

indiana

**Wedding & Family Functions
~ Exclusive Events ~**

Where love for each other and a love of the ocean meet...



Indiana

99 Marine Parade
Cottesloe 6011
Western Australia

T: +618 9385 5005
E: functions@indiana.com.au

Welcome to Indiana

Indiana is an iconic West Australian landmark located on the pristine white sands of Cottesloe Beach. Offering uninterrupted views of the Indian Ocean from all tables, Indiana provides a picturesque setting to enjoy any special occasion.

Taking its name from “The Indiana Tea House”, a modest ice cream parlour built in 1910, Indiana originally served as a pit stop for the playground that was Cottesloe Beach. However more recently Indiana has been redeveloped to the building we know today. Operating as a restaurant since 1996, the architect has created an amazing building that seems to rise effortlessly from the snow-white beach sand.

Today, Indiana forms a part of Chris Taylor’s ‘family’ of five landmark restaurant and function facilities. With all establishments boasting spectacular locations, Indiana is the only coastal property of the group. Unique in its own way, Indiana is a multi-purpose venue. Having the ability of operating as a relaxed beach bistro or a beautiful exclusive function facility, Indiana is one of Perth’s premier restaurant caterers.

The exclusive Indiana experience, with its capacity to seat 140 people or 170 cocktail, is the perfect venue for your upcoming corporate event. The bistro also boasts two private dining areas, the “Pavilion” and the “Private Ocean Room” which are both perfect for entertaining smaller parties.



Room Options

Private Ocean Room



This exclusive space is ideal for any small event whether it be a corporate lunch, all day seminar, cocktail sun downer or intimate wedding. Featuring its own small terrace area while stretching along the northern face of the building, the Private Ocean Room takes in the stunning scenery of Cottesloe's northern beaches.

This room is available midweek, all day Sunday. It can accommodate up to 28 seated guests, or 40 guests cocktail-style, with beverage on a consumption basis. Please contact +618 9286 0601

The Pavilion



Perfect for medium sized functions, The Pavilion is located in heart of this beautiful, heritage listed building. With large bay windows, amazingly high ceilings and several beautifully decorative stained glass panels this room provides character and the perfect setting for any medium sized event. The undeviating views of the Indian Ocean with Rottneest Island in the horizon are just an added bonus.

This room is available midweek and Sunday evening. It can accommodate up to 60 seated guests or 80 guests cocktail-style, with beverage on a consumption basis. Please contact +618 9286 0601

Staffing/Venue Hire Charges and Venue Capacities

Staffing/Venue Hire Charges Inclusions:

Exclusive use of the hired area for the service period
 Staffing for the standard function duration (durations differ between service periods)
 Basic setup of the venue
 Basic table linens – white tablecloths & napkins (exclusive hire only) Basic
 cutlery, crockery and glassware
 Use of our in house AV system (exclusive hire only)
 Wireless microphone and lectern for speeches (exclusive hire only)
 Basic menu printing – A5 plain, white paper
 Tea light candles around venue
 Easel for seating chart

Indiana – Exclusive	Dinner	\$1,500
	Cocktail	\$2,000

Durations and Conclusion Times			
Type of Function	Duration (the period of time that staffing is provided)	Earliest commencement time	Latest conclusion time
Dinner	5 hours	6pm	12 midnight
Cocktail	5 hours	6pm	12 midnight

Note: Minimum food and beverage spends are applicable to all bookings.
 Duration times can be extended for an additional surcharge of
 \$5 per guest per hour.
 Other charges may apply when increasing durations.

**Please discuss all of the above
 with your function co-ordinator**



Our Partner Venues



Fraser's, Kings Park

This iconic restaurant that is known for its commitment and dedication to providing only the best food, wine and service, is located minutes from the CBD in the tranquil surrounds of Kings Park. Taking in stunning views of Perth City and the Swan River, the refurbished Fraser's complex offers a unique dining experience in both the award winning restaurant and function centre.

Executive Chef Chris Taylor and his team are dedicated to providing you with the ultimate dining destination.

