

# PAVILION ON NORTHBOURNE

## WEDDING PACKAGE

everything you need & more...



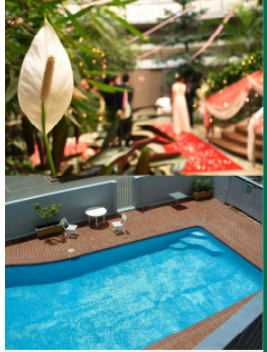
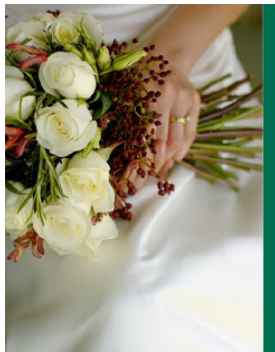
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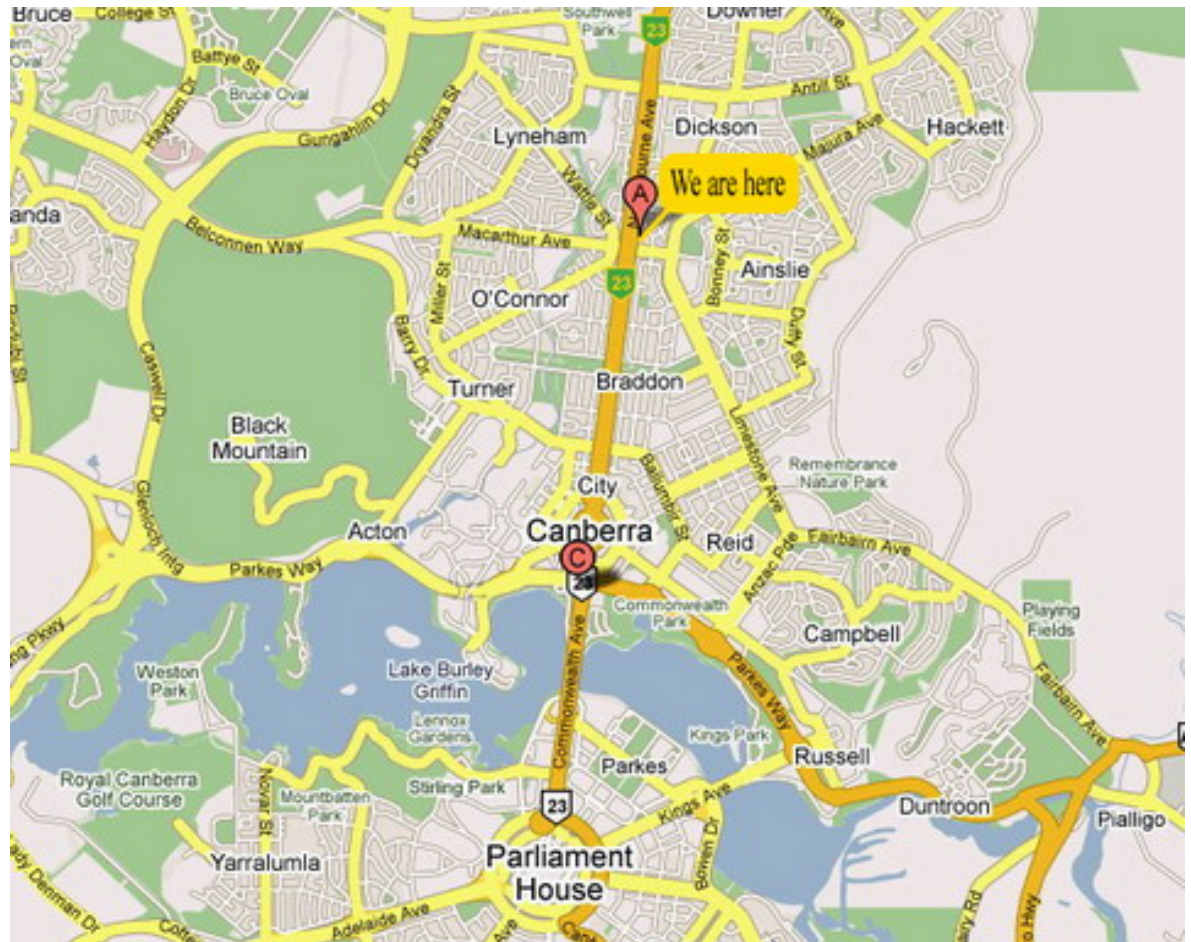


## Welcome

On behalf of the Pavilion on Northbourne team, we would like to congratulate you on your engagement. Our hotel is committed to making your special day hassle free.

