



## BEAUMONT HOUSE

Venue Hire

Beaumont House, with its stunning garden,  
forms the ideal setting for weddings.

Set in the tranquil eastern suburbs of Adelaide, Beaumont House  
is the perfect setting for your next wedding or event.

Owned and cared for by the National Trust of South Australia,  
Beaumont House is a unique property in a  
magnificent garden setting.

## WEDDING PACKAGE

**\$12,000**

### Included

- Event manager to assist you in planning your perfect day leading up to the event
- Event managers on site to assist in setting up and styling the venue according to your needs and being onsite throughout the event to ensure your day runs perfectly

### Ceremony inclusions

- Exclusive use of our incredible gardens for your ceremony and photos
- 24x white Americana chairs for ceremony
- Signing table and two chairs
- Staff onsite to direct guests and assist where needed

### Reception inclusions

- Marquee, clear sides, solid ceiling
- Lighting in marquee – festoon or fairy lights
- Gift table
- Cake table
- Bar set up in marquee with glassware
- Drinks staff to welcome guests to reception with drinks (provided by client or drinks package purchased)
- Professional waiting staff for duration of reception
- Liquor licence for duration of event
- Pack down service at end of event

## EVENT PACKAGE

**\$10,000**

### Included

- Event manager to assist you in planning your perfect day leading up to the event
- Event managers on site to assist in setting up and styling the venue according to your needs and being onsite throughout the event to ensure your day runs perfectly
- Exclusive use of our incredible gardens for duration of your event
- Marquee, clear sides, solid ceiling
- Lighting in marquee – festoon or fairy lights
- Bar set up in marquee with glassware

- Professional waiting staff for duration of reception
- Drinks staff for duration of reception
- Liquor licence for duration of event
- Pack down service at end of event

### Additions

Tableware package for seated reception \$20pp

Trestle tables, white or black table tablecloths, choice of coloured napkins, main, side and cake plate, cutlery, wine and water glasses. Includes delivery, collection and set up and pack down of hire.

Cocktail package for stand up events \$1,500

Package includes 4x rectangle high bars, 4x round high bars 32x stools, 4x cane lounges, 2x side tables, 1x coffee table. Includes delivery, collection and set up and pack down of hire.

Ceremony bar set up (does not include drinks) \$5pp

Bar set up on lawns offering drinks for pre and or post ceremony. Includes glassware.

Cocktail bar set up

\$25pp – inclusive of cocktails – (maximum of 3 choices)

\$10pp – BYO cocktail ingredients

Cocktail bar set up on lawns for pre and or post ceremony for 2 hour service.

*\* Please ask for our cocktail list*

*Choice of arbors* POA

*Additional cocktail furniture* POA

*Flowers, Styling, Printing, Celebrants, DJ's* POA

*We have a comprehensive list of fabulous suppliers to assist you*

## CATERING PACKAGES

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### Seated meals Tier one \$90pp

- 5x roaming canapes
- Alternate drop main or shared mains
- Cut and serve your wedding cake with cream and coulis

### Seated meals Tier two \$110pp

- 5x roaming canapes
- Alternate drop entree or shared entree
- Alternate drop main or shared mains
- Cut and serve your wedding cake with cream and coulis

### Cocktail style Tier one \$60pp

- 8x roaming canapes
- 2x substantial canapes
- Cut and serve your wedding cake with cream and coulis

### Cocktail style Tier two \$90pp

- 10x roaming canapes
- 3x substantial canapes
- Cut and serve your wedding cake with cream and coulis

#### Additions

Extra canapes	\$5pp
Grazing table	\$30pp
Late night toasties	\$12pp
Plated desserts	\$16pp
Dessert bar	\$25pp

~ *Please ask for our full menus*

## DRINKS PACKAGES

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### Tier one \$60pp for 5 hour package

- Sparkling ~ Howards Sparkling Pinot Noir Chardonnay
- White ~ Howard Vineyard 400 Meter Range Sauvignon Blanc
- Rose ~ Howard Vineyard 400m Range Rose
- Red ~ Howards Shiraz
- Beer ~ Choose 2 options: Coopers Pale Ale, Corona, Hahn Superdry, Great Northern, Heineken
- Flat and sparkling water

~ *Extra hour of service \$8pp, per hour*

### Tier two \$80pp for 5 hour package

- Sparkling ~ Howards Sparkling Blanc de Blanc
- Please choose 5 additional wines from below list  
Howard Vineyard Block Q Sauvignon Blanc and  
Howard Vineyard 400m Meter Range Savignon Blanc  
Howard Vineyard Pinot Gris  
Howard Vineyard Amos Chardonnay  
Howard Vineyard 400 Meter Range Rose  
Howard Vineyard Pinot Noir  
Howard Vineyard Shiraz  
Howard Vineyard Sangiovese

- Choose 3 beers ~ Coopers Pale Ale, Corona, Hahn Superdry, Great Northern, Heineken

- Flat and sparkling water, soft drinks

~ *Extra hour of service \$10pp, per hour*

~ *Please ask us about BYO options*

## VENUE DETAILS

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- 24 hour time 10am on day of event until 10am the following day (to allow for bump in and bump out)

- Exclusive use of gardens until 11pm on day of event

- Capacity  
Seated 180  
Cocktail 300

#### Time restrictions

- Guests vacated by 11pm
- Bar closed by 10.45pm
- Catering – in house
- Drinks – in house or BYO
- Toilets provided in venue for up to 120 guests (over 120 guests requires additional toilets hired)

~ *Please ask us about further hire options outside our above packages*

# TERMS + CONDITIONS

As at 1 January 2023

## Booking and deposits

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All bookings will be deemed tentative until the deposit is paid and signed contract is received by venue. A tentative booking will be held for 14 days from date of quote. If we have not received your deposit and signed contract within 14 days of the quote date your booking will be cancelled.

