



Olivehouse

EVENT + FUNCTION VENUE

7230 Goulburn Valley Highway, Kialla West. Victoria 3631 • 03 5823 5455

Congratulations on your forthcoming wedding and thank you for considering Olivehouse at Greendale Grove for your special day.

We understand every bride and groom has an individual style of wedding in mind, as such we offer a variety of ceremony and reception ideas to inspire your imagination.

At Olivehouse we offer modern Australian cuisine using the freshest local and seasonal produce. Our team of talented chefs are also very happy to tailor menus to suit your needs.

Olivehouse boasts stunning views of the surrounding olive grove, manicured lawns and garden and offers a relaxed yet elegant setting for your wedding ceremony, reception or both. The property is the perfect venue for a garden ceremony and can cater for sit down receptions of up to 170 guests or 300 cocktail style. We also cater for small intimate weddings.

We welcome the opportunity to introduce you to Olivehouse and work with you to create an unforgettable wedding experience.

Best wishes,
Jacqui Henry
Wedding Coordinator

Our Venue

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www.olivehouse.com.au

Located in the heart of the Goulburn Valley, just 10 minutes south of Shepparton and less than 2 hours from Melbourne, you will find Olivehouse at Greendale Grove, the perfect setting to celebrate your special occasion.

Our reception room, Olivehouse is located in a stunning federation style mansion overlooking our picturesque olive grove. Surrounding the venue are manicured lawns and elegant gardens.

Olivehouse at Greendale Grove offers the unique setting in which to hold your garden ceremony.

For your reception we offer a variety of function areas suitable for a small intimate celebration or a grand affair for up to 170 guests sit down and 300 cocktail style.

Capacity

We can accommodate up to the following number of guests:

For sit down functions:

- Grove Room up to 170 guests
- Garden View Room up to 40 guests

For cocktail functions:

- Grove Room up to 300 guests
- Garden View Room up to 60 guests



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Complimentary Inclusions

Olivehouse offers a range of complimentary inclusions to enhance your wedding experience.

- White table linen and napkins (including bridal table)
- Dressed cake table and knife
- Gift table
- Signage board for your guests
- Personalised menu per table
- Square or banquet style tables
- Timber Dance floor
- Roving microphone
- iPod/iPad connectivity and sound system
- Projector and screen
- Heating and Air Conditioning
- Ambient lighting with dimming control
- Internal and external fairy lights
- Fully licensed bar
- Extensive outdoor deck overlooking our olive grove
- Use of grounds and our facilities for your photographs
- Bridal area to relax prior to your reception commencing
- Ample free parking



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Our Rooms

The beauty of Olivehouse is in both its stunning surroundings and its unique versatility. For groups of up to 40 we can offer you exclusive use of the Garden View Room (private dining room), which is divided from the Grove Room (main dining room) by sliding bi-fold glass doors. This room is a light, intimate space with its own private bar. Large glass sliding doors open onto the deck, taking full advantage of the views.

The elegant Grove Room provides the ideal space for larger functions with its stylish decor, high ceilings, spectacular views and dance floor. Bi-fold doors open onto the extensive deck and Garden View Room. The Garden View room is available as a dance area if required.

Unlike other venues Olivehouse offers a spacious Deck overlooking our olive grove, complete with large umbrellas and outdoor seating. During the warmer months it's the perfect area to celebrate with a chilled glass of champagne. On cooler nights the Garden View Room is the ideal area for your canapés and pre dinner drinks whilst still enjoying the stunning views with floor to ceiling windows.

By day or by night, Olivehouse is the perfect setting for your wedding celebration.



Wedding Ceremonies

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Greendale Grove's manicured lawns, gardens and olive grove provide a perfect setting for romantic outdoor ceremonies.

Our elegant Garden View Room provides a wet weather alternative.