60 Fraser Avenue, Kings Park

08 9482 0100 www.frasersrestaurant.com.au



BWG Steakhouse

Set in the beautiful Heathcote Reserve, BWG Steakhouse takes in one of the most amazing and truly unique views of the Perth city skyline. Located just 8 minutes from the CBD, this heritage listed building offers a number of warm, stylish spaces suitable for any occasion or event. With a focus on fresh local and seasonal produce, BWG is a serious grill-come-brasserie that showcases the best WA has to offer.

Heathcote Reserve, 58 Duncraig Road, Applecross

08 9315 7700 www.bwgsteakhouse.com.au



The Old Brewery

Combining WA history and contemporary Australian dining, The Old Brewery is a stunning riverside feature venue fit for any occasion. Offering relaxed riverside dining just minutes from Perth's CBD, this modern, purpose-built venue operates a top-class grill; micro-brewery and function centre. Highlighting the epitome of lifestyle, produce and scenery, The Old Brewery is the quintessential WA experience.

173 Mounts Bay Road, Perth

08 9211 8999 www.theoldbrewery.com.au



Greenhouse Perth

Located in the heart of the CBD, Greenhouse Perth is an ideal location for both corporate and family events.

With spectacular décor that fuses nature with a raw, industrial sensibility already in place and a selection of different spaces, it is an ideal venue for both private and semi-private functions. Seasonal, locally sourced produce is used to create the menus and we create most products from scratch.

100 St George's Terrace, Perth

08 9481 8333 www.greenhouseperth.com

Cocktail Events

Cocktail style events are fast becoming a popular alternative to formal seated receptions. They provide the potential to create a specific ambience whilst aiming to encourage socialising amongst guests in a relaxed atmosphere. Indiana's beautiful interior and location form the perfect setting for elegant and stylish events.

Sample Canapé Menu

Cold Canapés

Cured salmon, pink peppercorn, lime and vanilla
Beef tataki; soy and ginger
Confit duck; hoisin and sesame
Smoked salmon and horseradish egg roll

Hot Canapés

Tempura prawn; wasabi mayonnaise
Chicken skewer; peanut, mint and red chili
Crisp pork belly; Szechuan caramel, pickled cabbage
Goats cheese and caramelised onion tart

Cold Platters

Quinoa, pumpkin and toasted pepita salad
Selection of mixed nori rolls; pickled ginger, soy sauce
Selection of mixed Vietnamese spring rolls; dipping sauce

Hot Platters

Mini Wagyu beef burgers; caramelised onion,
tomato relish
Wood fired pizza selection
Crisp fried chicken cones; Moroccan flavours, lime

* Additional canapés priced at \$4.50 per canapé per guest

** Additional platter options available. Please consult full menu.



Sample Deluxe Canapé Menu - \$100pp

Cold Canapés

A selection of 4 cold canapés

Hot Canapés

A selection of 4 hot canapés

A Selection of 4 Food Stations (plus a complimentary bread station)

Oyster Station

Freshly shucked oysters
Oyster shooters: tomato and horseradish
Lime and lemon wedges, cracked black pepper,
shallot vinaigrette, tobasco

Smokehouse Station

Smoked brisket
Pulled pork shoulder
BBQ onions
Panini rolls, butter pickles &
homemade BBQ Sauce

Paella Station

(please select one)

Seafood Paella (+\$2 surcharge pp)
Chicken, chorizo and red pepper paella
Wild mushroom & manchego

Dessert Station

Crème brûlée
Fresh fruits on ice
Cheesecake (chef's selection)
Warm sticky date pudding
Rich chocolate and espresso mousse

Hybrid Package

Exclusive Functions Only

A cutting edge new format, this 'hybrid package' offers the best elements from both traditional seated and social cocktail functions. Allowing guests to mingle throughout the roaming entrée and dessert, whilst still providing for a seated main course, this new option is proving very popular.