The Pavilion on Northbourne is conveniently located in Dickson, only minutes away from the Canberra City. Positioned on Northbourne Avenue, the main road into Canberra from Sydney and Melbourne, we're easy to find.

The Pavilion on Northbourne is a 4 ½ star property comprising of a total of 156 studios and apartments. This makes our property an excellent venue for your ceremony, pre dinner drinks and reception.



## Weddings

The Pavilion on Northbourne is the perfect place for your wedding reception or ceremony. We offer a wide variety of venue options and catering packages that you would expect from one of Canberra's premier accommodation venues.

We have a range of delicious wedding menus and are able to cater for cocktail parties or three course dinners. Our facilities can accommodate up to 200 guests.

Pavilion on Northbourne takes great pride in providing both venue and service of the highest standard. We look forward to working with you and tailoring your specific needs to create an unforgettable day for you and your guests.



### Four Seasons Room

Located on the third floor, the Four Seasons is pillarless and offers ample natural light.



### Forest Room

Located on the ground floor, the Forest Room is unique in design, set amongst the tropical gardens. The wooden ceiling creates character and style as well as assisting with acoustics for speeches and presentations.



### Atrium Ceremony

Perfect for your wedding ceremony or wet weather option. The Atrium has seating capacity of 40 and 130 standing. From \$500, enjoy a garden wedding without the worry of weather.



### Atrium

A wonderful setting for your pre dinner drinks and canapés as you are surrounded by the tropical oasis.

	CAPACITY					AREA
	Chairs	Cocktails	Banquet	Cabaret	Standing	SQ (m)
Four Seasons		200	130	120		215
Forest		100	70	45		120
Atrium Ceremony	40				120/130	
Atrium		200	100			500

## Accommodation

The Pavilion on Northbourne has 156 well appointed hotel rooms and apartments. The hotel facilities include the Atrium Restaurant and Bar, Cafe Glasshouse, business centre, gym, pool and guest self service laundry.

All of the accommodation rooms offer 24 hour room service, thermostatically controlled air conditioning, remote controlled television, AM / FM Radio, iron and ironing board, hair dryer, sink, mini bar service, mini bar fridge, coffee and tea making facilities, shower over bath, Smoking and Non-Smoking units, free in-house movie channels, free Foxtel, ISD/STD phone access and high speed wireless broadband. All rooms are serviced daily.



### Deluxe Hotel Rooms

The deluxe hotel rooms all contain ensuite bathroom and can either be a queen & single or king & single beds.



### Spa Suites

Spa suites have a separate bedroom, living area and a luxurious spa, the perfect way to relax after a busy day. All Spa Suites have One Queen Bed.



### 1 Bedroom Apartments

One Bedroom Apartments have the convenience of a fully equipped kitchenette and a separate living and dining area to the bedroom. These apartments contain one queen bed.



### 2 Bedroom Apartments

The comfortable two bedroom apartments give you the space and freedom to enjoy. The Apartments have a fully equipped kitchenette, two separate bedrooms and a living area.

The first bedroom has a queen bed and the second two single beds, perfect for a family or group.

## Cocktail Wedding Package

**From: \$75 per person** (Minimum of 50 people. Maximum of 250 people)

Select 6 items from the menu below.

Package includes the following:

- \* Reception venue hire
- \* Decorated cake table and gift table
- \* A night of luxury in a spa suite at the Pavilion on Northbourne
- \* Sparkling wine & chocolates for your suite
- \* Breakfast served to the bride and groom in your suite the following morning
- \* Special accommodation rates for your wedding guests
- \* Two hours of beverages service
- \* 11 canapes per person
- \* Wedding cake plated and served



### Hot canapés

- \* Breaded Brie & Cracked Pepper Mushroom Cups
- \* Fried Cajun spiced shrimps on toast
- \* Tartlet w/ mushroom ragout (V)
- \* Nutty beef rolls
- \* Gourmet mini pizza w/ prawn & olives
- \* Yakitori seafood dumplings
- \* Minted chicken fillet w/ kalamatta olive
- \* Asparagus & soy marinated beef
- \* Empanadas w/ seafood
- \* Salt & Pepper Calamari w/ Lemon Mayonnaise
- \* Forrest Mushroom & Parmesan Risotto Balls



