

DEAKIN LAKEHOUSE
2015 - 2016
YOUR WEDDING DAY OPTIONS



DEAKIN LAKEHOUSE
FUNCTIONS, RESTAURANT, CAFE & CHAPEL

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At Deakin Lakehouse we pride ourselves on providing you with a Wedding Day that will be a wonderful memory for all who attend.

As you know, preparing for your Wedding Day can be a frantic time full of constant planning and organising. Here at Deakin Lakehouse we like to think we can help take away some of those pre-wedding anxieties, by providing you with professional, helpful advice and assistance. Whether you are planning an informal Finger Food (Canapés) event or a more formal Sit down Dinner or Lunch, (or a combination of the two), we can offer you the food, service and setting that you and your guests will enjoy throughout the celebration.

Deakin Lakehouse & Deakin Chapel are situated beside the lake at the rear of the Waurm Ponds campus, and both provide a beautiful and unique setting for your Wedding Day. The native garden surrounds and backdrop of the sandstone Chapel, provide the perfect location for your day full of romance, and Wedding photos that you will cherish forever. Deakin Lakehouse has built a proud reputation based on professional, friendly and efficient service, combined with excellent food and a beautiful, but relaxed setting.

Deakin Lakehouse is a privately owned venue located at Deakin University campus Waurm Ponds, less than 5 kilometres from the CBD of Geelong, and with the new ring road complete, only 1 hours drive from the heart of the city of Melbourne.

We would love to help you both to celebrate your Wedding Day with family and friends, and to be able to assist you create an occasion that is both unique and individual. Please call our Functions Co-ordinator, Simone, on (03) 52 271273 and we can arrange an appointment time that is suitable to you, to come in and have a relaxed chat and a look through the venue.

THE MENUS

We have a variety of menus and serving styles available to suit your preferences. These include: **Sit down Dinner options (45 – 78 persons) or Canapés (finger food) menus (45 – 120 persons)**

The menu selection at Deakin Lakehouse offers a range to suit your particular needs and budget requirements. We maintain our very high standard using the freshest of produce, combined with innovative and stylish menu ideas, to suit any group or occasion.

We are also happy to discuss any special dietary requirements, and can tailor a menu to suit. Children's meals are also available – just ask us for our options and suggestions.

Canapés Package (Finger Food) 2015 - 2016

\$93 (\$97 2016) per person, including venue hire, linen, waiting staff, cake service, your finger food (*equivalent in quantity to a two course meal*), plus bottled red & white wine, champagne, heavy and light beer, soft drink and fruit juice, tea & coffee for a five hour period (Venue use is **up to 5** hours, depending on start time of your function, as we are licensed to 12 midnight)

If you prefer, linen, venue hire, waiting staff & food can be charged separately at \$50 (\$52 2016) per head, and drinks charged on consumption over a 4 - 5 hour period (see beverage options).

We provide approx. 13 - 15 food portions per guest, depending on your menu choices (Equivalent to a 2 course meal.) You can design your own menu from our list of hot and cold Finger Foods – we are happy to assist you with this. Service of your Wedding Cake is included in the per-head cost. Please note, the number of selections on your Finger Food menu is adjusted according to the number of guests attending – we are happy to discuss this with you.

Sit Down Dinner Menus

Please refer to the Wedding Menu Options (supplied on request) for the prices applicable for your selection. ***There are a range of price options which vary according to preferred menu, number of courses, and number of choices per course.*** Please note, menu prices as listed include food, table settings, linen, staff, service of the Wedding cake, and use of the venue - drinks are charged separately

Lakehouse Escape

The fantastic **shorter length, all inclusive, Sunday Afternoon Finger Food Wedding Package**, introduced due to popular demand. (also available on Saturdays from 1st May – 31st September inclusive)

Priced at:

\$75 (2015)

\$79 (2016) per head, (minimum of 45 adult guests, all inclusive as set out below)

Includes:

- Chapel Hire (1 pm service)
- Venue Hire from 2pm – 4.30pm (guests to depart by 5pm)
- Canapés (9 portions per person) – you design your menu by selecting 6 items from our Wedding Finger Food options. These will be offered by Lakehouse staff to your guests for 1.5 hours, followed by service of your Wedding Cake
- Sweet By Nature White Chocolate Wedding Cake, served w coulis & cream
- De Bortoli Beverage Package for 2.5 hours: includes De Bortoli house wines and sparkling, Carlton Draught, Pure Blonde, Cascade light, soft drink by the glass, tea & espresso coffee
- White table linen provided
- Children attending (5yrs – 12 yrs inclusive) \$29.90 per head (2014 - 2016)

Beverages

The venue has a fully serviced bar which stocks a range of local and interstate wines. There is also a range of light and heavy beers and spirits, as well as non-alcoholic beverages.

Standard Beverage Items:

De Bortoli Willowglen Sauvignon Blanc, Chardonnay, Moscato, Sparkling Brut, Cabernet Shiraz, Pure Blonde Stubbies, Carlton Draught Stubbies, Cascade Premium Light, soft drink, orange juice, tea & espresso coffee –

\$43 (\$45 2016) per person for a 5 hour function

\$37(\$40 2016) for a 4 hour function

As an alternative to a Beverage Package, clients are welcome to run a Beverage Tab for the duration of the function to a pre-arranged maximum limit, (a minimum tab spend of \$28 (\$30 2016) per head applies for adults attending). Standard Beverage Items are discounted, and we are happy to assist you in deciding what to include. (At no time may alcohol be consumed in the University grounds, car parks, or Deakin Chapel area.)