Ceremony: \$475

Inclusions

- Ceremony site
- Signing table with 2 white chairs
- Entertainer's chairs
- 20 white chairs at your ceremony site
- Use of grounds and facilities for your photographs

Additional Options

- | | |
|---|---------------|
| - Natural round jute rug – 2 metre diameter | \$50.00 each |
| - Red carpet runner – 10 metres | \$85.00 each |
| - Red carpet runner - 27 metres | \$150.00 each |
| - Extra white chairs for ceremony | \$3.00 each |
| - White sash for chairs | \$2.50 each |
| - White chiffon draping over pergola | \$85.00 |
| - Glass cylinder vase with candle | \$5.00 each |

We do require that onsite ceremonies begin no earlier than 90 minutes prior to your reception commencing (food package). Please speak to your wedding coordinator should you require earlier access to the property.



Wedding Packages

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Olivehouse offers a selection of packages to save you the worries of planning your reception.

You may choose from one of our packages or alternatively build your own package with the assistance of our Wedding Coordinator.

Our wedding packages include:

- Sit Down Menus
- Finger Food Menus
- Beverage Packages

Using the finest and freshest ingredients from land to sea, you are sure to be impressed by the selection in our packages.



Olivehouse Menu Packages

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Option (1)	Two course - Main & Dessert <i>Pre select two mains & two desserts (served to alternate)</i>	\$70.00
Option (2)	Two course - Entree & Main <i>Pre select two entrees & two mains (served to alternate)</i>	\$72.50
Option (3)	Chef's selection of canapes, Two course - Main & Dessert <i>Chef's selection of canapes served on arrival</i> <i>Pre select two mains & two desserts (served to alternate)</i>	\$75.00
Option (4)	Chef's selection of canapes, Two course - Entree & Main <i>Chef's selection of canapes served on arrival</i> <i>Pre select two entrees & two mains (served to alternate)</i>	\$78.50
Option (5)	Three course - Entrée, Main & Dessert <i>Pre select two entrees, two mains and two desserts (served to alternate)</i>	\$82.50
Option (6)	Chef's selection of canapes, Three course Entrée, Main & Dessert <i>Chef's selection of canapes served on arrival</i> <i>Pre select two entrees, two mains & two desserts (served to alternate)</i>	\$85.00

Inclusions:

Estate grown olives and extra virgin olive oil served with fresh crusty bread.
Freshly brewed coffee and tea provided with all meal packages.



Olivehouse Menu

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Olivehouse Sit Down Wedding Menu Sample

Entrée

- Roast Mediterranean vegetable tart
- Pumpkin and almond agnolotti with onions, semi sun dried tomatoes, basil pesto and parmesan cheese
- Spaghetti with Spanish chorizo sausage, snow peas, roast peppers and crushed tomato
- Arancini with sweet pea bolognese sauce and shaved parmesan cheese
- Marinated calamari rings served on a noodle salad with lime aioli
- Marinated calamari rings served on a salad of rocket, diced tomato, sweet citrus dressing and chorizo
- Premium prawn tails served chilled with sweet citrus dressing
- Moist chicken fillets with mixed roasted nut salad with red gum honey mustard dressing and sweet potato crisps
- Field mushrooms with onion, bacon and gravy filling, grilled and served on sauté greens
- Toasted ciabatta topped with fresh tomato, red onion, basil and grana padano parmesan cheese
- Selection of roasted and marinated vegetables, olives and extra virgin olive oil, grana padano parmesan served with fresh crusty bread

Sample menu – more menu options available



Olivehouse Menu

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Olivehouse Sit Down Wedding Menu Sample

Main Course *(All main courses served with seasonal vegetables)*

- Stack of premium eye fillet medallions and bacon with red wine demi glaze
- Roasted lamb loin with crumb stuffing served with rosemary red wine jus
- Medallions of veal with creamy Muscat liquor and caramelized onion sauce
- Chicken breast with onion, olives, roasted red peppers and Napoli sauce
- Chicken breast with bacon, mushroom, spring onion and creamy white wine sauce
- Salmon fillet with roast capsicum and mango salsa (other fish available on request)

Desserts

- Sticky date pudding
- Tiramisu
- Lemon lime tart
- Choc vanilla cheesecake
- Raspberry cheesecake
- Rustic pear, Muscat and raspberry crumble
- Salted caramel tart