Package - \$100 per person

Standing - Roaming entrée of seven (7) canapés and one (1) soup

Seated – shared breads; alternate drop main course with shared two (2) side dishes

Standing – roaming dessert of (3) items

Entrée Canapés

Tempura prawns; wasabi mayonnaise

Chicken skewer; peanut, mint & red chili

Crispy pork belly; Szechuan caramel, pickled cabbage goats cheese and
caramelised onion tart manna crab; green pea and mint

Tataki beef; soy and ginger

Smoked salmon and horseradish egg roll

Porcini mushroom soup (winter); Chilled tomato soup (summer)

Main

Alternate Drop

Barramundi fillet, sautéed potato, caper, tarragon vinaigrette

or

Roast beef fillet; parsnip puree, beef cheek sauce, crisp parsnip

served with

Steamed green vegetables; olive oil

and

Leaf spinach, pear and parmesan salad

Dessert Canapés

Crème brûlée

Cheesecake (chef's selection)

Chocolate tarts

Espresso coffee and tea

Seated Receptions

Exclusive Events

At Indiana we understand that at the cornerstone to every great dish is impeccable produce and this is the reason why head chef Brendan Pratt takes pride in supporting fresh local produce. Our menus have been created to offer you the finest possible ingredients all year round.

Dinner

3 courses (based on a 5 hour function)

Dinner Package One

Set entrée, set main course, set dessert

\$85 per person*

Dinner Package Two

Set entrée, choice of two (2) mains, set dessert

\$97 per person*

Dinner Package Three

Choice of two (2) entrees, choice of two (2) mains and set dessert
(or change to set entrée and choice dessert)

\$109 per person*

All packages are inclusive of chef's selection of canapés on arrival; Turkish bread with dip to start; seasonal vegetables and a choice of an additional side dish served with mains; coffee and tea to conclude

- * Additional choices per course are available at \$12 per person, per course
- * Australian farmhouse cheese course available at \$7 per person
- * Additional side dishes available at \$3 per person
- * Additional charcuterie platter available at \$12 per person
- * Dessert buffet upgrade available at \$20 per person



Winter Wedding Packages

June, July & August

Package One

The Menu

Chef's selection of canapés on arrival
 Turkish flat bread and dip to start
 One (1) set soup
 One (1) set main course
 served with
 Spinach, pear & parmesan salad
 Salt roast potatoes
 One (1) set dessert
 Percolated coffee, tea & chocolates

The Beverages

Hardy's "The Riddle" NV Brut Sparkling
 McWilliams Marview Sauvignon Blanc
 Hardy's "The Riddle" Chardonnay
 Hardy's "The Riddle" Cabernet Merlot
 Hardy's "The Riddle" Shiraz Cabernet
 "The Doctor" Munich Lager & "Heritage" Wheat Beer
 James Boag's Premium Light (bottle)
 Soft drinks and juices
 (5 hours only)

Includes:

5 hours of staffing
 Venue hire

\$130 per person
(minimum of 80 guests)

Package Two

The Menu

Chef's selection of canapés on arrival
 Turkish flat bread and dip to start
 One (1) set entree
 Choice of two (2) main courses
 served with
 Spinach, pear & parmesan salad
 Salt roast potatoes
 One (1) set dessert
 Percolated coffee, tea & chocolates

The Beverages

"Parklife" by Howard Park NV Sparkling
 "Parklife" by Howard Park Sauvignon Blanc Semillon
 "Parklife" by Howard Park Chardonnay
 "Parklife" by Howard Park Cabernet Merlot
 "Parklife" by Howard Park Shiraz
 "The Doctor" Munich Lager & "Heritage" Wheat Beer
 James Boag's Premium Light (bottle)
 Soft drinks and juices
 (5 hours only)

Includes:

5 hours of staffing
 Venue hire

\$150 per person
(minimum of 80 guests)

Winter Wedding Menu

Seated Menu

Soups

- Pumpkin and honey
- Chilled tomato; avocado cream
- Porcini mushroom and basil
- Roasted red pepper and roma tomato
- Cauliflower with truffle oil; pancetta crumbs

Cold Entree

- Cured salmon, pink peppercorn, vanilla & lime
- Tataki beef, Japanese pickles, soy and ginger
- Duck parfait, house pickles and tea loaf crisp
- Roast pumpkin, freekah & quinoa salad, goats cheese

