

-The Hunter Valley Convention Centre-



-Wedding Planner 2011-

Quality Inn Charbonnier Hallmark

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Your Wedding Day at the Hunter Valley Convention Centre

A wedding celebrated at the *Hunter Valley Convention Centre* within the
Quality Inn Charbonnier Hallmark
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 a 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 hours from Sydney –
The Hunter Valley Convention Centre is the ideal location for your Wedding Day.

Nestled in 1.6 hectares of landscaped gardens & 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 four-star rooms comfort awaits your arrival. Queen-size beds are standard in all double rooms. Alternatively, why not upgrade to one of our deluxe one bedroom 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 deserts. Complete your experience by discovering one of the regions outstanding local wines.

For those staying a few days, we are only a short distance to the Hunter Valley wineries, galleries, chocolate shops, cheese factories, hot-air ballooning and horse riding!

What more could you ask for?

If you can think of it please let us know and we will do our best to make it happen.

Chameleon function room hire

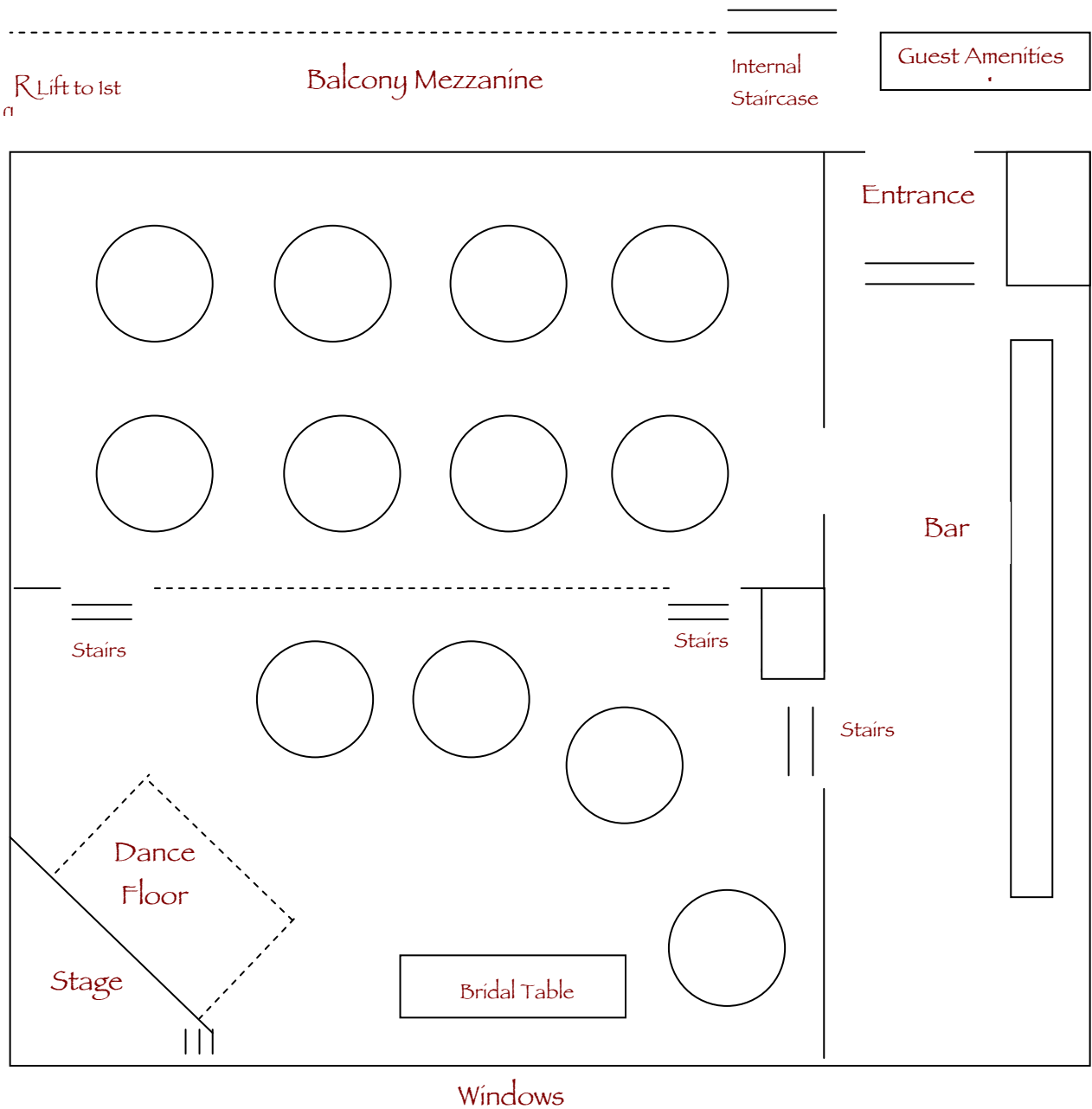
-what is included ...