Decorations & Centrepieces

Deakin Lakehouse receptions are set with white table linen, and all seated dinners included glassware, crockery and elegantly set tables. Floral arrangements, candles, candleholders, place cards, and other decorations are to be provided by you. We offer as part of our service to help set up your table decorations (usually you would drop them in the day before your function after 4pm – so for a Saturday Function for example, they would be brought in on the Friday afternoon) Please note, we do not supply chair covers as most clients prefer to have our timber chairs uncovered. If you would like to hire chair covers you are of course welcome to. We are also happy to print your menus if required.

We advise that you consider the stability of any vases you wish to use for floral arrangements– shorter ones with broad bases are the most stable. All candles must have a *stable*, safe, holder or base to prevent damage to furnishings (and guests!)

We ask that no glitter or sparkles be used on table settings, to protect furnishings. Confetti, rice, sticky lollies, “Party Poppers”, dyed paper items such as streamers, & lit “Sparklers” are strictly prohibited both inside and outside the building – **use of these items will unfortunately result in the withholding of your deposit to cover damages/additional cleaning.** If you wish to have a lolly bar for your function, please discuss this with us, and we guide you in suitable selections to make. *The venue is also unsuitable for loose helium balloons.*

Entertainment

The venue is suitable for several options: 2 / 3 piece bands, solo musicians, jukebox, D.J, or simply bring along your IPod and IPod dock. We also provide an area for dancing (timber dance floor).

*(*Please note that a Juke Box is available for hire at a fee of \$180)*

Photo shoots and Ceremonies

Deakin Lake House provides an almost unequalled variety of quality photo shoots from the backdrop of the sandstone Chapel to the lake and rambling garden surrounds. Note: **The use of confetti is strictly prohibited and guests need to be advised accordingly.** We also prohibit the use of rice or rose petals in the grounds & Chapel, but suggest rainbow bubbles as an alternative, (These are available at all party supply stores) The charming & historic sandstone Chapel is adjacent to the Lakehouse venue, and is available for hire – we can provide you with information on request.

Departure from Deakin Lakehouse

We ask that all guests depart within 30 minutes of the function ending. We advise you to book taxis in advance where possible to avoid a wait, or we can assist you on the night if required.

Confirming a booking

A deposit of **\$250** is required within 5 days after making the tentative reservation if you wish to confirm your booking and secure the date, and is held until completion of your function, as per our terms. A further **\$1500** deposit is payable 6 months prior to your reception date. Your final payment is to be made by direct deposit or cash 10 days prior to your wedding (additional beverage tab payments can be made on the day, by prior arrangement with us). Personal cheque may also be accepted by prior arrangement. *Please note: a 2% additional fee is incurred for payments made by credit card (other than the \$250 and \$1500 deposits)*

Please note that both deposits are strictly non-refundable on cancellation of your booking. *(You can transfer to another date if required, but the transfer must be requested at least 4 months prior to your initial booked function date, and there will be an additional charge of \$400 to transfer.)*

In the unlikely event of damage to, or loss of, Deakin Lakehouse property or that of the University, as a direct result of any act by the client, or a guest at your function, all or part of your \$250 deposit may be withheld (at the discretion of Lakehouse management & the University) and additional costs may apply.

Final details & guest confirmation

You are required to confirm your guest numbers by 10 days prior to the Wedding – you will be billed for this number, or the number attending, whichever the greater. If having a seated dinner, you are required to finalise your table plan by 5 days prior to your celebration. We are happy to assist you with this.

Pre-Reception Drinks & Nibbles (Optional):

For clients who have booked their reception at Lakehouse, and who wish to extend their time in the venue:

- Minimum 45 guests: One hour of drinks (as per the standard beverage package) plus a selection of nuts, crackers & savoury “nibbles” \$20 per head (\$20 per head 2016)
- Minimum 55 guests: \$8 per head (\$8 ph 2016) one hour additional venue hire plus a selection of nuts, crackers & savoury “nibbles” : Cash bar for one hour (guests pay for own beverages)

Additional Information:

- ❖ All menus & prices are effective 1st August 2014 and may be subject to change. Once you have paid your deposit we are then able to “lock in” your per head cost for your chosen option.
- ❖ Other than your 2 booking deposits, all other wedding function payments made by credit card will incur an additional 2% loading. Payment by cash, or direct deposit to our account, is fee free. Cheques may be accepted, by prior arrangement.
- ❖ A minimum of 40 adult guests are required for a Sit Down Wedding Lunch, and 45 for a Finger Food style Wedding celebration or Sit Down Wedding Dinner.
- ❖ Wedding Sit down Lunches are to finish no later than 5pm; guests to depart by 5.30 latest (bar closes at 5pm or earlier). Evening functions to finish by 12 midnight latest – depending on the start time of your function.
- ❖ Due to penalty rates \$5 per head surcharge applies on Public Holidays, and from Good Friday through to Easter Monday inclusive. We do not take function bookings from 24th December – 8th January inclusive.
- ❖ We are extremely careful when looking after our guests and their belongings, however Deakin Lakehouse can take no responsibility for damage or loss of items belonging to you or your guests.
- ❖ Guest accommodation is available on site at the Deakin Management Centre (conference centre) - let us know if you would like more information

We love to hear your ideas, and look forward to helping to make your Wedding celebration a truly individual occasion, that reflects your personalities and creates a perfect experience for you and your guests.