### Cold canapés

- \* Coriander flavoured crabmeat tartlet
- \* Parma ham & asparagus
- \* Herb scones w/ smoked trout
- \* Smoked chicken & mustard omelette roll
- \* Breadstick w/ basil & prosciutto
- \* Rice paper wraps filled w/ vegetables & coriander (V)(GF)
- \* Cauliflower, onion, caper & anchovy tarts
- \* Sweet potato w/ crème fraîche & fried leek (V)

### NOTE:

We are more than happy to tailor your menu to your needs and cater to all your dietary requirements

(V) vegetarian    (GF) Gluten-Free



## Silver Wedding Package

**From: \$90 per person (minimum of 80 people)**

*Package includes the following:*

- \* Reception venue hire
- \* Lectern for your speeches
- \* Dance floor
- \* Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to the reception
- \* 2 course set menu – your choice of entrée & main or main & dessert from our wedding menu
- \* Wedding cake plated and served
- \* 3 hour beverage package, featuring Australian sparkling wine, red and white wine, local and light beers and soft drink.
- \* A night of luxury in a spa suite at the pavilion on Northbourne with sparkling wine and chocolates
- \* Freshly brewed coffee, decaffeinated coffee and herbal teas
- \* Hot breakfast served to the bride and groom in your suite the following morning
- \* Special accommodation rates for your wedding guests
- \* Menu tasting



## Golden Wedding Package

**From: \$105 per person (minimum of 80 people)**

*Package includes the following:*

- \* Reception venue hire
- \* Lectern for your speeches
- \* Dance floor
- \* Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to the reception
- \* Half hour pre dinner drinks accompanied by the chefs' selection of canapés
- \* 3 course alternate serve menu – your choice of dishes from our Wedding Menu on page 8
- \* Wedding cake plated and served
- \* 3 hour beverage package
- \* Freshly brewed coffee, decaffeinated coffee and herbal teas
- \* A night of luxury in a spa suite with sparkling wine and chocolates
- \* Hot breakfast served to the bride and groom in your suite the following morning
- \* Special accommodation rates for your wedding guests
- \* Menu tasting



## Platinum Wedding Package

**From: \$115 per person (minimum of 80 people)**

*Package includes the following:*

- \* Reception venue hire
- \* Lectern for your speeches
- \* Dance floor
- \* Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to the reception
- \* Half hour pre dinner drinks accompanied by the chefs' selection of canapés
- \* 3 course alternate serve menu – your choice of dishes from our Wedding Menu on page 8
- \* Wedding cake plated and served
- \* 4 hour Beverage Package
- \* Freshly brewed coffee, decaffeinated coffee and herbal teas
- \* A night of luxury in a spa suite with sparkling wine and chocolates
- \* Hot breakfast served to the bride and groom in your suite the following morning
- \* Special accommodation rates for your wedding guests
- \* Menu tasting



## Ultimate Wedding Package

**From: \$125 per person (minimum of 80 people)**

*Package includes the following:*

- \* Reception venue hire
- \* Lectern for your speeches
- \* Dance floor
- \* Pre dinner drinks and canapés for the bridal party served in the bridal suite prior to reception
- \* Half hour pre dinner drinks accompanied by the chefs' selection of canapés
- \* 3 course alternate serve menu – your choice of dishes from our Wedding Menu on page 8
- \* 5 hour beverage package
- \* Freshly brewed coffee, decaffeinated coffee and herbal teas
- \* A night of luxury in a spa suite with sparkling wine and chocolates
- \* Hot breakfast served to the bride and groom in your suite the following morning
- \* Special accommodation rates for your wedding guests
- \* Room decorations including an 8 arm canopy with fairy lights, white silk fabric & your choice of coloured ribbon, traditional or wave style
- \* Bridal table decorated with organza & fairy lights
- \* Cake table decorated with organza & fairy lights
- \* Bridal backdrop with organza & fairy lights
- \* All chair covers with your choice of coloured sashes
- \* Wedding cake plated and served
- \* Menu tasting

## Room Decoration Packages



### Room decoration – ELEGANT PACKAGE \$630.00

- \* 8 arm canopy with fairy lights, white silk fabric and your choice of coloured ribbon, traditional or wave style
- \* Bridal table decorated with organza and fairy lights
- \* Cake table decorated with organza and fairy lights
- \* Bridal tables (minimum of 10 people), chair covers and sashes



