



WOODSTOCK COTERIE

M C L A R E N V A L E

Thank you for considering Woodstock Coterie as a venue for your occasion.

Built in 1988 and proudly, the first winery restaurant in the region, Woodstock Coterie boasts a unique **semi-circle design nestled amongst towering century old gum trees and tranquil native gardens**, providing a unique and delightful setting for groups of all sizes.

Incidentally, the name 'Coterie' was specifically chosen for its meaning; **a select group of people who share a similar interest**, hence making this venue ideal to host the select group of people you choose to share your special day with.

The **full range of Woodstock wines**, jointly created by our winemakers Scott Collett and Ben Glaetzer are available for your choosing. As well, we offer a selection of premium beers, sparkling wines and a large range of spirits, liqueurs and soft drinks.

We welcome your inspection of Woodstock Coterie and its beautiful surrounds. Please feel free to ring and make an appointment with **Karina Spier**, our **Event Coordinator** or simply call in and have a look when you are in the area.

We are open for lunch daily with the exception of Christmas Day. Our a-la-carte menu offers **contemporary Australian cuisine, showcasing some of the best seasonal produce from the region**. You can choose to indulge on a full 3 course lunch or opt to graze on our famous Woodstock Regional Platter while you plan your event.

Thank you again for your enquiry and we look forward to hearing from you.

Yours sincerely,
The Team @ Woodstock Coterie



DINING PACKAGES

Valid July 2010 – July 2011

OPTION 1

\$55.00 per person

2 Courses Set Entree
Two Main Courses Served Alternately
OR
Two Main Courses Served Alternately
Set Dessert

OPTION 2

\$65.00 per person

1st Course Set Entree
2nd Course Choice of Two Main Courses
3rd Course Set Dessert

OPTION 3

\$75.00 per person

1st Course Choice of Two Entrees
2nd Course Choice of Two Main Courses
3rd Course Choice of Two Desserts

If you would like extras including breads and salads or additional courses, please speak to us. We will tailor our menus to suit!

BEVERAGES

We are happy to tailor a drinks package for your event or beverages may be charged by consumption. Please note that we do not offer separate accounts.

OTHER SPECIAL TOUCHES

We are happy to assist you in organising other special features to enhance your occasion including,

- Centrepieces
- Personalised Menus
- Birthday Cakes



CLIENT INFORMATION SHEET

TERMS AND CONDITIONS

Pricing

All prices are current at the time of quotation and are subject to revision by the manager prior to the signing of the Event Order Form.

Confirmation of Booking

A minimum deposit of 25% of the estimated function cost is required at the time of confirmation. In the event of cancellation the deposit may not be refundable.

Food and Beverage Packages

The food and beverage packages will need to be decided no later than seven (7) days prior to the event and the menu finalised seven (7) working days prior to the event. This must include any special dietary requirements of guests.

Final Attendance

For functions *under 30 guests*, final confirmation of guests is required three (3) working days prior to the booking. For functions *over 30 guests*, final confirmation of guests is required seven (7) working days prior to the booking. After that time any reduction in numbers will still need to be paid for. The ability to increase numbers after that date will depend on availability of space and food preparation. An increase in numbers will be charged accordingly. It is the responsibility of the client to contact the management regarding final numbers.

Reduction in Guest Numbers

In the event that within seven (7) days prior to the function, the expected attendance figure is reduced by more than 20%, the client may be liable to pay for up to 50% of the resultant reduction in function cost (based only on the reduction in excess of 20%).

Alcohol

Responsible Service of Alcohol: Collett Wines PTY LTD reserves the right (under the Liquor Licensing Act, 1997 – section 108 and section 125) to refuse service of alcohol to intoxicated or disorderly patrons. These patrons may also be asked to leave the premises. Through the Liquor Licensing Act, 1997, Collett Wines PTY LTD has the duty of care for staff and the patrons and we therefore act accordingly.

Compliance and Liability

It is understood that the client will conduct their function in an orderly manner in full compliance with the venues management and with all applicable laws. The venue reserves the right to exclude or eject any and all objectionable persons from the function or the premises without liability. If the venue has reason to believe that a function will effect the smooth running of the venue, its security or reputation, it reserves the right to cancel the event without liability.

Damages

Although all care will be taken, Woodstock Coterie management is unable to accept responsibility for damage to or loss of property left on our premises prior to, during or after your function. The client is financially responsible for any damages, theft or breakages caused to the property and/or equipment of Woodstock Winery & Coterie. Therefore, the client will bear the cost of repairs/replacement as determined by the management.

Cleaning

General cleaning is included in the cost of the function. However, additional cleaning charges may be incurred where a function has created cleaning requirements which are considered to be over and above normal.

Smoking

Woodstock Coterie is a non smoking venue. There are limited outdoor smoking areas where an ashtray is provided.

Noise

All functions must comply with liquor licensing regulations. It is a condition of our licence that all evening entertainment finishes at 11:30pm with all guests to depart the property prior to midnight.

All Client Information and Terms and Conditions have been received, noted & accepted

Name of Client:

Signature:

Date:/...../.....