OLD GOVERNMENT HOUSE
2 GEORGE STREET • BRISBANE

Making memories for over 150 years

QUT Precincts Venue Hire & Events
07 3138 7750 | events@qut.edu.au | www.ogh.qut.edu.au
Imagine holding your most important celebration in the grand, sweeping elegance of Queensland’s most important historic building, Old Government House.

The House’s period features, beautiful high ceilings and picturesque grounds provide the perfect backdrop for a wedding ceremony and stunning photographs that will leave a lasting memory of your special day.

The inside of the House on the Lower Floor boasts three interconnecting reception rooms:

• The Hall, with stunning feature staircase and overhanging hand crafted chandelier.
• The Dining Room, and
• The Drawing Room, which both lead to outdoor verandahs.

You have the option to use all of any combination of these reception rooms for your wedding, along with the Lady Bowen Lawn.

Old Government House public viewing hours are 10am – 4pm Sunday to Friday.
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All prices contained within this document are valid until 31 December 2013 and include GST
**Wedding Ceremony Package**

**Ceremony only**

$1750

Inclusions:

- Venue hire for 90 minutes*
- Seating for up to 88 guests in The Hall
- Chair covers with sashes in your choice of colour (up to 88 chairs)
- Red carpet
- Microphone and PA system
- Capability to play music during ceremony
- Use of the Grand Piano in The Hall (piano tuning not included)
- Skirted signing table
- Events coordinator to arrange and coordinate details for your ceremony and ensure your day runs perfectly
- An events staff member will be on site to ensure the smooth running of your special day

Rehearsals can be negotiated with your events coordinator and may be staged during Old Government House opening hours.

*Ceremony to be concluded within the agreed hire period

Surcharges apply for weddings held on Sundays and Public Holidays. Additional fee of $200.00 is applicable if using the Lawns.
Wedding Reception Package

Reception only
$4600

Inclusions:
- Five hour venue hire of The Hall, The Drawing Room and/or The Dining Room prior to midnight, commencing from the arrival of guests for pre-dinner drinks
- Use of the Courtyard for arrival or pre-dinner drinks
- Tea lights on each cocktail table (battery operated)
- Skirted gift table and cake table
- Chair covers with sashes in your choice of colour
- Microphone and PA system
- Use of the Grand Piano in The Hall
- Skirted bridal table
- Welcome easel for seating plans
- An events staff member will be on site to ensure the smooth running of your special day

Surcharges apply for weddings held on Sundays and Public Holidays

*except when additional costs are incurred outside of the above inclusions
Ceremony & Reception Package

Ceremony and Reception

$4876

If you would like to have your ceremony in conjunction with hiring Old Government House for a wedding reception, we are pleased to offer you the special price above.

Depending on event requirements, we may require up to two hours to set up for your reception.

During this time we’re happy for you and your guests to enjoy the grounds and also take advantage of the many photo opportunities the exterior of The House presents.

A rehearsal can be negotiated with your events coordinator and may be staged during Old Government House opening hours.
Planning Your Wedding

Old Government House Events Team
An Old Government House events coordinator will be allocated to your event after confirmation of your booking. Your coordinator will liaise with you to assist in the preparation of your wedding. We will meet with you on site at least two weeks prior to your wedding to confirm all arrangements. A wedding supervisor will be assigned to manage your event on the day in accordance with your signed event order.

Wedding Bookings And Enquiries
To find out more about Old Government House wedding packages or make a booking for your wedding reception and/or ceremony please contact:

Old Government House Events
P. 07 3138 7750
F. 07 3138 2175
E. oghevents@qut.edu.au
www.ogh.qut.edu.au

Wedding Floor Plan
A floor plan can be provided on request. We are happy to work with you to customise the set up of the reception rooms. Changes to your floor plan, pending approval from your events coordinator, can be made at least two weeks prior to your wedding reception.

Pre-Dinner Drinks
We suggest you allow 40-45 minutes for pre-dinner drinks and canapés and 15-20 minutes for guests to be seated.

Final Details
For a smooth and successful wedding ceremony or reception we require all final details such as room and table set up, running times etc at least fourteen days prior to your wedding date. Changes within fourteen days cannot be guaranteed.

Chair Covers
For the options available in chair covers and sashes, please contact your events coordinator. For ceremonies only, 88 chairs, covers and sashes are included. For receptions, up to 150 are included. Additional chair covers and sashes can be arranged at an additional cost.
Planning your Wedding

Upgrade To Tiffany Chairs
As an alternative to chair covers and sashes, you can upgrade to a Tiffany Chair with cushion for an additional $10 per chair. Chairs are available in natural timber, black and white. Please contact your events coordinator for further details.