### Room decoration - MAJESTIC PACKAGE \$1,380.00 (based on 80 people)

- \* 8 arm canopy with fairy lights, white silk fabric & your choice of coloured ribbon, traditional or wave style
- \* Bridal table decorated with organza & fairy lights
- \* Cake table decorated with organza & fairy lights
- \* Bridal backdrop with organza & fairy lights
- \* All chair covers and your choice of coloured sashes

### Individual room decoration options

* Draped chair covers with sash	\$8.50
* Fitted chair covers with sash	\$7.50
* Satin stripe cotton fitted chair covers	\$7.50 with sash \$8.50
* Wide range of Sashes (satin, organza, organza shimmer & taffeta)	\$2.60
* Table runners	\$6
* Bridal arch with roses, tulle & fairy lights	\$120
* Red carpets (6m or 9m)	\$60 / \$80
* Wishing wells, treasure chests	\$70
* Bridal table decorated with organza and fairy lights	\$220
* Cake table decorated with organza and fairy lights	\$60
* Bridal backdrop decorated with organza and fairy lights	\$350
* Wedding cake cut and bagged	\$3
* Wedding cake cut and plated	\$7.50
* Ceremony area (price on request)	

# Wedding Set Menu

## Entrée

Assorted Artisan Breads with Butter & Oil (V)  
Roma tomato soup w/ potato gnocchi & parmesan crisps (V)  
Goats cheese tart w/ roast capsicum & arugula (V)  
Roasted sweet potato, fetta ravioli w/ artichoke, parmesan puree & basil oil (V)  
Smoked Tasmanian salmon w/ root vegetable salad, horseradish cream & keta caviar (GF)  
Soft cured ocean trout w/a radish, fennel & seaweed salad, w/sour cream & keta caviar (GF)  
Rare peppered roast beef tenderloin on ratatouille, w/ basil pesto & parmesan (GF)  
Cumin chicken tenderloins w/ vegetable couscous, herbs & lemon olive oil  
Pumpkin risotto w/ five spiced roasted duck breast & rocket (GF)  
Salt & pepper prawns w/ capsicum, tomato, bean sprouts & coriander (GF)  
Char grilled vegetable & goats cheese roulade w/ selected greens & balsamic reduction (GF) (V)  
Reggiano polenta cake w/ caramelized endive & prosciutto ham (GF) (V)

## Vegetarian

Field mushroom & Persian feta on puff pastry w/rocket & shaved parmesan  
Eggplant filled w/ roast vegetables & herbs in filo pastry w/a light tomato sauce  
Pumpkin risotto cake, dill cream sauce, portobello mushroom & tomato chutney

## Fish

Steamed barramundi fillet, w/ ratatouille, creamed potatoes & glazed young carrots (GF)  
Roasted barramundi fillet on vegetable risotto w/ coriander pesto (GF)  
Lemon, herb crusted salmon fillet, w/ warm kipfler & olive salad & Vermouth butter sauce (GF)  
Seared salmon fillet w/ Riesling veloute, roasted fennel, spinach & saffron risotto (GF)  
Salmon steak w/ roasted peppers, eggplant, onion, zucchini, basil, olives & red pepper jus (GF)

## Poultry

Char grilled chicken supreme on rosemary & pecorino polenta & crushed tomatoes (GF)  
Grilled chicken supreme on kumara mash, English spinach, broccolini, onion & fennel jam w/ mustard jus (GF)  
Roast chicken breast, filled w/lemon, goat's cheese & parsley, w/a pumpkin mash, garden peas & mint jus (GF)  
Honey roast duck breast w/ duck and pistachio sausage, fried duck dumpling & broccolini (GF)

## Meat

Pancetta wrapped veal loin w/ caramelized vegetables, roasted olives & red wine reduction (GF)  
Braised lamb rump w/ blue cheese polenta, green beans & red current jus (GF)  
Eye fillet of beef w/ mushroom ragout, garlic potato mash, honey carrots & red wine sauce (GF)  
Braised lamb shoulder on sautéed spinach w/ cauliflower puree, honey roasted Dutch carrots & braising jus (GF)  
Roasted strip loin of beef w/ shallot green beans, gratin potatoes & cabernet red wine sauce (GF)  
Roast pork strip loin w/ adobo rub, creamy mush potatoes, roast shallots & green beans & bacon. (GF)