Sample menu – more menu options available



Finger Food Package

Olivehouse Finger Food Package \$75.00 per person

- 1st hour** Choice of 3 entrée items
- 2nd hour** Choice of 3 main items and 1 shared plate
- 3rd hour** Choice of 3 dessert items

Inclusions

Function room hire for 5 hours
Continuous tea and coffee station



Lunch Weddings receive 10% discount on food package prices
(Lunch weddings 12 midday – 4.00pm)

Olivehouse Menu

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Olivehouse Finger Food Wedding Menu Sample

Served as a combination of tray service and buffet stations.
Based upon four items per person.

Cold Entrée

- Rare beef cracker
- Salmon mousse toast
- Mediterranean toast
- Goats cheese cracker

Hot Entrée

- Mini bruschetta
- Calamari
- Meat balls with dipping sauce
- Housemade mini quiches
- Vegetable frittata
- Prawn twisters

Mains

- Mini arancini
- Lamb skewers
- Duck crepes
- Risotto or noddle dish (served in mini noddle boxes)
- Mini cheeseburger with pickles and tomato relish
- Crumbed fish fillets, fries and tartar sauce
- Chicken skewers

Shared Plates

- Antipasto platters
- Assorted dips
- Fruit and cheese platters

Dessert

- Choc-dipped strawberries
- Berry cheesecake
- Mini lemon meringue pie
- Assorted chocolate balls
- Lemon slice
- Raspberry frangipani slice

Sample menu – more menu options available



Menu Additions

Platters

- Antipasto platters of cured meats, marinated vegetables, cheese and estate grown olives accompanied with freshly baked bread \$6.50 per person
- Cheese platters of hand selected cheeses, water crackers, mixed nuts and dried fruit \$6.50 per person
- Seasonal fresh fruit platters \$3.50 per person
- Seafood platters (market price on application)

Wedding Cake

- Wedding cake as dessert - individually plated and served with berry compote and double cream \$5.50 per person
- Platters – wedding cake \$3.50 per person

(If dessert is served as part of your wedding package there is no additional charge to serve your wedding cake platter style)

Children

Children are classified as those under 12 years of age.
Children packages are available at a cost of \$38.00 per child
(Includes children's main meal and dessert)

Entertainers / Videographers / Photographers Meals

\$38 per person (includes main meal and non-alcoholic beverages)



Beverages

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Olivehouse can arrange all your beverage needs. We stock a large variety of local and imported beers, local wines and spirits and can incorporate your tastes into a package for your guests.

On Consumption

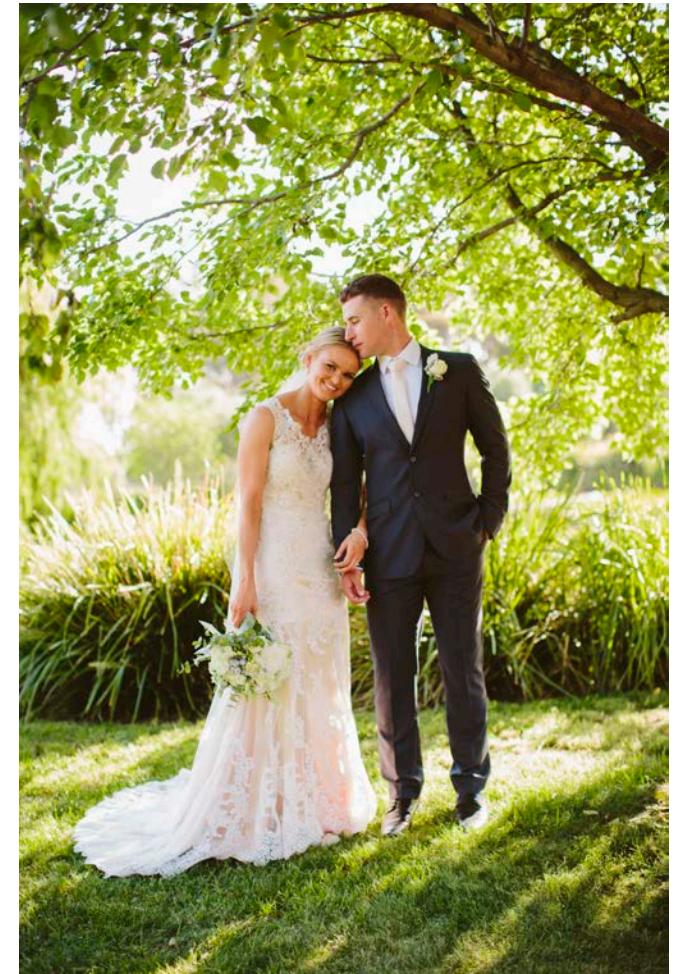
Under the consumption option we would keep a running account for the duration of the night.

