

The balance of your account should be finalised 7 days prior to your reception. Any bar tab balances, incidentals or additional guest meals should be settled before vacating the premises on the wedding night.

... What you need to do the day before your wedding ...

... Final touches: ...

Where possible, the Charbonnier will have the function room ready by 5 pm the previous day. After this you are invited to position your place cards and add any other finishing touches. Please confirm with our function coordinator your band/DJ arrival, floral and cake delivery times.

... Relax: ...

Everything will be expertly arranged and supervised by our Staff.....

So enjoy your day!

Wedding reception agreement

... Details: ...

Bride:

.....

Groom:

.....

Day and date of wedding:

.....

... Contact details: ...

Address: Street/ Number:

.....

City: State: Postcode:

.....

Phone:

Mobile: Home: Work:.....

Fax:

E-mail:

.....

... Tentative time line: ...

Time of service:

Where:

.....

Time guests arrive: Time bridal party arrive:

.....

Estimated number of guests: Adults:

Children: Ages: Number on bridal table:

Approximate number on each table:

Wedding reception agreement

... Holding credit card for reception, bar and accommodation: ...

Card number:

Type of card:

Card holder:

Expiry date:

Signature:

We confirm that we would like to book the above date
for our wedding.

We agree to the booking conditions as outlined in the
wedding package.

Name:
.....

Signature:

Date:

Thank you for holding your wedding reception at
The Charbonnier Hallmark.