

Montsalvat

Funeral & Memorial Service Packages

*Set in 12 acres of gardens, beautiful buildings &
charming mud brick cottages, Montsalvat provides
true warmth for that special service...*

THE SERVICE



THE UPPER GALLERY ENTRANCE & COURTYARD



THE UPPER GALLERY LEADLIGHT WINDOW

THE SERVICE

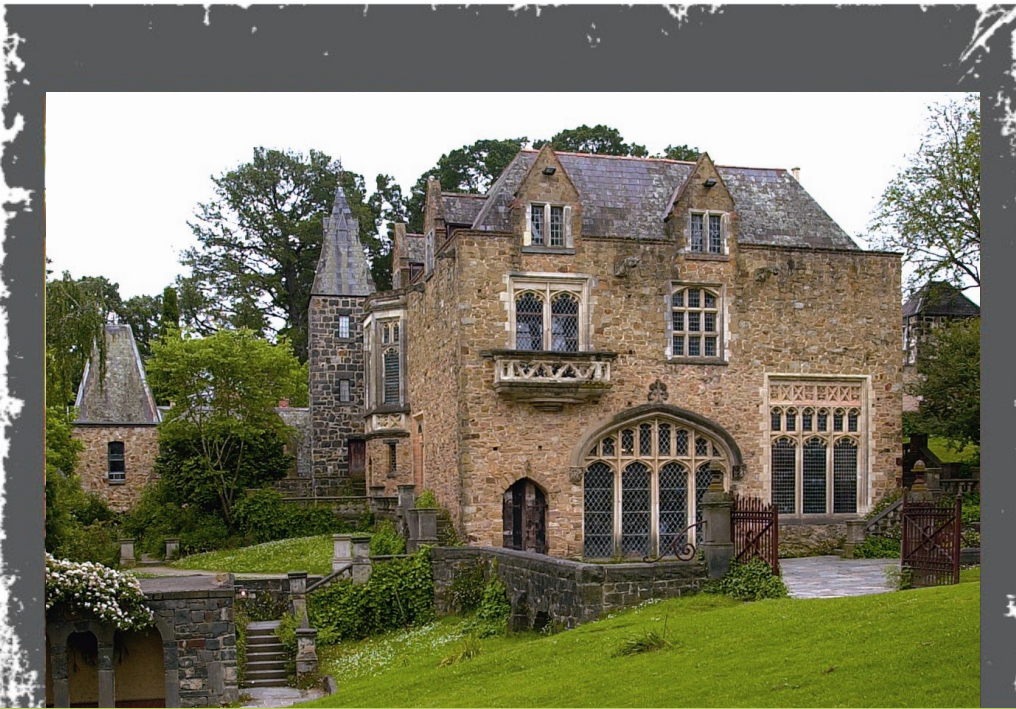


THE BLUESTONE CHAPEL



INSIDE THE BLUESTONE CHAPEL

THE AMBIENCE



THE GREAT HALL



INSIDE THE GREAT HALL

THE SETTING



THE ORNAMENTAL POND



THE LONG GALLERY / BY THE ORNAMENTAL POND

ROOM HIRE

Service Room	Capacities	Hire Fee
Upper Gallery	Including pews seating, 80 (optional additional chairs, + 70)* (+ standing room)	\$600.00
Chapel	Including pews seating, 55	\$350

* Additional/Optional chairs at an additional cost of \$9.00 each

Package Inclusions:

Access & Hire

- 2 hour hire period including set up and 'refreshments time'

Audio Visual

- Lectern, microphone & speaker system
- Stereo & speaker system (ipod compatible - client to provide cables)
- 6x6 ft screen (client to provide data projector & lap top)

Ample Complimentary Car Parking

Floral & Pew Decorations

- We recommend "Fleur De Feliss". Please contact Karen on 9439 6677.

CATERING PACKAGES

Refreshments Room Capacities (1 hour)

- Served in the Great Hall - minimum 50 guests required; maximum 150
- Served in the Long Gallery - minimum 100 guests required; maximum 200 (300, including Ornamental pool side - subject to weather conditions)

Catering Packages

- Point sandwiches, scones with jam & cream \$17.00 pp
- Selection of canapés \$19.00 pp
- * All served with freshly brewed coffee, teas & mineral water

Beverage Packages

- 1 hour 'Classic' beverage package \$16.00 pp
(inclusive of sparkling, red & white wines, heavy & light beers, soft drink)

Extension of Hire

- Per half hour, including staff and beverages \$6.00 pp

In Memoriam

We recognise that family members may look for a special way to commemorate their loved one. Rather than the traditional gift of flowers, some families choose to support a favourite not-for-profit organisation in memory of the deceased. If you would like to honour your loved one by providing support for Montsalvat, you can ask for In Memoriam envelopes to be placed at the Memorial Service. A gift to Montsalvat will assist us with maintenance of the historic buildings and provide support in order for us to run arts programs.

If you would like family and friends to consider a donation to Montsalvat in lieu of flowers, we suggest you include a request in your loved one's death notice. Notice wording may read "No flowers by request. In lieu donations made to Montsalvat would be appreciated. Envelopes will be available at the service."

As Montsalvat is a not-for-profit organisation, tax-deductible receipts will be sent for all donations over \$2.

FUNERAL & MEMORIAL SERVICE TERMS & CONDITIONS

Agreeing to the Terms & Conditions is a condition of booking. To confirm and secure your booking, please read the following terms and conditions carefully and sign the agreement and return both pages to Montsalvat along with your deposit payment.

Montsalvat is an Arts Centre - The exhibitions in the various galleries are changed regularly; unfortunately the exhibitions may not be altered by function hirers.