If another enquiry is made for this date, you will be given first opportunity to book and pay a deposit in order to secure the booking.

## Deposits

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Venue deposit to secure Beaumont House is \$3000.  
Deposits are deemed non refundable (see Cancellations).  
There are no deposit refunds for events booked October to March.

## Cancellations

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All cancellations are required in writing. Deposits may be transferred to another date only if the future date is available.

## Catering

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A 20% deposit is required to confirm catering (in addition to the venue hire deposit).

Menu to be confirmed 30 days prior to event.

Complete payment of menu is required 60 days prior to event. If any additional meals are added after final payment, immediate payment is required to fulfil new requests. Meal numbers cannot go down, there will be no credit or refund given for any reduction in numbers once payment has been made

Additional fees may apply for certain dietary requests. Dietary requests are required 14 days prior to event.

*No external catering is allowed.*

## Hire equipment

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### In house hire

A 20% deposit is required to confirm any hire booking (in addition to any other deposit).

Full payment for all hire is required 30 days prior to event. No hire is confirmed until full payment has been made.

Any addition to hire after initial hire is secured and paid for will incur additional costs. Any hire requested the day before of day of event will be charged at double the normal rate and additional delivery charges may apply.

Full set up of tables, chairs, linen, plates, cutlery and glassware is included in package.

Any hire equipment hired but not used at events is still deemed hire equipment and no refunds are given.

We will provide a map of event area and plan for any hire items once invoice has been paid. Client to sign off on plan. Any changes to plan may incur additional cost.

### External hire

All externally hired equipment must be delivered and collected within the 24 hour venue hire period.

Delivery or collection outside this timeframe will result in deduction from bond.

All equipment must be delivered to either the courtyard (for reception hire) or gravel area (for ceremony hire). If any moving of external hire is needed, fees will apply.

### Table setting for external hire

If external suppliers are hired for set up of tables for reception, they, or the client are responsible for placing tables and chairs in place in marquee.

Our team will set tables (linen, plates, cutlery, glassware) on day of event to a maximum of 60 pax. Any more than 60 pax setting will incur a \$3 fee pp.

All other hire items must be placed in position by client. If you require us to set up, we will require a map and list of items 14 days prior to event. Set up fees may apply.

A full list of hire items and names of suppliers to be provided to venue 14 days prior to event.

### External suppliers

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A full list of external suppliers is required 14 days prior to event.

A full list of hire/styling items brought onto the premises is required 14 days prior to event.

Any changes to suppliers, hire or styling items within 48 hours of event may incur additional charges.

Any items brought in by external suppliers must be within 24 hour venue hire period.

### Drinks – BYO

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Drinks to be delivered to venue no later than 11am on day of event. You may be able to deliver the day before – please ask us if possible.

Please advise which order you would like drinks served in.

# TERMS + CONDITIONS

As at 1 January 2023

## DJ/Bands

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All DJ's and bands are required to set up their own equipment.

## Toilets

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Our venue toilets can accommodate up to 120 guests. If over 120 guests you will need to hire in toilets at your expense. There are two positions the property toilets can go, please ask us for a map.

## Lighting

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Our hire packages include marquee lighting (either fairy or festoon). If you would like any further lighting we can organise this for you at additional costs. Or you can organise your own lighting supplier.

## Lawns and grounds

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All furniture and weighted items must be removed from lawns at conclusion of event and not left on lawn overnight.

The following items are not permitted on the lawns – dance floors, marquees or any structure that requires to be set up for more than 12 hours.

The throwing of paper confetti, glitter or rice is prohibited.

Rose petals (dried or fresh) are permitted.

Smoking is prohibited on the property at all times.

Persons found smoking on the grounds will be asked to leave.

## Bonds

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A bond of \$1500 is required on full payment of venue – this is in addition to the function cost. This bond will be refunded within 48 hours of event less any charges incurred.

Any damage to property or hire equipment will result in loss of full or partial bond.

Any rubbish left on premises (excluding bins) will result in loss of full or partial bond.

All broken, damaged and missing items will be charged a full replacement cost and taken out of bond.

Linen – candles must be contained to avoid wax damage, any wax on linen will result in full replacement costs.

## Delivery and collection

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Venue hire is a 24 hour period from 10am on the day of your event until 10am following day.

All external deliveries must be communicated to venue to ensure smooth delivery and collection procedures.

## Event conclusion

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Last drinks at 10.30pm with bar closed at 10.45pm

Music concluded by 10.45pm

All guests to vacate premises by 11.00pm. Any guests still on the premises after 11pm will be escorted off by security.

## Final Payments

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Venue hire – balance is due 120 days prior to your event.

Catering – balance is due 60 days prior to event.

Hire items – balance is due 30 days prior to event.