



ARTBACK AUSTRALIA
GALLERY CAFE FUNCTIONS

Wedding kit

After exchanging vows at a romantic location in Wentworth or around the Sunraysia area, Artback is the perfect celebration destination.

The Artback venue is situated at the end of the tree-lined main street in a heritage-listed building. Built in 1882, it was redesigned and the interior renovated during 2004 to a contemporary split-level flexible space.

The gallery, café and function space includes front verandah, semi-covered courtyard and a mezzanine terrace overlooking the Darling River.

Artback Australia is ideal for wedding receptions with up to 140 people.

Seating can be arranged on both levels – inside the gallery and with the use of the outside areas.

The upstairs mezzanine can seat up to 64 people. The main gallery lower level can seat 32 people. Cocktail events can hold up to 140 people.

In-house catering is available for cocktail style up to 140 people and a sit-down buffet up to 70 people. For set menu and a la Carte style catering Artback welcomes outside professional catering access to the fully equipped kitchen.

Guests can feel welcome in a gallery style setting with unique artwork displayed all year round. The intimate venue can adapt to suit your style and Artback staff will provide thoughtful attention to detail.

Artback welcomes exchanging of vows in-house followed by sparkling wine and canapés.



SAMPLE MENUS :

Buffet: (December 2010)

Mains:

Fennel baked side of salmon

Rare roast beef accompanied with horseradish sauce

Steamed baby potatoes with butter and parsley

Streamed green beans

Zucchini salad with lemon, olive oil dressing, rocket and chili

Dessert:

Chocolate Grenache tart with house-made ice cream

Seasonal fresh fruit platter

Cocktail:

Savoury:

Grilled fresh local Asparagus wrapped in Prosciutto – GF

Marinated Prawns served on skewers – GF

Smoked salmon savoury pancakes with cream cheese and dill

Assorted mini frittata

Mediterranean style chicken on skewers

Char-grilled vegetable tarts with homemade olive oil pastry

Sweet:

Mini lemon tarts

Panna cotta

*Pricing is available on request to your requirements.
We cater for most dietary needs.



WINE LIST (SAMPLE) :

Our wine prices include corkage.

Kopparossa Wines- \$30/bottle

2002 Coonawarra Shiraz

2006 Coonawarra Cabernet/Merlot

2006 Coonawarra Merlot

2007 Wratttonbully Sauvignon Blanc

Hoggies Wines- \$25/bottle

2008 Cabernet Sauvignon

2008 Shiraz

2006 Chardonnay

Sparkling Wine- \$30/bottle, \$10/piccolo

Hoggies Chardonnay Pinot Noir

Other Sparkling Wine- \$20/bottle

Yellow Glen Bella Champagne (sparkling pink)

Yellow (sparkling white)

Champagne available on request e.g. Moët & Chandon, Veuve Clicquot

**We can arrange for you to visit Artback for a wine tasting.
Artback can source wine requests as per your requirements.*



FUNCTION BEVERAGE LIST:

Soft Drinks	\$2.50
Freshly Squeezed Orange Juice	\$4.50
Mineral water	\$2.50
Beer:	
Carlton Draught	\$6.00
Cascade Light	\$6.00
Crown Lager	\$7.00
Mildura Brewery Mallee Bull	\$7.00
Mildura Brewery Sun Light	\$7.00
Mixed spirits from	\$8.00
Including:	
Johnnie Walker Red Label Scotch Whiskey	
Jim Beam Bourbon	
Remy Brandy	
Bacardi Rum	
Baileys Irish Cream	
Gordons Gin	
Bundaberg Rum	
Stolichnaya Vodka	

** Artback can source beverage requests as per your requirements.*



BEVERAGE PACKAGE SAMPLE:

Deluxe:

Sparkling wine

Kopparossa Coonawarra 2006 Cabernet/Merlot

or

Kopparossa 2002 Coonawarra Shiraz

Kopparossa 2007 Wrattenbully Sauvignon Blanc

Mildura Brewery Mallee Bull

Mildura Brewery Sun Light

Orange juice

Soft drinks

Cost:

Three hours:

\$40 per guest

Four hours:

\$45 per guest

Five hours:

\$50 per guest

Premium:

Sparkling – Hoggies Chardonnay Pinot Noir

Hoggies 2008 Cabernet Sauvignon

or

Hoggies 2008 Shiraz

Hoggies 2006 Chardonnay

Crown Lager

Cascade Light

Orange juice

Soft drinks

Cost:

Three hours:

\$30 per guest

Four hours:

\$35 per guest

Five hours:

\$40 per guest

Extension of time:

including staff and beverages
per half hour

\$5.00 per guest

*Packages can be tailored and create to your requirements with your beverage choice



Optional services:

Personalized decorating: and/or designed wedding theme service	POA
Cheese board: Choice of two cheeses served with local homemade Quince jelly and crackers	\$5.00 per guest
Espresso coffee service from coffee bar:	\$3.00 per guest
Liqueurs with coffee:	
Port	\$2.00 per guest
Bailey's Irish Cream	\$3.00 per guest
Cointreau	\$4.00 per guest
Homemade chocolates: locally made	\$1.50 per guest



NOTES :



TERMS & CONDITIONS

CONFIRMATION OF BOOKING

Confirmation of bookings must be made in writing or email together with the requested deposit within 7 days (or as mutually agreed) of the original reservation, on payment of the \$1000 booking/event management & preparation fee, your date is secured. \$500 secures the booking, the fee is deducted from final account \$500 event management & preparation retained otherwise Artback.