You allocate the times the account will be running, the selection of beverages to be offered and the cost of the account.

We require a prior payment of \$35 per head minimum, when paying your final food costs.

We are happy to accept a higher payment on the account depending on your requirements.

At the conclusion of the reception any variances with the amount paid and the cost of beverages consumed will be settled.



Beverage Packages

Olivehouse Beverage Package

Lunch \$45.00 per person

(4 hours of beverage service)

Evening \$55.00 per person

(5 hours of beverage service)

Serving

- Wines – Selection of locally produced wines including Fowles Sauvignon Blanc **or** Mitchelton Chardonnay, Mitchelton Shiraz **and** Prosecco
- Cascade Premium Light, Carlton Dry and Great Northern
- Soft drink and orange juice

Premium Beverage Package

Lunch \$50.00 per person

(4 hours of beverage service)

Evening \$60.00 per person

(5 hours of beverage service)

Serving

- Wines – Selection of locally produced wines including Fowles Sauvignon Blanc **or** Mitchelton Chardonnay, Fowles Moscato, Mitchelton Shiraz **and** Prosecco
- Cascade Premium Light, Carlton Dry, Great Northern and Corona
- Soft drink and orange juice

Wines and vintages are subject to change



Beverage Packages

Children's Beverage Package (Children 12 years and under)

Lunch \$15.00 per child
(4 hours of beverage service)

Evening \$18.00 per child
(5 hours of beverage service)

- Soft drink and juice

Teenager Beverage Package (13 years to 18 years old)

Lunch \$20.00 per child
(4 hours of beverage service)

Evening \$25.00 per child
(5 hours of beverage service)

- Soft drink and juice



Beverage Upgrades/Options

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Spirits Option

We offer spirits available for purchase by your guests from our bar, or alternatively, we can tailor a package to include them.

Beer Upgrade Option

Other beer selections available.

Please ask management for options and costings



Decorative Options

At Olivehouse we offer a range of decorative items to make your wedding memorable, unique and stress free.

Linen

- White chair cover \$6.50 each
- White chair sash \$2.50 each
- Brown linen table runner \$25 each

Accessories

- Mirror table runner (120cm x 30cm) \$15 each

Wishing Well

\$50.00

Bonbonnieres

- Brown Glass Bottle with estate grown extra virgin olive oil \$6.50 each
- Brown Glass Bottle with estate grown extra virgin olive oil with personalised tag and ribbon \$12.50 each



Function Times

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Olivehouse is flexible with start and finish times as much as possible. Lunch weddings are generally 4 hours, commencing at 12 midday. Evening weddings generally commence at 6 pm.

Extra time

You may extend your room hire for an additional cost:

< 100 guest: \$300 for half an hour or \$500 for one hour

> 100 guest: \$375 for half an hour or \$600 for one hour

(Beverages not included)

Beverages

Beverages after 5 hours are charged on consumption.

OR

You may extend your Beverage Package as follows:

Olivehouse Beverage Package	Extra per half hour	- \$6.50 per person
	Extra per hour	- \$9.50 per person
Premium Beverage Package	Extra per half hour	- \$7.50 per person
	Extra per hour	- \$12.00 per person



Bookings

Venue inspection

A site and venue inspection may be arranged with our Wedding Coordinator at a time that suits you.

Booking Process

Tentative bookings can be held for a period of 7 days.

