

SPECIAL EVENT INFORMATION

Operational times:

Lunch : 11.30am - 4.30pm
Dinner: 6.30pm - 12.00pm
Allowances may be made for earlier arrival where the room has not been previously booked.

Additional time:

Time allocated in all price quotes is 4 hours for a luncheon and 5 hours for dinner.
If the duration of the function is extended, a flat rate of \$ 290 per 1/2hour over the specified finishing time applies.

Entertainment:

Bands and DJ's are also welcome to play providing the volume is kept to a reasonable standard. A sound check must be done prior to the function with Glendower management present to establish this volume.

Glendower reserves the right to reduce the volume of entertainment according to Cardinia Shire residential requirements.

Glendower is licensed until midnight (the balcony until 11:00pm) and these times are set due to licensing regulations.

Please note that equipment can only be delivered or collected outside of lunch/dinner service times, i.e.: 8.30 am 11.00 am or 3.00 pm 5.30 pm

Venue Hire Rates

Minimum spends may apply, however, GLENDOWER does not charge a venue hire fee.

Children 3 -12 years of age:

Children are more than welcome to attend any function in our restaurant. Children's menus are available and a selection is to be chosen prior to the event as with other menus. All prices include softdrink and fruit juice for the duration of the event. Standard charge is \$ 45 per child for two courses.

Pre-dinner or Luncheon Beverages:

These may be held on the outdoor terrace, weather permitting, with views across the Glendower property and down towards the Bay. Or during cooler months, in different rooms of our restaurant.

Ceremony:

Terrace Garden - this area has a breathtaking view down to Port Phillip Bay. A fitting place for very special ceremonies.
Requiring \$ 360 and includes the use of the outdoor terrace, gazebo and garden, 12 seats at the ceremony table and registry table with two chairs.

Deposit:

We will hold your tentative booking for up to 14 days. Within this time we require a confirmation and a deposit of \$ 500. Where confirmation and deposit have not been received, the booking will be released.

Rehearsal:

Wedding inquires, discussions and rehearsals will only take place during business hours. Please contact us and make an appointment for appropriate time.

Parking:

We also have ample car parking for fifty cars, however cars are not permitted to park on the laun of the Glendower property at all time.

Cancellations:

Deposits less an administration fee of 20 % - are refundable up to 6 months prior to the event. Balance of all payments is due 7 days prior to your function with final confirmation of attending guests.

It is our general policy that functions cancelled between 3 and 6 months before the event attract a charge of 40 % of all money paid. Pre payments for functions cancelled within 3 months of the event are non refundable.

Non Peak Periods:

Peak times for wedding functions apply from September until May and from December until May for other functions. If your function is booked outside these times, it may be possible to negotiate other rates and formats.

Insurance:

Glendower Restaurant will not accept responsibility for loss or damage of personal items left on the premises during or after the function.

Damage:

Clients are financially responsible for any damage sustained to the property during their function.

Confetti:

We do not allow confetti to be thrown in either the restaurant, the decking or our gardens.

A cleaning fee of \$ 200 will apply if confetti or other similar material is required to be removed from the rooms and/or gardens.

Non-smoking environment:

Organizer are to advise their guests that this is a non-smoking venue. Smokers are permitted to smoke outside (ashtrays are allocated on the decking for their convenience.

Alcohol Consumption:

GLENDOWER Restaurant reserves the right:
to refuse to supply alcohol to patrons who appear to be intoxicated.
to ask intoxicated patrons to leave the premises if required.
to request proof of identification before serving alcoholic beverages to patrons.

Food and Beverages:

GLENDOWER will not permit BYO beverage or food, with the exception of cakes and reserves the right to substitute selected beverages with other beverages of equal value, if preferred beverage selection is not available.

Confirmation

Final numbers need to be confirmed 7 days before the booking. The final bill will be based on the minimum amount of guests that you have confirmed. Guests that have been confirmed and do not attend will still charged for at the full rate.

Payment

Final payment is required strictly 7 days prior to your reception date. Cash or bank cheque. All major credit cards are accepted and will attract a surcharge of 3.5%

If payment has not been paid by the time, GLENDOWER reserves the right to alter or to cancel the function.

All miscellaneous charges incurred during your function must be settled upon the conclusion of the function.

Guarantee of Payment

The function signatory is personally liable to pay all monies to GLENDOWER. Where the invoice has been addressed to another person, company or entity, personal liability remains the responsibility of the contract signatory.