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
- Personalised function /catering program with timeline -approx. 12 pgs.
- Rectangular or round tables set as per personal table plan with crisp white linen tablecloths, napkins, cutlery, crockery & glassware
- Cake knife
- All food & 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
- Framed table & seating plans
- Tea & coffee station
- Clearing of reception
- Special 20% discounted accommodation rates for your wedding guests
- Complimentary deluxe suite for bride & groom
- Champagne and chocolates
- Full hot breakfast next morning for newlyweds
- Charades gardens for you outdoor ceremony

Floor plan of chameleon function room



Guide only. Not to scale

270910

Hunter Valley Convention Centre

Pre-Wedding Reception Canapé Menu

General Platters

Cabanossi, pickled cocktail onions, cheddar cheese, gherkins, Kalamata seeded olives
with two dips & water crackers \$ 5.50 pp.

Italian antipasto with shaved salami, prosciutto, fresh melon, & crudités boiled eggs & asparagus
with ciabatta croutons \$7.50 pp.

Hors D'oeuvre Platters

Select from the following options below:

Choice of 3 hot & 3 cold \$16.50 pp.

Choice of 5 hot & 5 cold \$24.00pp

Catering selections Cold

Double king island brie on crackers with chives
Stuffed snow peas with semi – dried tomato pesto (v)
Teriyaki smoked chicken rice paper rolls
Coriander & lime prawns on toasted Turkish bread
Pork & veal terrine on sourdough croutons
Salmon mousseline on whitlof leaves
Chicken liver pate on grilled focaccia with watercress
Fresh young asparagus with raspberry vinaigrette (v)

Hot

Thai fish cakes	Thai spring rolls
Deep fried eggplant wedges with aioli (v)	Petite quiche
Spinach and feta triangles (v)	Tempura garlic infused prawns
Whitebait frittura with wasabi and soy	Gourmet petite pies
Stuffed ratatouille mushrooms with parmesan (v)	Mediterranean chorizo bouchees

Wedding packages – including menus and décor

minimum 80 adults.

Silver package – Traditional dinner menu

2 Course - \$59.00pp

3 Course - \$69.00pp

Gold package –Deluxe dinner menu

2 Course - \$69.00pp

3 Course - \$79.00pp

Diamond package – Buffet Menu

3 Course - \$67.00pp



Wedding package decor provided by...



Events of Elegance

Show room location: 25 Mountain View Place, Kitchener NSW 2325
Contact numbers: 02 4990 9700 OR 0413 313 442
Email: hv@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 80pax for package price to apply. If package is less than 80pax confirmation is required by Events Of Elegance
- Events of Elegance standard Term & Conditions are applicable to this package

Installation & Delivery - \$180.00 Flat Rate

Package Terms: Package and associated prices are valid until January 2011

Silver - Traditional Dinner Menu

Including menu and décor – min 80 adults

2 course - \$59.00pp 3 course - \$69.00pp

Please select two items for each course...

Soups & Entrees - *Choice of Two Alternate Serve*

Roasted pumpkin soup topped with flaked almonds
Tomato & fresh basil soup
Chicken, corn, & sweet chilli chowder with chives
Saffron mushroom & English spinach risotto with parmesan & pinenuts
Traditional caesar salad with crispy bacon, grand pandano and charades' own dressing
Penne pasta with sautéed chicken, semi dried tomatoes, olives, & parmesan cream

Mains & Roasts - *Choice of Two Alternate Serve*

Chicken breast, spinach, & walnut salad with tomato & roasted garlic coulis
Atlantic salmon on a bed of almond mashed potato with a chive hollandaise
Scotch fillet medallion with roast mushroom, nestled on garlic mash with a rich Shiraz jus
Roast beef with Dijon mustard seed & merlot jus
Roast pork with char grilled apple confit & gravy
Roast lamb with rosemary & merlot jus
All roasts served with roasted potato and pumpkin and seasonal vegetables
Note: Vegetarian options available

Desserts - *Choice of Two Alternate Serve*

Mocha panna cotta with biscotti wafers
Charades own apple pie with cointreau custard
Sticky date pudding with butterscotch sauce & double cream
Duo chocolate gnash tartlets with marinated strawberries
Individual pear tart tatin with raspberry coulis & icecream

Tea & Coffee

Gold - Deluxe Dinner Menu

Including menu and décor – min 80 adults

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

Please select two items for each course...