To confirm your booking, a non refundable /non transferrable deposit of \$1,500 is required along with a signed copy of our Wedding Contract and Terms & Conditions.

Contact Us

Thank you for considering Olivehouse for your special day. We hope the enclosed information has been useful to you.

If you have any questions about our packages, or wish to make an appointment to discuss a quotation and view the property further please contact:

Jacqui Henry

Wedding Coordinator

Tel: 03 5823 5455

Email: info@olivehouse.com.au

Web: www.olivehouse.com.au

Facebook: olivehousegreendalegrove

Instagram: olivehouse_greendalegrove



Olivehouse Wedding Contract

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DATE OF WEDDING:

BRIDES NAME/S:

BRIDES PHONE NO:

BRIDES EMAIL ADDRESS:

BRIDES ADDRESS:

GROOMS NAME/S:

GROOMS PHONE NO:

GROOMS EMAIL ADDRESS:

GROOMS ADDRESS:

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COMMENCEMENT TIME OF RECEPTION:

EXPECTED NUMBER OF GUESTS:

CEREMONY AT OLIVEHOUSE @ \$475.00 (Includes 20 white ceremony chairs + signing table and chairs)

YES / NO (Please Circle)

TIME OF CEREMONY:

WEDDING PACKAGE CHOICE:

COST OF WEDDING PACKAGE:

DRINKS PACKAGE CHOICE OR ON CONSUMPTION (TAB):

COST OF DRINKS PACKAGE (if applicable):

OTHER:

Olivehouse Wedding Contract

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A deposit of \$1500 (non refundable / non transferable) and signed acknowledgement of the Olivehouse Terms and Conditions is required to secure your booking.

I / We acknowledge having received a copy of the wedding package / terms and conditions and undertake to comply with all wedding terms and conditions.

I / We acknowledge I am / We are required to inform all relevant persons involved in the organising of the event, whether colleagues or contractors, of these terms and conditions.

NAME:

SIGNATURE:

DATE:

NAME:

SIGNATURE:

DATE:

Terms and Conditions - 1

Liability

The person/persons signing this contract hereby confirm their full capacity and authority to do so. The person(s) listed as the Client shall be liable in full for all costs and charges raised as a result of the herein agreed booking.

Bookings

Tentative bookings can be held for a period of 7 days. To confirm your booking, a non refundable / non transferrable deposit of \$1,500 is required along with a signed copy of our Wedding Contract and Terms & Conditions. Failing this, all bookings held will be automatically released.

Deposit Requirements

A non refundable/non transferable deposit of \$1,500 shall be paid by the Client to secure this booking.

Once a deposit is received this confirms the booking and is an agreement that the Client understands and accepts Olivehouse's terms and conditions.

Should the booking be made within 90 days prior to the event date, a deposit of 50% of the estimated total cost will be required.

Event Details

Packages are seasonal and are subject to change without notice. Requirements for menus, beverages, entertainment, audio visual, room set up, start and finish times and an estimate of guest numbers is required **30 days prior** to the event.

Final confirmation of these details is required **10 days prior** to the event.

Final Attendance Numbers

Final attendance numbers along with the table/seating plan must be notified **10 days prior** to the event. Any reduction in attendance numbers, subsequent to notification of final numbers will be subject to charges. No refunds are available should there be a reduction in final numbers.

Function Times

Lunch functions are based on (4) hour duration and are required to finish at 4 pm.

Evening functions are (5) hour duration, commencing no earlier than 6 pm, unless prior arrangements are made with Olivehouse management.

Functions can be extended for an additional cost:

< 100 guests \$300 per half hour or \$500 for one hour

> 100 guests \$375 per half hour or \$600 for one hour

(beverages not included).

Minimum Spend (Saturdays)

May, June, July & August – Minimum spend \$5000

January, February & September – Minimum spend \$7000

April & October – Minimum spend \$8500

March, November & December – Minimum Spend \$10,000

Please discuss with management for minimum spend requirements on Weekdays and Sundays.

Terms and Conditions - 2

Event Cancellations

Olivehouse requires written notice of a cancellation of your booking.