Hot Entrees

- Caramelised onion, slow roasted tomato and goats cheese tart; rocket salad
- Char-grilled asparagus; rocket, shaved parmesan and cabernet vinegar
- Warm goats cheese and rocket tortellini; pumpkin puree, pine nut and sage beurre noisette
- Wood fired baby beetroots, pistachio & goats cheese
- 12 hour confit pork belly; Szechuan caramel, pickled cabbage
- Confit duck leg; green pea and mint
- Crisp calamari, kimchee and Szechuan salt

Mains

- Barramundi fillet; sautéed potato, caper and tarragon vinaigrette
- Crisp skin salmon; pea and mint
- Roast beef fillet; parsnip puree, beef cheek sauce and crisp parsnip (\$3 per surcharge, per head)
- Sweet & sour confit chicken, coriander, mint & chilli
- Spiced Lamb rump, kipfler potatoes, black onion yoghurt & bhel puri
- Slow cooked beef cheek, cauliflower puree & gingernut crumb
- Moroccan spiced chicken breast; warm chickpea, preserved lemon and dukkah
- Roasted Cauliflower, nigella yoghurt, spiked onions & ras el hanout

Side dishes

**Included in the dinner packages are Steamed Green Vegetables in extra virgin olive oil and a second side dish – please choose this second side dish from below:*

- Baby cos salad; parmesan, crouton and pancetta crumbs
- Garden salad; mixed leaves, tomato and cucumber
- Greek salad; mixed leaves, feta, olives, tomato and onion
- Leaf spinach; pear and parmesan salad
- Salt roast potatoes

Dessert

- Local strawberries steeped in Cointreau; vanilla bean ice cream
- Honey and saffron crème brûlée; biscotti
- Valrhona chocolate tart; honeycomb, raspberry and lavender
- Spiced date pudding; caramel sauce and vanilla bean ice cream
- Buttermilk pannacotta; rhubarb and mint
- Broken pavlova, passionfruit curd, coconut meringue & mango sorbet
- Lemon tart, myrtle mascarpone & berry compote

Beverage Packages

Exclusive Functions Only

Package One

- Hardy's The Riddle Brut Sparkling – pre-function and toast
- McWilliams Marview Sauvignon Blanc
- Hardy's The Riddle Chardonnay, Shiraz Cabernet and Cabernet Merlot
- 'The Doctor' Munich Lager
- Heritage Wheat Beer
- James Squire Orchard Crushed Apple Cider
- James Boag's Premium Light
- Soft drinks and juice

* Additional (local) bottled beers available at \$3 per person

2 hours: \$29pp	3 hours: \$31pp	4 hours: \$35pp	5 hours: \$40pp	6 hours: \$45pp
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Package Two

- Parklife from Howard Park "Methode Traditionelle" NV Sparkling White – pre-function and toast
- Parklife from Howard Park Sauvignon Blanc Semillon
- Parklife from Howard Park Chardonnay
- Parklife from Howard Park Cabernet Sauvignon Merlot
- Parklife from Howard Park Shiraz
- 'The Doctor' Munich Lager
- Heritage Wheat Beer
- James Squire Orchard Crushed Apple Cider
- James Boag's Premium Light
- Soft drinks and juice

* Additional (local) bottled beers available at \$3 per person

2 hours: \$32pp	3 hours: \$35pp	4 hours: \$47pp	5 hours: \$54pp	6 hours: \$57pp
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Package Three

- Veuve Moisans Brut – pre-function and toast
- Vasse Felix Sauvignon Blanc Semillon
- Peel Estate Chardonnay
- Woodlands Cabernet Merlot
- Peel Estate Cabernet- Shiraz
- 'The Doctor' Munich Lager
- Heritage Wheat Beer
- James Squire Orchard Crushed Apple Cider
- James Boag's Premium Light
- Soft drinks and juice

* Additional (local) bottled beers available at \$3 per person

2 hours: \$42pp	3 hours: \$46pp	4 hours: \$56pp	5 hours: \$64pp	6 hours: \$68pp
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Beverages on Consumption