## Dessert

Soft entered chocolate pudding w/ vanilla Ice-cream & chocolate sauce (V)  
Passion fruit Brulee Tart w/ mixed Berries & Cream (V)  
White chocolate mousse in a dark chocolate basket w/raspberry puree (GF)  
Citrus crème brulee w/ pineapple confit & sorbet (GF)  
Lemon tart w/ double cream & raspberry coulis  
Chocolate dipped & vanilla cream filled profiteroles  
Flourless chocolate cake w/ chocolate sauce & cream (GF)  
Tiramisu, mocha Anglaise & chocolate shavings  
Grapefruit Panna Cotta w/ almond tuile, candied fruit  
Australian cheese (Tasmanian Blue, Tasmanian Brie, Top Paddock Cheddar) w/ dried fruit & crackers

### NOTE:

We are more than happy to tailor your menu to your needs  
and cater to all your dietary requirements

(V) vegetarian (GF) Gluten-Free



## Beverage Packages

Minimum of 20 people

### House Package

Carlton Draught  
Stoney Peak Sparkling Wine  
Barren Jack Shiraz  
Juice

**From: \$15 per person**

**From: \$19 per person**

**From: \$26 per person**

**From: \$32 per person**

**From: \$38 per person**

**From: \$42 per person**

Cascade Light  
Barren Jack Semillion Chardonnay  
Softdrink

### Juice & Softdrinks Only

**1 hour Beverage**

**2 hour Beverage**

**3 hour Beverage**

**4 hour Beverage**

**5 hour Beverage**

### Premium Package

Crown Lager  
Premium Red Wine  
Sparkling Wine  
Juice

**From: \$27 per person**

**From: \$34 per person**

**From: \$48 per person**

**From: \$51 per person**

**From: \$53 per person**

Cascade Light  
Premium White Wine  
Soft drink

**1 hour Beverage**

**2 hour Beverage**

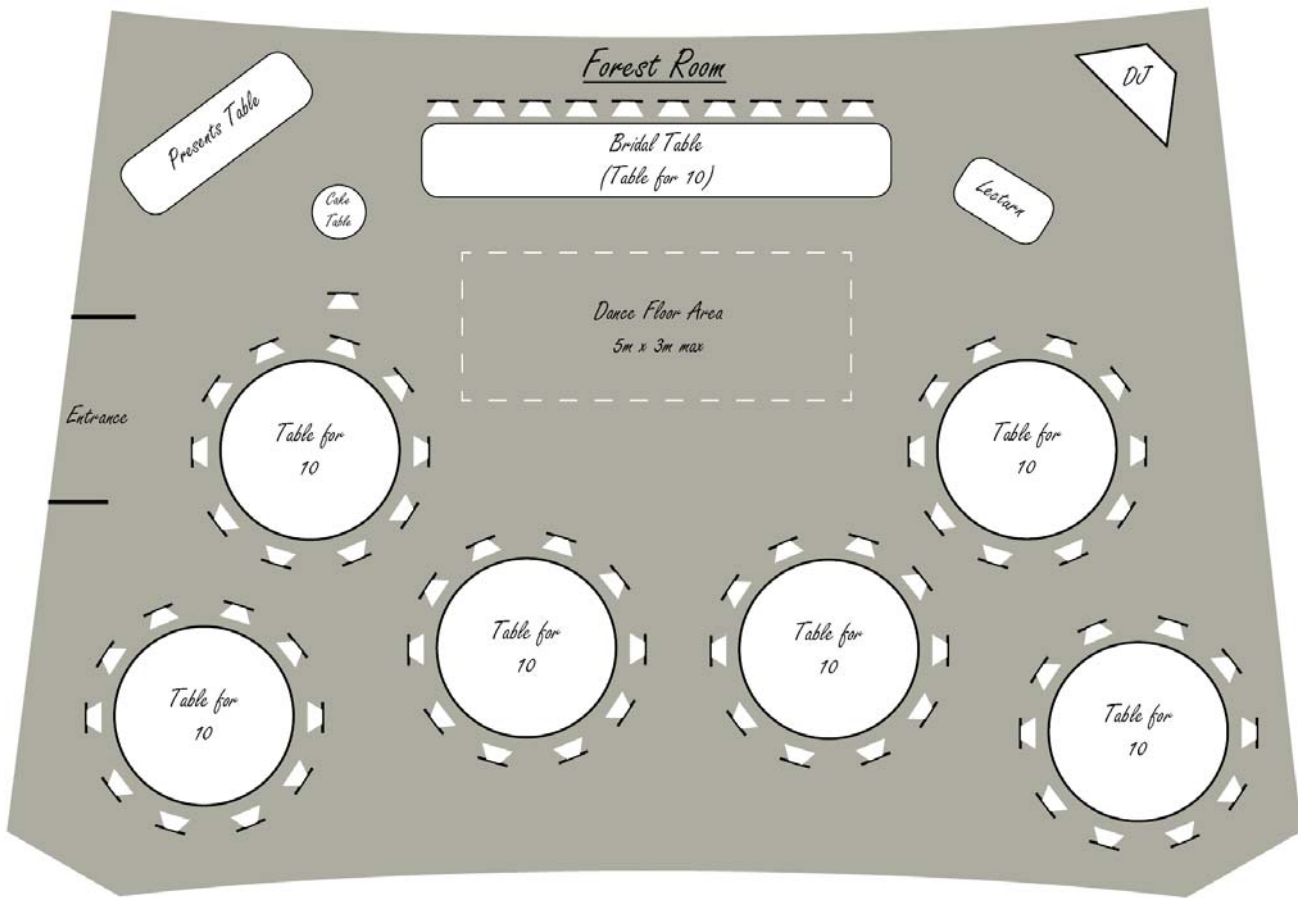
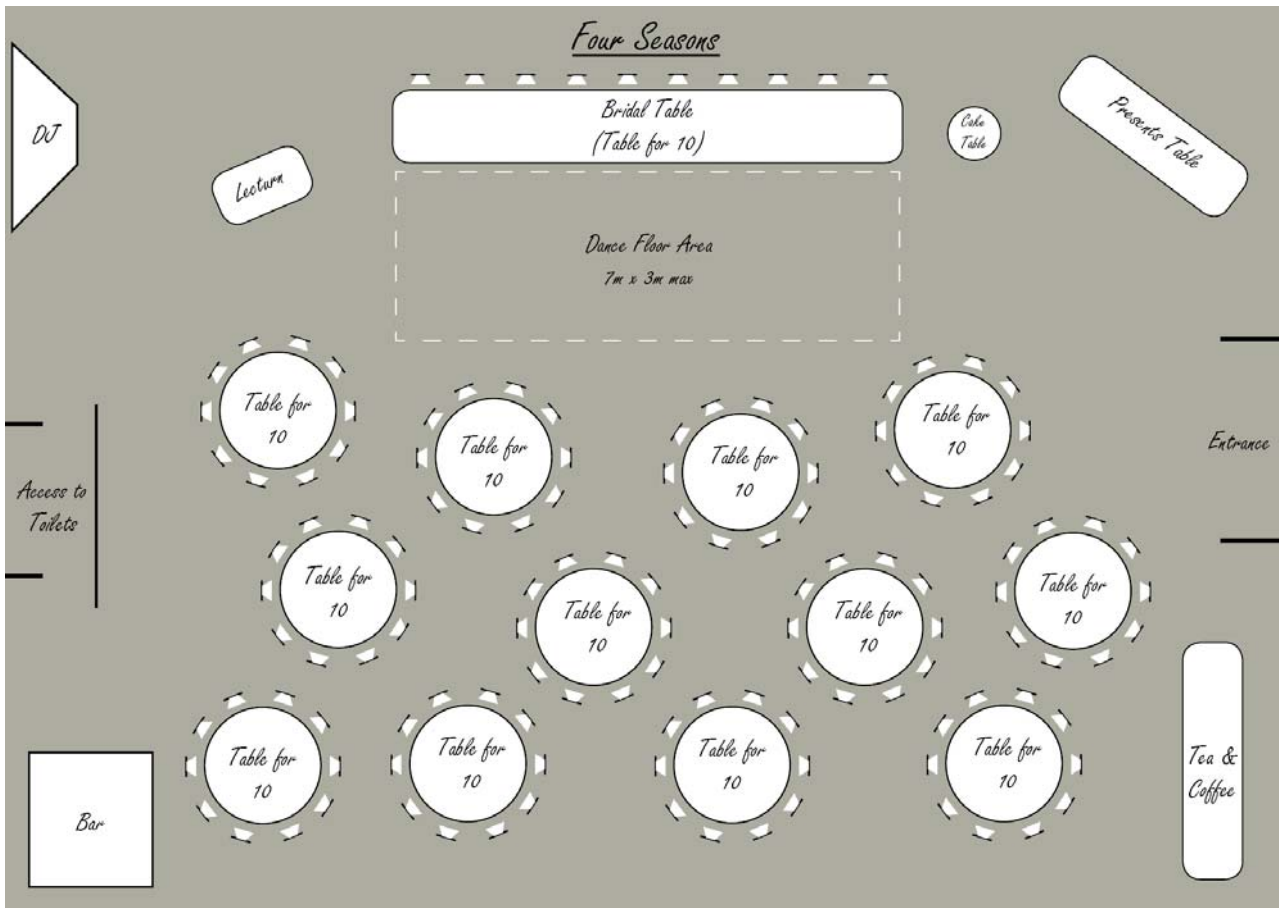
**3 hour Beverage**

