



Camden Civic Centre presents

Winter Intimacy
2010

Available for Weddings throughout
June, July & August 2010

Winter Intimacy

\$90.00 package

Minimum 80 guests

Friday or Saturday

Package Inclusions:

Choice of Venue	Macarthur Room or Ferguson Gallery for 5 hours * Room hire for five hours with a complimentary half hour for the greeting of guests in the Foyer
Complete with:	Red carpet entrance Exclusive use of Mayoral room for Bridal Party Guest use of entrance foyer & terrace areas Round tables draped with white linen cloths & serviettes White flounced Bridal, cake & present table Polished silver cake knife Lectern & microphone for speeches & dance floor
Professional Staff	Including event coordination, food & beverage stewards for the duration of the reception
Catering	A three-course set dinner menu Refer attached
Beverage package	Non-alcoholic punch on arrival House beer, wine and soft drink for four hours Champagne for toasting Tea and coffee buffet
DJ/Master of Ceremony	For 5 hours
Backdrop	Exquisite free-standing backdrop
Centrepiece	Choose from an extensive range of floral centerpieces, candelabra, float bowls & hurricane lanterns for each guest table. Note: 10 guests per table. Less than 10 guests may incur a fee.
Chair cover & sash	White or black chair cover for all bridal & guest chairs tied with a sash in your preferred colour

Wishing well

Complimentary Wedding Guestbook

* Conditions apply for centerpieces, chair covers & backdrop.

Set Menu

Served Alternately

Entrée

Creamy chicken, basil and parmesan penne
King prawn cocktail with mango salsa

Main

Roasted chicken breast with mushroom sauce
Fillet steak with Hollandaise

Served with

Seasonal Vegetables
Dinner Rolls

Alternative sauces available on request

Dessert

Layered Mousse Torte
Baked Berry Cheesecake

Tea and coffee Buffet

Beverage Package

House Beer	Carlton Draught, Victoria Bitter, Cascade Premium Light
Bottled House Wine	Kissing Bridge; Chardonnay, Semillon Sauvignon Blanc & Cabernet Merlot
Soft Drink	Range of soft drink and juice
Champagne	Kissing Bridge Cuvee

Booking Information

- The Camden Civic Centre offers two banquet rooms for catered events.

The Ferguson Gallery, suitable for up to 100 guests, is situated on the upper level adjacent to the memorial garden

The Macarthur Room, suitable for up to 350 guests, is also located on the upper level

The Undercroft, suitable for up to 100 guests, is located on the lower level and available for self catered events.

- We request that you nominate a suitable time to meet with the Coordinator during business hours to discuss all details of your function.
- We recommend the interview take place a minimum of six weeks prior to your event. It is important that all special diets and requests be supplied at this time.
- Final Numbers are required fourteen (14) days prior to the function, the final account will be drawn upon notification of final numbers, all monies payable four days prior to your function directly to the Camden Civic Centre. No adjustment to numbers will be accepted within 48 hours of the function.
- Payment is to be made during business hours Monday to Friday 9am – 5pm via Cash or bank cheque, Credit Card or Eftpos.
- Prices charged are those in effect three months prior to the event date and are subject to change at the discretion of management.
- Note that seasonal availability of foodstuffs and package inclusions may influence the availability.
- Prices are inclusive of GST
- Camden Civic Centre staff and management completely support the principals of responsible of alcohol and the Camden Liquor Accord and in accordance with the Harm Minimisation Act reserve the right to refuse service to anyone deemed intoxicated.
- Alcoholic beverages must not be brought onto, or taken from the venue.
- Jugs of beer will not be available after main meal service.
- A two course meal or buffet is required for all weekend bookings.

- Formalities will be scheduled after meal service, delays in meal service may result in additional charges being imposed.
- Children over three years receive all package inclusions in the per head price.
- 4 Highchairs are available for under three year olds

Confirmation

- A 21-day hold period is available for all catered events.
- In the event that the period lapses without a deposit paid the Centre reserves the right to cancel the hold without notification to the client.
- Confirmation of a booking will occur when the nominated non refundable deposit of \$500 is paid and the signed hire agreement is returned to the centre.

Cancellation

- Cancellation must be provided in writing by the hirer.
- The confirmation deposit of \$500 is non refundable.
- In the event of change of date a second deposit of \$500 is required to confirm the date, in the event that the initial date is rebooked the original deposit of \$500 will be refunded.
- If cancellation occurs within -

One month 50% of complete function costs will be imposed

Two weeks 100% of complete function costs will be imposed, calculated on the estimated attendance

Final Numbers

- Noted above final numbers are required fourteen (14) days prior to your function; this is to be the minimum number for catering purposes. This number will be used as the minimum number charged to your account

Beverages

- Liquor must not be brought onto the premises at any time. We abide by the responsible service of alcohol principals.

- The Camden Civic Centre offers a restricted beverage selection for functions, you are welcome to make a suggestion for purchase for your event.

Damage

- Although accidents may occur damage to the facility can be prevented. We ask that you respect our facility.
- The Centre will take all necessary care with client's property although will not accept responsibility for loss or damage.

Business Hours

Monday-Friday 9am-5pm.

Licensed Function Operating Hours

Monday-Saturday	10am- midnight
Sunday	10am- 10pm