Place Cards
Name place cards and a seating plan must be discussed with and provided to your appointed caterer.

Guest Seating List
A copy of your guest seating list should be provided to your events coordinator at least seven working days prior to your wedding. This will be displayed on an easel in your reception room on guests’ arrival.

Deliveries
Deliveries must be prearranged with your events coordinator and must be scheduled no earlier than three hours prior to the commencement of your event if it falls on a weekend (Saturday or Sunday). Deliveries arriving outside of the agreed times cannot be guaranteed to be accepted on site.

Collection Of Items
All items, whether personal or hired, must be collected by the close of business of the next working day. In the event that the items are not collected within this period the items may be disposed of.

Bridal Table
A long bridal table seats a maximum of six guests and consists of three rectangular tables. An alternative option is to be seated at a banquet oval table seating a maximum of 10 guests. White linen cloths will be provided. Skirting is not available on banquet oval tables.

Wedding Tables
All banquet tables in Old Government House are oval in shape and seat a minimum of 8 persons and a maximum of 10 persons. White linen table cloths will be provided.

Disabled Access
Disabled access to the venue is available from the verandah adjacent to the Drawing Room in Old Government House or the Courtyard.

Wedding Party Parking
Parking access around Old Government House is restricted. Parking requirements for your wedding party vehicles must be pre arranged with your events coordinator. Bridal car is given priority and always guaranteed access. Please allow up to two spaces for your bridal cars and allow at least one space for your caterer. All other suppliers can have drop off access although may not be directly outside Old Government House. Suppliers will however need to seek alternative parking.

Car Parking
There is limited car parking on site at QUT with a four hour maximum undercover car park. Car parking spaces are on a first come first served basis and clients are requested to find alternative parking after the four hours.

Accommodation
While there is no on-site accommodation, we can recommend the following nearby hotels and apartments:

Hotels
- Stamford Plaza Brisbane Hotel – 5 Stars
  Cnr Edward & Margaret Streets
  P. 07 3221 1999 www.stamford.com.au

- Emporium Hotel Brisbane – 5 Stars
  1000 Ann St, Fortitude Valley
  P. 3253 6999 www.emporiumhotel.com.au

- Conrad Treasury – 4 Stars
  130 William St, Brisbane
  P. 07 3306 8888 www.conradtreasury.com.au

Apartments
- Quay West – 4.5 Stars
  132 Alice Street
  P. 07 3853 6000 www.mirvachotels.com/quay-west-suites-brisbane

Public Holidays
Old Government House will be open for wedding receptions on public holidays, however surcharges will apply.
Recommended Caterers

Culinart
If fresh, vibrant, award winning catering is a priority for you on your special day, Culinart is the perfect wedding catering solution for you. We understand the special touches and attention to detail that ensures a truly special wedding.

Our staff have valuable contacts across the event industry in Brisbane and South East Queensland covering every element of any event. We are happy to provide you with reliable and professional service contacts to help with the organisation of your wedding.

P. 3854 0274
Email: michael@culinart.com.au
Web: www.culinart.com.au

Zen Catering
Zen Catering will create a menu to match the occasion and deliver exceptional food to impress your guests. Using the freshest quality produce and under the watchful eye of Executive Chef Simon Garbutt, the innovative team at Zen Catering have an outstanding ability to develop menus which mirror the client’s individual needs.

P. 3393 1209
Email: sales@zencatering.com.au
Web: www.zencatering.com.au

Caxton St Catering
Specialists in designing exclusive individually tailored weddings, Caxton St Catering promises you an extraordinary event to be remembered long after your day is over. Our event specialists will be delighted to talk you through our services in more detail.

P. 3252 3363
Email: sales@caxtonstcatering.com.au
Web: www.caxtonstcatering.com.au

Cuisine On Cue
At Cuisine on Cue we understand that your special day deserves personalised attention. We have dedicated ourselves to extending our offerings beyond catering.

As a Brisbane –based, full service catering company, our professional wedding coordinators will work closely with the bride and groom to explore and select the right menu to complement your wedding style, theme and budget.

P. 3210 2281
Email: catering@cuisineoncue.com
Web: www.cuisineoncue.com

Wine & Dine’m
Wine & Dine’m Catering have impressed and delighted guests at hundreds of special events over fourteen years in operation. This is why it would be our pleasure to assist with your memorable day at Brisbane’s consummate wedding venue, Old Government House.