<p>Sparkling Wine Parklife N/V by Howard Park, Margaret River, WA 50 Vasse Felix “Silver Knight” Ex. Brut N/V, Margaret River, WA 70 Jansz Premium Rose N/V, Pipers Brook, TAS 60</p> <p>White Wine</p> <p><i>Riesling</i> Jim Barry “Lavender Hill” Sweet Riesling, Clare Valley, SA 45 Tim Adams Riesling, Clare Valley, SA 48 Howard Park Riesling, Great Southern, WA 56</p> <p><i>Sauvignon Blanc</i> The Yard Single Vineyard, Pemberton, WA 54 Shaw and Smith, Adelaide Hills, SA 61 Cloudy Bay, Marlborough, NZ 76</p> <p><i>Sauvignon Blanc Semillon</i> Wills Domain, Margaret River, WA 42 Vasse Felix, Margaret River, WA 48 Cape Mentelle, Margaret River, WA 57</p> <p><i>Varietals</i> Swings & Roundabouts Chenin Blanc, Margaret River, WA 36 Omaka Springs Pinot Gris, Marlborough, NZ 48</p> <p><i>Chardonnay</i> Piano Gully (Unwooded), Manjimup, WA 42 After Hours, Margaret River, WA 45 Evans and Tate “Redbrook”, Margaret River, WA 56 Omaka Xanadu, Margaret River, WA 48</p>	<p>Champagne Pommery Brut Apanage N/V, France 130 Veuve Clicquot Ponsardin N/V, France 130 Billecart-Salmon Brut Reserve N/V, France 150</p> <p>Red Wine</p> <p><i>Rose</i> Charles Melton “Rose of Virginia”, Barossa, SA 50</p> <p><i>Pinot Noir</i> Robert Oatley, Yarra Valley, VIC 50 Ad Hoc Cruel Mistress, Great Southern, WA 55</p> <p><i>Shiraz</i> After Hours, Margaret River, WA 44 Charles Melton “Father In Law”, Barossa, SA 58 Bowen Estate, Coonawarra, SA 65</p> <p><i>Varietals</i> Coldstream Hills Merlot, Yarra Valley, VIC 60 Devil’s Lair “Dance with the Devil” Shiraz Tempranillo, Margaret River, WA 50 Torbreck “The Juveniles” GSM, Barossa, SA 65</p> <p><i>Cabernets</i> Devils’s Lair Woodlands Cab. Merlot, Margaret River, WA 45 Cape Mentelle Cab. Merlot, Margaret River, WA 66 Fermoy Estate Cab. Sauvignon, Margaret River, WA 50 Moss Wood “Amy’s” Cab. Sauvignon, Margaret River, WA 74</p>
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<p>Dessert Wines Stella Bella Pink Muscat, Margaret River, WA 36 Vasse Felix Cane Cut Semillon, Margaret River, WA 45 De Bortoli Noble One Botrytis Semillon, Bilbul, NSW 70</p> <p>Beers – Bottled, Full Strength Little Creatures ‘Bright Ale’ 8 James Boag’s Premium 8 Crown Lager 8</p> <p>Imported – Bottled, Full Strength Corona – Mexico 9 Beck’s - Germany 9 Guinness – Ireland 9</p>	<p>Light – Bottled, Light-Mid Strength James Boag’s Premium Light 6.50 Little Creatures “Rogers” 6.50 Peroni Leggera (mid; low carb) - Italy 7.50</p> <p>Cocktails - all \$14 per cocktail (function price) Caiprioska: vodka, lime, sugar Caipirinha: cachaça, lime, sugar Tom Collins: gin, lemon, sugar syrup, soda Mojito: rum, lime, mint, sugar, soda Cosmopolitan: vodka, Cointreau, lime, cranberry juice Margarita: tequila, Cointreau, lemon, sugar syrup Daiquiri – strawberry, mango, traditional: rum, Cointreau, sugar syrup, lime, fruits</p>
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Terms and Conditions

Audio Visual

We recommend the services of our on-site professional AV provider PAV Complete Event Solutions. Our dedicated team will be more than happy to discuss your needs and can be contacted on 9482 0166. Please be aware that due to upgrades at the venue, a Technician on Duty is required at all events to oversee the set up and bump out of all audio visual equipment. This is to ensure the technical excellence of your event and cover our insurance requirements. Should PAV Complete Event Solutions be your appointed audio visual provider, this fee is waived.