**4 hour Beverage**

**5 hour Beverage**

### Bar Tabs:

Your choice of beverages from the hotel beverage list. Beverages are charged to the bar tab on consumption up to your specified amount.



# WEDDING CHECKLIST

## On announcement of engagement & setting the date

- Contact Minister, Priest, Rabbi, Registrar or Marriage Celebrant and discuss preferred date, style of service.
- Discuss the format and budget of your wedding reception.
- Draft a guest list.
- Call Pavilion on Northbourne and book your reception venue and accommodation.
- Choose your bridesmaids, best man, groomsmen and ushers.
- Decide where to spend your honeymoon and make bookings well in advance. For overseas travellers check passports, visas and inoculations.
- Book hire cars.
- Book photographer and/or video.
- Book musical entertainment.
- Decide on style of wedding dress, bridesmaid's dresses, shoes and groom's attire and start looking. Decide on the options of hire/buy and/or dressmaker.

## 3 – 6 Months Prior

- Choose wedding rings.
- Choose a cake decorator, style and type of cake.
- Discuss floral arrangements for your reception and church, bouquets for bride and bridesmaids, buttonholes for groomsmen.
- Organise stationary requirements – invitations, place cards, cake bags etc.
- Choose your Master of Ceremonies.
- Confirm ceremony details, hymns, singers and music for the church.

## 2 Months Prior

- Finalise guest list and mail invitations.
- Purchase gifts for bridesmaids, best man and groomsmen.
- Reconfirm honeymoon arrangements – passports, visas, and travel insurance.
- Collect and engrave wedding rings.
- Choose music for reception, cutting of the cake and bridal waltz.
- Confirm menus and timings with Pavilion on Northbourne.

## 6 Weeks Prior

- Discuss hairstyle with your hairdresser and try the style, and then make an appointment for your wedding day.
- Check that your fiancée has himself, his groomsmen and ushers have organised suits.
- Final fitting for Bridal Party.

## 2-3 Weeks Prior

- Confirm all acceptances and inabilities as they arrive.
- Confirm all transport arrangements.
- Reconfirm all details for the wedding and reception.

## 1 Week Prior

- Arrange rehearsal of ceremony with all attendants of the wedding party.
- Collect all wedding attire.
- Confirm cake delivery arrangements.
- Confirm with Pavilion on Northbourne final numbers for the reception.
- Complete a guest list, arrange place cards and table seating, pick up bonbonniere and give to Pavilion on Northbourne.
- Final check on photographer, video and musical entertainment.
- Arrange final meeting with Pavilion on Northbourne including the menu tasting



# Terms & Conditions

## **CONFIRMATION**

A \$1,000.00 deposit is required at time of booking along with a signed confirmation contract including terms and conditions and payment authorisation. By signing the confirmation the client hereby acknowledges that he/she has read and understood the terms and conditions of the booking. If the hotel has not received the confirmation within 48 hours, the Management of the hotel reserves the right to cancel the booking and allocate the space to another client. Payments are to be delivered during normal business hours 9am - 5pm. Cash, bank cheque and credit cards are accepted.

## **FUNCTION DETAILS**

All function details, VIP guests, seating plans, dietary requirements and any special instructions must be advised in writing to the hotel at least fourteen (14) working days prior to the event.