Montsalvat Residents & Studios - Apart from the public buildings at Montsalvat, there are a number of private residences and studios. Please be mindful of noise levels and privacy in consideration of our resident artists.

Prices inclusive of GST

Public Holidays - Will be charged an additional 10% on the total bill.

The management reserves the right to alter the prices and conditions - Current prices are confirmed as per the Montsalvat Proposal for functions held between 1st July 2009—30th June 2010. A further increase in price will be charged for functions held at the beginning of each "financial year". This price increase will be determined on 1st April prior to the start of each "financial year" in which you will be notified in writing. This price increase will not be more than 10%.

Accepted methods of payment - bank cheque, credit card, direct debit or cash. A 4% charge applies to payments made by Diners.

Deposit & Payment - A non refundable security deposit of \$200 is required to secure a date. Final numbers and balance payment is required 3-5 days before prior to the booking. All payments are non refundable once received.

Minimum Numbers - are required unless special arrangements are made by Montsalvat

Room Hire Fees - apply to all events unless special arrangements are made by Montsalvat

Extension of time - The beverage package and hire time may be extended at an additional cost of \$6.00 per person, per half hour.

Access Times - Includes set up time. Functions shall cease no later than 12:00am on Saturdays, Sundays and weekdays. Fridays is available until 1am. All Montsalvat land must be cleared of guests within half an hour of the scheduled finishing time.

Additional Bookings - Montsalvat reserves the right to book additional functions within other function rooms which may coincide with your function booking.

Paper or Plastic Confetti or Rice is not to be used - within the grounds of Montsalvat, please ensure that your guests are advised of this condition. Fresh rose petals may be used outside the buildings.

Menus & Beverages - Montsalvat reserves the right to change menus without notifying the client, according to produce availability and seasonal variations. Montsalvat reserves the right to substitute selected beverages with beverages of equal value, if preferred beverage selections are unavailable. Montsalvat does not permit BYO food and/or beverages.

Cake - If a client provides a cake, Montsalvat reserves the right to impose a cake service fee of \$2.00 per person for the cake to be cut up and served on individual plates with cream.

Entertainment - the Client must advise Montsalvat of any planned entertainment or performances at the function. Montsalvat reserves the right to reduce volume of entertainer/performance, in keeping in line with venue and residential requirements. Montsalvat reserves the right to control and limit performance timings/sessions/sets/volume in accordance with venue and residential requirements.

Musician meals - The Musician's Award stipulates that musicians on a call of four hours or more must receive a main meal and soft drinks. A charge of \$55.00 per musician will apply.

Car Parking - Ample, complimentary car parking is available at Montsalvat.

FUNERAL & MEMORIAL SERVICE TERMS & CONDITIONS (Continued)

Audio Visual - It is the client's (hirer) responsibility to look after external equipment brought on the premises at all times. Montsalvat will not take any responsibility for any loss or damage.

Displays - The client (hirer) shall not stick, nail, blu-tak or hang displays or decorations in the rooms ie: floors, walls, fittings etc... The client (hirer), accepts responsibility for any damage to the premises, fittings, artworks or equipment caused by the clients guests or by outside contractors engaged by the client or his/her servants or agents prior to, during, or after a function.

Cancellation

- Notice of cancellation must be provided in writing
- There is no refund on deposits and/or payments paid

Duty of care - Although all care is taken, Montsalvat shall not be held responsible for loss of, or damage to, property left on the premises prior to, during, or after a function. The client (hirer), accepts responsibility for any damage to the premises, fittings, artworks or equipment caused by the clients guests or by outside contractors engaged by the client or his/her servants or agents prior to, during, or after a function. We also ask you and your guests to be careful as you visit Montsalvat as some of our staircases and steps are non-standard and the paving un-even and slippery in wet weather. The buildings and grounds of Montsalvat are classified by the Victorian Heritage Commission and the Australian Heritage Council and these non-standard areas cannot be changed.

Responsible Service of Alcohol - Service of alcohol shall terminate 15 minutes before the scheduled finishing time of the function. Consumption of liquor in the grounds after the scheduled finishing time is not permitted. Montsalvat follows guidelines for Responsible Service of Alcohol (RSA). Montsalvat reserves the right to request proof of identification. Staff members are instructed not to serve any alcoholic beverages to guests under the age of 18 years or to guests in a state of intoxication. Should a Client or their guests be in breach of liquor licensing laws, or procure that any other person breaches such laws, Montsalvat may cancel the Client's Facility (without refund) and require the Client and the Client's guests to leave the Venue.

Terms & Conditions Agreement:

I, the undersigned have read and agree to the Terms & Conditions as laid out above for the use of Montsalvat as designated.

Name _____ On behalf of: _____

Address: _____ Post Code: _____ Phone: _____

Signature: _____ Date: _____

Booking Details:

Booking date/s: _____ Start/Finish Times: _____

Room/s Booked (Service) _____ (Refreshments) _____

Blackboard entrance to say " _____ "

Number of people booked (N.B. Minimum numbers stipulated): _____ (to be confirmed 3-5 days prior to the event)

Deposit Payment:

Name on card: _____ Deposit \$ _____ Visa Mastercard Amex Diners (fees apply)

Card no: _____ Expiry: _____ Signature: _____

Bank Cheque Cheque Cash Direct Debit - Please state the full name of the client and booking date as a reference

Email: _____ Where did you hear about us? _____

You may be contacted in the future with regard to art exhibitions, concerts and events at Montsalvat. Please indicate if you would prefer not to be on our data base by ticking the box provided