Providing full service from exquisite meals and fine service to equipment and styling, you will be in the best of hands with Wine & Dine’m Catering. Your indulgence is our obsession…

P. 3844 7810
Email: catering@winendinem.com
Web: www.winendinem.com
Recommended Suppliers

Cakes
Sweetums
P. 3378 2645
E. cakes@sweetums.com.au
www.sweetums.com.au

French Patisserie
P. 3371 8996
E. priya@frenchpatisserie.com.au
www.frenchpatisserie.com.au

Florists
Flowers of the World
Anja Vang
Shop S15A, 176 Grey Street,
South Bank
P. 3846 1300
E. anjavang@optusnet.com.au
www.flowersoftheworld.com.au

Bouquet Boutique
P. 3254 1066
E. geraldine@bouquetboutique.com.au
www.bouquetboutique.com.au
Katie Atkinson
Floral Designer
P. 0411 969 961
E. katieatkinson@aminiconcepts.com

Celebrants
Leanne Brant
P. 0412 619 032
E. myweddingcelebrant@yahoo.com.au
www.mycelebrant.com.au

Diana Hassett
P: 045 688 494
E: d_hassett@hotmail.com
www.dianahassettcelebrant.com.au

Photographers
Studio Sixty Photography
P. 3311 1822
E. studio60@studio60.com.au
www.studio60.com.au

Cam Neville Photography
P. 0414 526 530
E. cam@camneville.com
www.camneville.com

Thurtell Photography
P. 5591 9006
E. Andrew@thurtell.com
www.thurtell.com

Entertainment
Nathan Seiler
Pianist, vocalist, DJ
P. 0418 875 904
E. Nathan@nathanseiler.com

David Kidd
Solo Tenor, duets and groups
P. 0416 255 577
E. david@davidkidd.com.au
www.davidkidd.com.au

Theming and Decorating
Styled Events
P. 3852 3339
E. info@styledevents.com.au
www.styledevents.com.au

Natasha Lewis
P: 0411 143 472
E: Natasha@natashalewis.com.au
www.natashalewis.com.au

Recommended Suppliers
**Recommended Suppliers**

House of Lou Lou & Co  
Emma Reynolds  
P. 0414 994 446  
E. quote@houseofloulou.com.au

Social-Light Events  
Maryna King  
P. 0409 906 564  
E. maryna@social-lightevents.com.au  
www.social-lightevents.com.au

**Transport**

Kenz Classic  
Classic Jaguars & Dodge Limos  
P. 07 3366 5457  
E. cars@kenzclassic.com.au

**Capacities Chart**

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<tr>
<th></th>
<th>Theatre</th>
<th>Banquet</th>
<th>Cocktail</th>
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<tr>
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<td>60</td>
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<tr>
<td>The Dining Room</td>
<td>64</td>
<td>50</td>
<td>75</td>
</tr>
<tr>
<td>The Drawing Room</td>
<td>64</td>
<td>50</td>
<td>75</td>
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INTERPRETATION
• ‘QUT Precincts’ means the department of the Division of International and Development, Queensland University of Technology, which has responsibility for managing QUT’s public venues.
• ‘QUT Precincts Management’ means any authorised or designated officers of QUT Precincts.
• ‘Old Government House’ or ‘The House’ means Old Government House located at QUT Gardens Point, Brisbane.
• ‘Old Government House Venue’ means any of the function rooms within Old Government House including agreed outdoor areas.
• ‘Hirer’ means the person or organisation referred to on the Venue Contract and includes a member of any committee thereof.
• ‘Hire Period’ means the period or periods for which Old Government House Venue(s) are hired where the context requires the commencement and end time of any of the period or periods.
• ‘Venue Contract’ is the form so described which outlines the Old Government House Venue(s) for hire, the conditions of hire, the hire period and food and beverage requirements. The Venue Contract is not binding on Old Government House until the hirer has signed the form, been approved and signed by QUT Precincts Management.
• ‘Hire Charges’ means the amounts payable for the agreed hire period as confirmed in the Venue Contract.

HERITAGE HOUSE RESTRICTIONS
• Hired areas are The Hall, The Dining Room, The Drawing Room, Wine Cellar and The Billiard Room on the ground floor and The Day Nursery on Level one of The House.
• This is a heritage-listed venue and offers visitor facilities including the Interpretative Centre on the ground floor and the William Robinson Gallery on level one, for the general public from 10am-4pm 6 days per week (excluding Sat). Exclusivity for events in the hired spaces (Sunday through to Friday) cannot be guaranteed. The William Robinson Gallery on level one will remain open during normal business hours, but viewing access from above will be minimised to ensure privacy for event guests below.
• The heritage items of significant value are the cedar floors, doors, decorative wall panels, joinery, windows (including original glass), which must not be damaged in any way. The Client must ensure that all precautions are taken to avoid any threat or damage to these significant heritage features.
• No items are to be pinned, glued, taped or attached in any way to the walls, floors, staircase or ceilings. No items such as tables or chairs are to be rested against the walls or furnishings.
• The Piano is not to be touched; items must not be rested on or against the piano.