Cakes Provided by the Client

A standard \$5 charge per person is applicable for garnishing cakes provided by the client and served as a dessert in place of the venue's dessert. However, if your cake is to be served with coffee, the venue will cut and place on platters on each table at no cost.

Cancellation of a Confirmed Booking

Written notice is required for cancellation of a confirmed booking. Cancellation after the deposit has been paid results in forfeiture of the deposit. Three (3) months to two (2) weeks' notice incurs 50% of the anticipated food/beverage account and venue hire. Up to fourteen (14) days' notice incurs 100% of the total anticipated food/beverage account.

Cancellation of a Tentative Booking

Written notice is required.

Change of Dates

A change of date is deemed as a cancellation. Please discuss with your function co-ordinator.

Changes in Numbers and Slippage

Any decrease in numbers in excess of 20% with less than 30 days notice to the event will incur a slippage charge. This is calculated at 80% of the cost per person of the reduced numbers.

Cleaning Fee

A cleaning fee will apply if any guest is sick and causes extra cleaning.

Confirmation

The booking is confirmed when we receive the deposit and signed terms and conditions. The venue will be under no obligation to proceed with the event if the deposit and signed terms and conditions have not been received.

Damage to Property

The client is responsible for the conduct of the client's guests and indemnifies the restaurant for all costs, expenses, damage and loss caused by any act made by the client or the client's guests.

Deliveries

All deliveries to the venue must be advised to the function co-ordinator prior and marked with the name and date of the function – please ask your function co-ordinator for a label. Deliveries can be made via the main entrance to Indiana on Marine Parade. Please note there is no designated loading bay for the venue, however, there is limited street parking



Deposits and Payments

- To maintain your booking, a minimum non-refundable deposit of \$500 or 20% of the estimated function charge, whichever is the greater, is required within two weeks (14 days) from the date the tentative booking is made
- Deposit payments for bookings made within three months of the event date will be calculated at 70% of the estimated function charge
- Full pre-payment will be required for events booked within four weeks of the event date
- A further payment of 50% of the estimated function charge is required three months (90 days) prior to the event
- Final pre-payment of the event is required two weeks (14 days) prior to the event unless prior arrangements have been made, speak to your function co-ordinator
- If payment is not received the venue reserves the right not to proceed with the event.
- Different deposits may apply during peak periods but your function co-ordinator will quote the required deposit.
- If prior approval has been received from the venue, corporate events may be invoiced for the balance after the event. All accounts not paid within **seven (7) days** will incur a 5% interest charge.
- Please use the **reference number** (eg AG1234) on all payments, otherwise **additional fees** may be incurred
- **Personal cheques** will not be accepted
- **EFT** (direct deposit) payments must be referenced in accordance to the tax invoice/Fraser's reference number or the venue has the right to charge a bank/admin fee. EFT payments must be received 14 (fourteen) days prior to your function for final payment, with a remittance advice emailed to the venue with inclusion of the reference number
- **All credit card** payments attract a **1% surcharge**.

Dietary Requirements

Fish - the venue will endeavour to supply the type of fish you prefer for your function, however fish is subject to availability.

Allergens - we advise that in the course of preparing food for consumption at Indiana we use ingredients and foods that may contain traces of substances that may cause an allergic reaction by guests consuming food at Indiana's. Indiana's can take no responsibility for guests who may be affected by the ingredients or traces of substances contained in products used to prepare food consumed at Indiana (or offsite). Whilst all care will be taken to avoid cross contamination, we would like to insist that you carry appropriate medical aides such as EpiPens or prescription drugs that will alleviate any reaction experienced from the consumption of foods containing allergens responsible for food reactions experienced by you at all times whilst on the premises. We would also advise that it would be beneficial if someone within your guest list also knows how to use the EpiPen should the unfortunate need arise. We will require the guest to sign a form prior to the event. All other dietary needs should be advised to your function co-ordinator a minimum of three days prior to the event.