CANCELLATIONS

Please note that all cancellations must be in writing or email. If your function is cancelled, the following conditions will apply:

In case of a cancellation the \$500 booking fee is retained.

Surcharges for Weekend and Public Holidays

A surcharge of \$5.00 per person is applicable for Sunday and Public Holidays.

Post Midnight Charges

In the event of your function extending past midnight, a surcharge of \$3.50 per guest per hour applies. This is calculated on the final number of guests booked for the function.

ADDITIONAL CHARGES

An additional \$25 per person covers the set up of the building according to your requirements, all crockery and cutlery, use of the kitchen for the caterer of your choice. If you do engage an external caterer they will engage and pay for the wait staff.

Additional:

Final numbers attending functions should be notified to five business days prior to the commencement of a function. This number will be the minimum figure charged. However, should the numbers attending your function decrease by 20% or more from the original number booked, an additional charge may be incurred.

The gallery and café is open to the general public Thursday to Saturday 10 am – 4 pm and Sunday 8.30 am – 4 pm and will continue to remain open, however this is negotiable and dependant on management discretion. On these days the Mezzanine can be prepared during the day, but note that the downstairs area can be set only from 4 pm onwards.

All other days and times are available for bookings.

Bar and front of house staff are employed by Artback according to the number of guests. On confirmation all of your function requirements, Artback will assess the correct number of staff required for your event to run as smoothly as possible.

Our liquor license is until 12-midnight, no liquor served after midnight. The function is able to continue for other services under the function agreement.

If you do engage an external caterer use of the kitchen is from 4.30 pm on café opening days and as required on other days and caterers will engage and pay for their own staff.

Management has the right to charge kitchen fees for use of professional caterers on agreement of the event booking.

PRICE VARIATION

Whilst we will endeavor to maintain all prices as printed, in order to meet rising costs, they may be subject to increase at management's discretion.

TAX CHARGES

The prices quoted are GST inclusive and any new taxes or charges to existing taxes will be the responsibility of the client and will be charged accordingly.

BILLING AND TERMS OF PAYMENT

The preferred payment methods are Direct Deposit, Bank Cheque, Company Cheque, Money Order, Master Card, Visa.



For Direct Deposits, please note our bank details as follows:

Bank: Bendigo Bank
Account Name: SJ & A Hederics Trading as ARTBACK AUSTRALIA
BSB Number: 633-000
Account Number: 1122 01090

Upon completion of the transfer please forward confirmation details to Artback so that funds may be allocated to your account.

CREDIT TERMS

I agree that the balance of the total cost in excess of any deposit paid will be payable to Artback at the time of my departure from the venue. Should the balance not be paid Artback will be entitled to process any credit card or other security provided by me for payment in full.

I agree that in addition to the total cost of the reservation, I will be liable to Artback for any charges incurred by me or my delegates or guests for any other services not provided within this agreement, unless Artback has been instructed in writing to obtain cash settlement for such charges.

CHOOSING YOUR MENU

We would be pleased to assist you in your choice of menu, and we ask for at least 15 days notice, to allow us to give the necessary time and thought to your requirements. Menus are subject to seasonal availability.

REFUND

I acknowledge that should Artback be unable to provide the facilities due to any unforeseen circumstances including the whole or any part of the premises being destroyed or damaged or otherwise unable to be used for the purposes of the reservation, I shall have no further claim other than an entitlement to a full refund of any deposit paid by my self.

INDEMNITY

I agree to indemnify Artback and to keep Artback indemnified against all claims, actions, losses and expenses which Artback may suffer or incur or for which Artback may become liable in respect of or arising either directly or indirectly out of the negligent or careless use or misuse, waste or abuse by my delegates under my control of the Facilities.

Artback will take all possible care, but accepts no responsibility for any loss or damage to merchandise or other property.

DAMAGE

I also agree and accept full responsibility for any and all damages caused to Artback should any delegates or guests damage any Artback Australia property or goods.

Signed:

Date:



Thank you for your interest in using Artback Australia in your wedding plans.

Please find attached a Function Enquiry form to give us a starting point for discussions about having your wedding with us.

We welcome you to make a time to visit Artback to discuss your function requirements over a coffee.

With kind regards,

Anne Hederics

Director

Artback Australia

Phone: 03 5027 2298

Mobile: 0407 893 485

Gallery/café/functions:

6-8 Adelaide Street, Wentworth, NSW, 2648

Tara and art camps:

56 Wentworth Street, Wentworth, NSW, 2648

Postal address:

PO Box 408, Wentworth, NSW, 2648

Email: anne@artbackaustralia.com.au



Artback Function Enquiry Form

Artback staff member contact	
Date of enquiry	
Date of function	
Time of function	Start- Finish-
Venue available (checked)	
Name	
Email	
Address (postal)	
Contact details	Home- Mobile-
Viewed building? Yes/No	
Type of Function	
Approximate Number of Guests Inc. Bridal party etc.	
Style of Function E.g. Cocktail, Table Service, Buffet	
Catering Details Name of caterer- Email- Phone number-	
Coffee/Tea service required Yes/No	
Disabled access required Yes/No	
Decorating service required Yes/No	
Entertainment Details- Band/DJ Contact information-	
Alcohol service requirements to be discussed with Guest Details-	
Artback Function Quote required? Yes/No	
Additional Information	