BOOKING CONFIRMATION
• A tentative booking will be held for 14 days (unless otherwise negotiated with the events team). An initial deposit of 50% of the estimated total cost of the event, together with a signed Venue Contract is required to secure the booking. If this deposit is outstanding past the specified due date, the tentative booking will lapse.
• The final balance of the agreed hire charges will be paid at least seven (7) business days prior to the commencement of the hire period.
• The Hirer must nominate a person who is authorised to represent the Hirer and who will remain at the venue for the duration of the event. Variations to requirements attracting charges as detailed in the Venue Contract will be discussed with the nominated person.

CHANGES TO THE VENUE CONTRACT
All changes to the signed Venue Contract must be advised in writing to the events team. Additional charges may be payable if the venue(s) are not vacated by the time specified on the Venue Contract or if additional equipment or staff requests are made during the event.

VENUE HIRE PERIOD
The duration of the event cannot be extended for any reason on the day of the event.

VENUE HIRE CHARGES (CHARGES ARE INCLUSIVE OF GST)
Venue Hire Charges are subject to change without notice except when a Venue Contract has been signed by the Hirer and QUT Precincts Management together with all deposits paid.

CANCELLATION BY HIRER
Should you need to cancel your function the following conditions apply:
- Notification of cancellation must be in writing.
- Notice of more than 90 days: full deposit will be refunded less a processing fee of $100.00 (plus GST) provided the room is rebooked and a deposit paid.
- Notice of 30 – 90 days, and the venue is:
  - Re-hired - 50% of the deposit will be refunded.
  - Not re-hired - deposit will be forfeited.
- Notice of 8 - 30 days: deposit will be forfeited.
- Notice of 7 days or less: deposit will be forfeited, and 100% of the estimated total cost of your event will be charged.

CANCELLATION BY QUT PRECINCTS
QUT Precincts Management may at any time cancel the hiring if in its opinion:
- Old Government House venues may be damaged by use for the hiring purpose.
- The Hirer has failed to comply with these Terms and Conditions of Hire.
- QUT Precincts Management is of the reasonable opinion that Old Government House venues will be unfit for use during the hire period.
- QUT Precincts Management will endeavour to relocate the Hirer to alternative space or venue that in the reasonable opinion of QUT Precincts Management is suitable.

DAMAGE OR LOSS
QUT Precincts indemnifies the Hirer against all direct expenses, losses, damages and costs reasonably incurred or suffered by the Hirer as a result of injury to or death of any person, damages to property, caused by the negligent acts or omissions or willful misconduct of QUT Precincts, its employees and agents before, during or after the event.

The Hirer indemnifies QUT Precincts against all direct expenses, losses, damages and costs reasonably incurred or suffered by QUT Precincts as a result of injury to or death of any person, damages to property including theft, caused by the negligent acts or omissions or willful misconduct of the Hirer, its invitees, its employees and agents before, during or after the event.

SUPPLIERS
- QUT Precincts Management reserves the right to approve only selected sub contractors to service Old Government House venues.

CONSUMPTION OF ALCOHOLIC BEVERAGES
- Alcoholic beverages may not be sold, served or supplied by the Hirer.
- In accordance with the Liquor Act, responsible service of alcohol is practised at Old Government House. Alcohol will not be served to guests under the age of 18 years or to intoxicated guests.

CATERING
Old Government House does not have in house catering services, but uses the services of five recommended caterers:
- Caxton St Catering
- Cuisine on Cue
• Culinart Creative Catering
• Wine & Dine 'M Catering
• Zen Catering
• Old Government House does not allow the use of any other caterer.

SMOKING POLICY
• Smoking is not permitted within 10 metres of Old Government House.

EVACUATION PROCEDURES
• In the event of an emergency, the Hirer and guests should follow the evacuation directions of QUT Precincts staff.

ACTIVATION OF FIRE DETECTION SYSTEMS
• No open flames, including candles, are permitted within 10 metres of Old Government House.
• Direct costs incurred due to the activation of the fire detection system through willful action or negligence by the Hirer shall be referred to the Hirer for payment.

WEDDING PARTY PARKING
• Parking access around Old Government House is restricted.
• Parking and drop off requirements for your wedding party vehicles must be pre arranged and approved by an Old Government House Events Coordinator.