Display and Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface of the building. Signage in public areas is to be kept to a minimum and must be approved by the venue's management.

Final Attendance Numbers

Minimum number of guests must be confirmed **three (3) working days prior to the function date** or the venue will cater on the last numbers advised. All final arrangements are to be confirmed 3 working days before the event by signing an event order. Numbers that increase on the actual day of the event will be charged a 25% surcharge plus the additional food/beverage cost. The venue cannot guarantee the same menu will be served and there will not be delays with the event.



Food and Beverage

Confirmed food and beverages must be received a minimum of **three (3) weeks** prior to the function. Changes made within this period may incur additional charges.

Guest List/Seating Plan

The venue will provide typed black and white menus for your function or reception. It's the client's responsibility to provide a clearly typed guest list and/or seating plan to be displayed for the event.

Hire of Catering Equipment, Damage and Loss

We do not accept responsibility for damage to, or loss of, any client property left on the premises prior to, during or after a function (including hired equipment/goods). Clients are financially responsible for any damage to fittings, property or equipment by themselves, guests and outside contractors, prior to, during or after a function.

Insurance

The venue's staff are always extremely careful when looking after guests belongings however accept no responsibility for the damage or loss of property left in the venue prior to, during or after a function. The onus to arrange insurance is on the client.

Menu and Details

The menu must be chosen **three (3) weeks** prior to the event. Menus will be printed especially for the day with any additional titles added. If you are producing your own menus – these must be sent to your co-ordinator and signed off prior to printing.

Minimum Spend Requirements

Will be quoted for each function, they are based on seasonality and other requirements – minimum spend is based on FOOD AND BEVERAGE ONLY.

Noise Levels

- As we are located in a residential area, we are obligated to maintain reasonable noise levels. Noise levels are monitored during functions and we will, at our discretion, determine if adjustments need to be made. It is the responsibility of the function client to ensure that the DJ / entertainer comply with this policy.
- To assist with limiting external noise, Indiana implements the following policies:
 - All external doors and windows facing Marine Parade are closed from 10pm onwards
 - All music and live entertainment must be concluded by 12 midnight
 - Excessive base levels will not be permitted.
 - The venue has the right to request excessive bass levels be lowered at any point during the function.

Pricing

Prices are based on current and expected cost increases, any change in price will be advised within 120 days of your event. All prices are inclusive of GST. Prices quoted more than 12 months in advance may incur a CPI increase.



Staffing

Relevant to outside catering only and when standard function timing is exceeded. Per staff member per hour:

\$45 per hour Monday–Friday (7am–midnight)

\$55 per hour Saturdays and after midnight any day

\$60 per hour Sundays

\$15 per guest on a public holiday (**min charge \$500**)

\$4 per guest per hour after the standard function time (**min charge \$300**)

\$6 per guest per hour after midnight Friday/Saturday/Sunday
(**min charge \$400**, subject to licence arrangements)

Standard Function Timing

Cocktails: 2 hours, further charges and timings need to be discussed with your function co-ordinator

Breakfast: 2 hours, latest possible finish time is 11am

All Day Seminar 8am - 5pm

Lunch: 3 hours, latest possible finish time is 4/4.30pm

Dinner: 5 hours, standard earliest start time is 6pm; finish times are subject to specific license arrangements – please discuss with your function co-ordinator

Suppliers and Decorators

The venue has no restrictions on suppliers however please advise your function co-ordinator of who is delivering, contact numbers and times of deliveries. The suppliers are responsible for pickup and delivery within the venue's guidelines.

Security

Is mandatory for functions over 100 guests. The venue will arrange this for you and will attract an additional fee. Please ask your function co-ordinator for a quote.

Tentative Booking

Tentative bookings will be held for a period of two (2) weeks and may be cancelled automatically unless your deposit and signed terms and conditions have been received. Cancellations are required in writing.