The following costs will be incurred:

Deposit: Non refundable / non transferrable

Number of days prior to the function date:

7 - 60 days: 50% of the function value will be payable.

Less than 7 days: 100% of the function value will be payable

Prices

The current wedding package prices are valid until 31st December 2020. All prices are inclusive of 10% GST.

Payment

Following the receipt of the deposit, **50% of the estimated total is required 90 days prior to the wedding**. The outstanding balance is required upon notification of final numbers **10 days prior to the event**.

If beverages are on a consumption option we require a prior payment of \$35 per head minimum, when paying your final food costs. At the conclusion of the reception any variances with the amount paid and the cost of the beverages consumed will be settled.

Accounts can be paid with cheque, cash, direct debit transfer or credit card (visa or mastercard). Credit card payments will incur a 1.5% fee. Olivehouse does not accept American Express or Diners.

BANK DETAILS:

A/C Name: Olivehouse, Bank: Bendigo Bank,

BSB: 633 000, A/C No: 147058333

Any outstanding amounts owing must be settled on the completion of the reception.

Entertainers

All entertainers must have public and product liability insurance. All outside contractors must liaise with Olivehouse staff in all matters of delivery, set up and break down.

Children

Children over 12 years of age are served an adult meal. All underage guests must be under the strict supervision of a parent or guardian and must remain within the designated function area. Underage guests **MUST NOT** consume alcohol, and if found to be doing so, will be asked to leave immediately.

Food and Beverage

Olivehouse is fully licensed. BYO food or beverage is not permitted (with the exception of your wedding cake). Olivehouse will allow Clients to bring their own wedding cake arranged via the Client's preferred supplier. It is the responsibility of the cake supplier to guarantee the setup and quality of the wedding cake and to arrange appropriate delivery times with Olivehouse.

In the event of any illness by any person(s) attending the function, Olivehouse will not be held responsible and duty of care will be the onus of the Client. Olivehouse will be exempt from any claims made by the person(s).

At Olivehouse we do cater for special dietary requirements. A 10% surcharge will apply to guests requiring a special diet. PLEASE NOTE: Our kitchen is not a nut free kitchen.

Terms and Conditions - 3

Loss and Damage

The Client is financially responsible for any loss of the venues property and/or damage caused to the venue and fittings (including items hired by the client from Olivehouse), prior to, during and after the event by way of the Client's guests, outside contractors or agents. This includes pilferage of Olivehouse property that may occur during the function.

Insurance

Olivehouse will not be responsible for loss or damage of any of the client's goods prior to (includes delivery), during or after the event. It is the client's responsibility to take out the necessary insurance.

Security

Olivehouse will not accept responsibility for the loss or damage to any equipment, merchandise or property left on the premises prior to, during or after the event.

Compliance

Clients will be responsible to ensure the orderly behaviour of their guests and Olivehouse reserves the right to intervene where it sees fit and to exclude or eject any or all objectionable persons from the venue without liability.

Responsible Service of Alcohol

Staff members are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or to guests in a state of intoxication. Olivehouse policy is to serve guests in a responsible, friendly and professional manner. The right to discontinue liquor service is reserved by Olivehouse.

Displays and Signage

No items are to be attached, pinned or glued to any wall surface within Olivehouse.

Surcharges

A surcharge of 10% of the Total Booking Value may apply on Public Holidays. Additional surcharge for minimum numbers may apply. Please check upon enquiry.

Cleaning

Where extra-ordinary cleaning is required in any areas of Olivehouse, the Client will be billed for applicable charges.

Please ensure NO CONFETTI is used throughout the ceremony or reception (cleaning and damage fees will be charged).

Clients Responsibility

The Client is required to inform all relevant persons involved in the organising of the event, whether colleagues or contractors, of these Terms and Conditions.

Unforeseen Circumstances and Events

Olivehouse will not be responsible for any costs or compensation due to changed circumstances affecting the venue or cancellation of bookings if circumstances are beyond Olivehouse's control i.e. public events, natural disasters, power outage etc.

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