Soups & Entrees- *Choice of Two Alternate Serve*

Red lentil & tomato soup with char grilled baby corn

Seared scallops on roasted kumera with tomato & chilli jam & lime

Smoked salmon, baby caper, lime & ricotta roulade with sourdough croutons

Grilled scampi with fresh chive & lemon butter on a rocket salad.

Charcuterie of terrines & pates with homemade croutons

Balsamic chicken, rocket & baby beetroot salad with kumera shavings

Traditional caesar salad with crispy bacon, grand pandano parmesan and charades' own dressing

Mains- *Choice of Two Alternate Serve*

Chicken breast stuffed with bacon & leek served on smashed chats with a wild mushroom sauce

Braised Atlantic salmon on steamed wild rice with coriander & wasabi butter (mild)

Scotch fillet on the bone with roasted garlic mash & cab merlot jus

Beef fillet on roasted kipfler potato & English spinach nest with thyme & pink peppercorn jus

Grilled tuna medallion with Asian greens & enoki mushroom noodle salad, soy, lime & chilli.

Note: Vegetarian Options Available

Desserts- *Choice of Two Alternate Serve*

Poached pear & grand Marnier tartlet with honey & almond icecream

Mango jam mille feuille with roasted coconut & blackberries

Lemon tarte with double cream & raspberries

Mocha & dark chocolate gnash tartlet with cointreau strawberries

Passionfruit panna cotta with raspberry coulis & double cream & biscotti

Cheese and fruit platter (one platter per table of 10)

Tea & Coffee

Diamond Banquet - Buffet Menu

Including menu and décor – min 80 adults

3 Course - \$67.00pp *Served from buffet - all included.*

To Start

Choice of:

Butternut pumpkin & rosemary soup or Gazpaccio or
Sweet potato & leek soup or Roasted vegetable & bacon

Hot

Roasted beef in Dijon mustard crust
Roasted pork with apple & roasted onion farce
Roasted potato and sweet potato (kumera)
Seasonal vegetables
Country style gravy
Wholegrain mustard, apple sauce

Cold

Hand shaved leg ham & Cajun chicken platters
Tossed chefs' garden salad
Marinated fresh asparagus spears with a raspberry vinaigrette
Baby English spinach, pimento, bacon & fetta salad with croutons

To Finish

Cheese, fresh fruit platters with crackers or
Assorted slice platters

Tea & Coffee

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

Hahn Light, XXXX Gold

Victoria Bitter, Tooheys New, Tooheys Extra Dry, Hahn Premium, Blonde Crown, Corona

Soft drinks

Orange juice, coke, diet coke, lemonade,
lemon squash, mineral water,
lemon, lime & bitters



Wedding Party Accommodation

Offering 70, 4-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 & 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

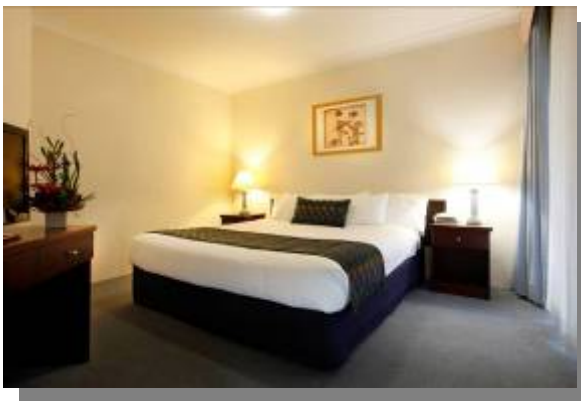
Internal access and lift; parking for 150 cars on site; 24 hr reception; free Austar TV and remote control; queen size beds; ensuite bathroom; individually controlled air-conditioning; fridge / minibar; phone; radio; clock; iron / ironing board; hairdryer; tea and coffee facilities; complementary toiletries.

Deluxe Suite

Along with the features of the executive room, this one bedroom room 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), 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 2011

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 & 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 & 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 attaching any materials to walls or other surfaces, as you will be responsible for any damage. You are encouraged to decorate as you wish within these guidelines.

Prices & GST:

All quoted prices are inclusive of GST and are valid to 31st December 2011. 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 co 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 & 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.

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 organized 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 organized 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 only too happy to help you with all of your booking needs.

What you need to do 7 days before Your Wedding

The balance of your account should be finalised seven 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 & Date of Wedding:

Contact Details:

Address: Street/No:

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 No of Guests: Adults: Children: Ages:

No. on Bridal Table: Approximate No on Each Table:

Accommodation:

Honeymoon Suite: Yes / No Room Reservation No:

Other Requirements or Equipment:

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.....
.....

Holding credit card for reception, bar & accommodation:

Card no:

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 Quality Inn Charbonnier.

Have a Beautiful day!

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