## **ATTENDANCE NUMBERS**

Any decrease in catering numbers in excess of 20% of the original quotation, less than thirty (30) days prior to the event, will incur a slippage charge. This will be calculated as follows:

Decrease in catering attendance numbers in excess of 20%: Any calculations or reductions in attendance will incur a cancellation fee (calculated on that portion over 20%) of 50% of anticipated food and beverage lost.

Final attendance numbers must be notified 5 working days prior to functions arrival. Any reduction in attendance numbers subsequent to notification of final numbers will be subject to charging at the full contract amount. Should a guaranteed number not be received in time, the attendance indicated on the quotation will be taken as final numbers.

## **FINAL PAYMENT**

Final payment of the reception must be paid to the hotel 72 hours prior to the event.

## **CANCELLATION**

We would be disappointed if your reception was to be cancelled. All cancellations must be advised in writing.

If the reception is cancelled, the following conditions will apply:-

### **NOTICE OF MORE THAN 90 DAYS**

50% of your deposit is payable

### **NOTICE OF 90 - 60 DAYS**

100% of your deposit is payable

### **NOTICE OF 60 DAYS OR LESS**

Due to the costs incurred, a cancellation fee of 100% of your deposit plus a further 20% of the total value of the event, will be payable immediately upon request. Pavilion on Northbourne (ABN 83 415 326 358) is not responsible for the cancellation of the event due to any reason beyond its reasonable control including industrial dispute.

### **NOTICE OF 30 DAYS OR LESS**

In the event of a cancellation made within 30 working days of the event, 50% of the total cost of the event will be charged.

### **NOTICE OF 72 HOURS OR LESS**

In the event of a cancellation made as late as 72 hours (i.e. three working days) prior to the function date, the organiser will be 100% of the total cost of the event.

## **EXTENDED HOURS & SURCHARGES**

Your function room is booked until 11pm however should your event run later than a charge of \$350.00 per hour applies for every 1 staff members allocated to the event. A 20% surcharge is applicable on Sundays and Public holidays.

## **CHANGE OF DATE**

We understand that you may need to change the date of your reception. We will attempt to fit in with any changes of date where space is available. If the requested dates are not within 30 days of the original dates booked, then the change will be treated as a cancellation (see cancellation terms & conditions).

## **PREVENTING DAMAGE**

The patron is financially responsible and agrees to indemnify Pavilion on Northbourne for all damage sustained to the Hotel and its grounds during an event as an action of invitees and or guests of the organiser. This also applies to any damage caused during the event staying overnight in the Hotel.

Although accidents often happen, damage to our function rooms can easily be prevented by good communication between your guests and our team when arranging posters and displays. If necessary, repair or replacement charges may be passed on. No staples, sticky or masking tape, glues, pins, or velcro are permitted on our walls.

## **INSURANCE**

Pavilion on Northbourne (ABN 83 415 326 358) takes all care with the security and protection of property and guests however, we are unable to accept any responsibility for damage or loss of property left in the Hotel prior, during, or after an event, as the case may be. We recommend patrons arrange their own insurance.

## **ROOM ASSIGNMENT**

If the room or rooms reserved herein cannot be made available to the Patron for causes beyond the control of the Hotel, the Hotel reserves the right to substitute similar or comparable accommodation for the event, which shall be deemed by the Patron as full performance of the Hotels obligations under the agreement. This applies to Accommodation and Banquet Rooms. Please note that event space reserved during the days is subjected to reletting for the evening functions, unless alternate arrangements have been made.

**CONDUCT OF EVENT**

The Patron agrees to begin its Event at the Scheduled time and agrees to have its guests, invitees and other persons vacate the designated event space at 11pm. If the hotel has reason to believe that the event or any part of it will affect the smooth running of the Hotel business, its security or reputation, the Management reserves the right to cancel the Event or any part of it at its discretion and without notice or liability. The Event shall be conducted in all respects in an orderly and lawful manner and in accordance with the conditions attached to the Hotels Licences granted pursuant to the Liquor Act 1982. The Hotel reserves the right to terminate the event immediately in the case of any costs, damages or expenses whatsoever arising from such termination. The hotel reserves the right to exclude or remove any and all undesirable persons from the Hotels premises without liability.

**BRIDE & GROOM'S ACKNOWLEDGEMENT & ACCEPTANCE:**

Contact Name: \_\_\_\_\_ Date of Reception: \_\_\_\_\_

Wedding Reception of:

Address:

Telephone:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

