



*peaceful, charming and stylish*

## **FUNCTIONS AT TUGGERANONG HOMESTEAD**

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Tuggeranong Homestead offers an unequalled, secluded country setting for special functions.

We have a reputation for

- Professional service
- Peaceful, charming and stylish surrounds
- Quality food in generous serves

To ensure your special occasion is what you want it to be, we suggest that you have a look through the following information and then make an appointment with us to view our exceptional facilities.

Further information and photographs are available at [www.tuggeranonghomestead.com.au](http://www.tuggeranonghomestead.com.au)

### **General overview**

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Your function will enjoy exclusive use of the Homestead and grounds for your special day or evening. Venue hire is \$1100 on Saturdays or \$550 midweek.

#### **Venue range**

- Sandstone paved cafe garden
- Homestead
- Machinery Shed

Our sandstone paved garden café area provides alfresco seating for your guests and is the perfect location for your entire function or for pre-dinner drinks and fingerfoods before being seated in the Homestead or Machinery Shed for the main meal and festivities.

The Homestead features several function rooms of differing size and style. The Drawing

Room has two open fireplaces, and the Sunroom is fully enclosed with large windows.

The Machinery Shed offers a further venue with its own traditional rustic character.

#### **Numbers**

Our Homestead style venue makes for perfect small or large functions. Minimum guest numbers of 30 apply. For an indoor outdoor event we can cater for 500 people.

#### **Location and access**

The heritage-listed Homestead is in the heart of the Tuggeranong Valley of southern Canberra. We are within 20 minutes of the CBD and airport, 10 minutes from Woden and 5 minutes from Tuggeranong Town Centre.



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We offer plenty of free on site parking.

Our facilities include ramped access to the Homestead and toilets for the disabled. A parent's room is also provided.

## **Menus**

We offer a range of menu styles and prices:

- Cocktail – a selection of Popular or Gourmet fingerfoods
- Buffet or Plated – a range of hot or cold meal selections
- BBQ Buffet – quality meats and salads

Latest sample menus will be provided on your inspection visit.

Alternatively, we can design a personal menu for you.

We cater for special dietary requirements and children's meals.

## **Beverages**

We offer waters, soft drinks and juices, coffee and teas.

Tuggeranong Homestead is fully licensed with a range of beers, wines and spirits.

Choose between bar tab, on consumption or a combination of both.

Our liquor licence requires us to have a strict no BYO policy and that we cease serving alcohol at midnight.

## **Entertainment**

Entertainment is normally arranged by the client.

## **Tablecloths, flowers and candles**

Tablecloths are provided by us at an additional cost. Other decorations and flowers are normally arranged by the client.

Table candles are definitely not allowed. Other candle decorations are by negotiation only.

## **Bookings**

Once you have decided on the details of your function and are ready to proceed with a booking, we require a deposit and a completed Function Agreement Form to confirm your booking.

## **Pricing**

Costing is based on the 4 function components - venue hire, tablecloths, catering and beverages.

## **Venue choices**

- Café gardens
- Homestead



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- Machinery Shed
- Garden Marquees
- Bandstand

### **Cafe gardens**

The garden area includes seating for over 200 guests. It is sandstone paved with tasteful granite garden tables, a backdrop of heritage trees and grassed areas. It is especially suitable for garden and cocktail parties.

### **Homestead**

There are 5 rooms within the Homestead available for your use. Combinations are flexible.

**The Drawing Room** is suitable for up to 46 guests seated, or more if in a cocktail configuration. This attractive room showcases an oak fireplace from the original Homestead, Waniassa House, c1836, as well as a marble fireplace, chandelier and buttress ceiling. For over a century, this room has been used as a formal entertaining room for many occasions.

**The CEW Bean Room** is suitable for up to 46 guests seated, or more if in a cocktail configuration. This function room was used by Dr CEW Bean, World War 1 war correspondent and historian.

**The Sunroom** is an extensive north facing enclosed verandah with seating for up to 40 guests. It overlooks the outdoor café garden area.

**The Clare Room and The Blue Room** can be connected to the Sunroom and provide additional seating for 15 guests each.

### **Machinery shed**

This is a romantic traditional farm building. Hardwood framed and corrugated iron clad with slab and wood floors, it offers a rustic and relaxed environment, truly evocative of Australian country life. It has a capacity of up to 120 guests. Gazebos can be provided by management to extend seating. To cater for larger numbers marquees can be hired to further increase guest capacity to 300.

Outside the Machinery Shed is further seating for your guests to enjoy and, fire restrictions permitting, a 44 gal drum fireplace is also added to the country ambience.

### **Garden marquees**

Configuration of 1 or more stand alone marquees can be situated in a variety of settings.



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### **Bandstand**

This garden feature is the prettiest of spots for ceremonies and photos.

### **Bar beverages options**

We stock many popular brands of drinks. Specific labels can be pre-negotiated.

Sample costs are:

Orange juice	\$3
Soft drinks	\$3
Beers	\$6
Light beers	\$5
Sparkling wine	\$6
Spirits premix	\$7

- **Bar tab** – Up to a dollar limit as specified by you.
  - **On-consumption** - Guests pay as they order.
- A combination of both can be arranged.
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## Menu selections

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### Cocktail menu

Choose from a wide variety of delicious fingerfoods served to your guests. Depending on your desired quantities, sample costs are:

- Selection of 5 Hot / Cold platters, including tea and coffee
  - Popular **\$35pp**
  - Gourmet **\$50pp**
- Selection of 8 Hot / Cold platters, including tea and coffee
  - Popular **\$45pp**
  - Gourmet **\$60pp**

### Buffet or plated menu

Select from a range of choices from our quality seasonal menus which include entrees, cold selections, hot selections, salads and side dishes. Price guide:

- Selection of 2 mains
  - 6 salads/sides
  - Tea and coffee **\$40pp**
- 
- Starters
  - 2 mains
  - 6 salads/sides
  - Tea and coffee **\$55pp**

### BBQ buffet menu

This popular menu includes canapés served cocktail-style, quality meats, sides and salads.

- Selection of 2 mains
  - 6 sides
  - Tea and coffee **\$40pp**
- 
- Starters
  - Selection of 2 mains
  - 6 sides
  - Tea and coffee **\$55pp**

### Desserts & cakes

Desserts can be provided at **\$8pp**

Alternatively, you are welcome to bring your own cake which we will plate and serve at no charge.



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## **TERMS AND CONDITIONS OF FUNCTION BOOKINGS**

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### **Confirmation**

To confirm your function, a deposit must be received by Tuggeranong Homestead within 7 days of your booking. If Tuggeranong Homestead is holding space on a client's behalf and a deposit is not received within 7 days, Tuggeranong Homestead reserves the right to cancel the booking and allocate the venue to another client.

### **Deposit**

A \$500 deposit is required to confirm any booking.

### **Final Payment**

Final payment must be received before the day of your function.

### **Guarantee of Payment**

The contract signatory is personally liable to pay all moneys in full to Tuggeranong Homestead. Where the invoice has been addressed to another person, company or entity, personal liability remains the responsibility of the contract signatory.

### **Method of Payment**

Deposits, progress and final payments can be made by cash, direct deposit, electronic transfer or bank cheque. Credit cards are also accepted however a 1.5% surcharge applies. We accept Visa Card and MasterCard.

### **Notice of cancellation**

In the event of a cancellation, the following terms will apply:  
Tuggeranong Homestead requires written notice of any cancellation or postponement.

Cancellation within 180 days of the function deposit will be retained. With earlier notification, deposit may be refunded if the venue is re-booked.

### **Final attendance**

Final guest numbers are required 3 business days prior to the function. This will be the minimum number of guests for which you will be charged.

### **Entertainment**

Clients must advise Tuggeranong Homestead of any planned entertainment or performances at their function. Tuggeranong Homestead reserves the right to reduce volume and timing of entertainer/performance, in keeping in line with venue and regulatory requirements.

### **Alcohol consumption / behaviour**

As licensed premises, Tuggeranong Homestead is obliged to refuse the supply of alcohol to patrons who appear to be intoxicated and reserves the right to ask the intoxicated or disorderly patrons to leave the premises at any time. Tuggeranong



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Homestead reserves the right to request proof of age before serving alcoholic beverages to guests.

### **Responsibility**

Tuggeranong Homestead does not accept responsibility for the loss of or damage to clients and their guests' property, including hired equipment or personal property left prior, during or after a function.

The signatory is financially responsible for any damages to Tuggeranong Homestead property and hired equipment brought in by clients, guests or outside contractors prior to, during or after a function.

Tuggeranong Homestead prohibits the use of tape, tack or drawing pins to display posters etc, on function room walls and windows.

Tuggeranong Homestead has the right to request a refundable security deposit from the client. Tuggeranong Homestead has the further right to refuse the full refund of the security deposit if repairs are required to Tuggeranong Homestead property damaged prior to, during or after the function.

### **Venue bookings**

Tuggeranong Homestead undertakes to not to book any other functions coinciding with yours.

### **Prices**

All prices are current and subject to change without notice. Prices are inclusive of GST.

### **TUGGERANONG HOMESTEAD**

POSTAL: PO Box 248 Calwell ACT 2904

ADDRESS: Johnson Drive, (opposite Calwell Shops), Richardson ACT

PHONE: (02) 6292 8888

FAX: (02) 6292 8800

EMAIL: [info@tuggeranonghomestead.com.au](mailto:info@tuggeranonghomestead.com.au)

WEB: [www.tuggeranonghomestead.com.au](http://www.tuggeranonghomestead.com.au)

ABN: 76 679 427 038

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## **FUNCTION AGREEMENT**

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**I wish to confirm a booking as follows.**

Clients Name .....

Contact Person .....

Postal address .....

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Phone: .....

Mobile: .....

Fax: .....

Email address.....

Date of Function .....

Guest numbers .....

Venue Selection .....

Venue Hire Fee .....

Start time .....

Finish time .....

Method of payment .....

Other relevant information .....

I agree to be bound by the terms and conditions. I agree to provide a deposit and understand that I am liable for the payment of any charges incurred by, or on behalf of, myself at Tuggeranong Homestead. This may include charges associated with significant changes to, or cancellation of the booking.

Signature .....

Date .....

Deposit received \$ .....

Date .....

Signed .....



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