Imagine holding your most important celebration in the grand, sweeping elegance of Old Government House.

This dream can now be your reality as the 150-year-old House has undergone an extensive refurbishment, by QUT, restoring it to its former glory.

In the heart of Brisbane City and overlooking the Botanic Gardens, The House was the official residence of the Governors of Queensland up until 1910, and is the perfect location for the couple that values distinction.

You are Invited...

... to celebrate your special day in Queensland’s most important heritage building.
CONTENTS

- Old Government House
- Your Wedding Reception at Old Government House
- Your Wedding Information
- Recommended Wedding Suppliers
- Terms and Conditions
- Contact

All prices contained within this document are valid until 31 December 2011 and include GST
Imagine holding your most special celebration in the grand, sweeping elegance of Old Government House.

The House's period features, beautiful high ceilings and picturesque grounds provide the perfect backdrop for a wedding 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 onto outdoor verandahs.

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

Old Government House public viewing hours are 10am – 5pm Sunday to Friday.
YOUR WEDDING RECEPTION AT
OLD GOVERNMENT HOUSE

VENUE HIRE 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
- Red carpet
- 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 (piano tuning not included)
- Skirted signing table
- Skirted bridal table (up to 6 guests)
- Welcome easel for seating plans
- Photo opportunities in outdoor areas and grounds
- Old Government House events coordinator to arrange and coordinate details for your reception and ensure your day runs perfectly
- An events staff member will be on site to ensure the smooth running of your special day

In addition:
- A complimentary bottle of French Champagne on the day of your wedding

**Venue Hire Cost $4400 (fixed price*)
Surcharges apply for weddings held on Sundays and Public Holidays
*except when additional costs are incurred outside of the above inclusions**

CEREMONY AS PART OF WEDDING RECEPTION HIRE

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 ceremony price below.

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.

**Ceremony with Wedding Package Cost $250**

Additional fee of $200.00 is applicable if using the Lawns
YOUR WEDDING INFORMATION

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.

VENUE HIRE PER HEAD CHARGE
To assist you in your budgeting, we have devised the below table that works out your per head cost for venue hire based on holding your Wedding Reception* at Old Government House.

*This excludes the cost for a wedding ceremony and any additional charges over and above the basic rate of $4,400.

<table>
<thead>
<tr>
<th>NUMBER OF GUESTS</th>
<th>VENUE HIRE PER HEAD</th>
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</thead>
<tbody>
<tr>
<td>50</td>
<td>$88.00</td>
</tr>
<tr>
<td>80</td>
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<tr>
<td>100</td>
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<tr>
<td>120</td>
<td>$37.00</td>
</tr>
<tr>
<td>150</td>
<td>$29.00</td>
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</tbody>
</table>
CATERING

While Old Government House does not offer any in-house catering, we do have two recommended caterers with whom we work closely:

Wine & Dine 'M Catering  
P: 07 3844 7810   w: [www.winendinem.com](http://www.winendinem.com)   e: myevent@winendinem.com

Caxton St Catering  

These caterers will be more than happy to discuss your individual requirements and work within a defined budget.

Should you prefer to use the services of another caterer, a surcharge of $300 will apply. Please discuss with your events coordinator the requirements, terms and conditions associated with external catering before approaching alternative caterers.

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.

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.

PIANO TUNING

Should you wish to use the Grand Piano during your wedding ceremony or reception, a fee of $175 will apply to ensure that the piano is tuned for the occasion. See supplier list below for recommended pianists.

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 two 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.

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.

BRIDAL TABLE
A long bridal table seats a maximum of six guests and consists of two 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.

WEDDING PARTY PARKING
Parking access around Old Government House is restricted. There are only four designated parking areas for wedding party vehicles around Old Government House. Parking requirements for your wedding party vehicles must be pre arranged with your events coordinator. 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 outside Old Government House however they will 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.

DISABLED ACCESS
Disabled access to the venue is available from the verandah adjacent to the Drawing Room in Old Government House.
ACCOMMODATION

While there is no on site accommodation, we can recommend the following hotels and apartments that are within walking distance to Old Government House:

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

CAPACITIES CHART

<table>
<thead>
<tr>
<th></th>
<th>CEREMONY</th>
<th>BANQUET</th>
<th>COCKTAIL</th>
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<tbody>
<tr>
<td>The Hall</td>
<td>88</td>
<td>60</td>
<td>150</td>
</tr>
<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>
</tr>
</tbody>
</table>

RECOMMENDED SUPPLIERS

Please refer to following pages for our recommended suppliers to assist in your wedding preparations.
RECOMMENDED WEDDING SUPPLIERS

THEMING AND DECORATING
Styled Events
P. 3855 2200
E. info@styledevents.com.au
www.styledevents.com.au

Amini Concepts
Kelly Starr
Conceptual Designer
P. 0408 279 275
E. kellystarr@aminiconcepts.com

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

Natasha Lewis
P: 0411 143 472
E: Natasha@natashalewis.com.au
www.natashalewis.com.au
WEDDING COORDINATORS
The Little White Wedding Company
P. 0400 441 718
E. victoria@thelittlewhiteweddingco.com.au
www.thelittlewhiteweddingco.com.au

W.Edding & Co
P. 0415 928 445
E. myplanner@weddingco.org
www.weddingco.org

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

PHOTOGRAPHERS
Studio Impressions
P. 3832 0444
E. info@studioimpressions.com.au
www.studioimpressions.com.au

Sterling Studios
P. 3847 4555
E. info@sterlingstudios.com.au
www.sterlingstudios.com.au

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

ENTERTAINMENT
Nathan Seiler
Pianist, vocalist, DJ
P. 0418 875 904
E. Nathan@nathanseller.com
David Kidd
Solo Tenor, duets and groups.
P. 0416 255 577
E. david@davidkidd.com.au
www.davidkidd.com.au

Christian Gante
Pianist
P. 0488 874 266
E. marcatonet@hotmail.com
TERMS AND CONDITIONS OF HIRE (WEDDINGS)

Please note, on signing the contract you are agreeing to the below terms and conditions.

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 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 for the general public from 10am-5pm 6 days per week (excluding Sat) including the Interpretative Centre on the ground floor and the William Robinson Gallery on level one. Exclusivity for events in the hired spaces can 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.

QUT SCIENCE AND TECHNOLOGY PRECINCT DEVELOPMENT
• QUT Gardens Point Campus is undergoing a $200 million re-development of the QUT Science and Technology Precinct which is scheduled for completion in 2012.
• As Old Government House is located adjacent to the redevelopment site, daytime functions may be impacted by construction noise and adjustments in relation to access and parking.
• Evening functions after 6.00pm and weekend events will not be affected.
• The events team will endeavour to keep disruptions to a minimum for those functions taking place at Old Government House.
• A five metre partition wall has been erected adjacent to Old Government House in front of the redevelopment site. This wall now displays artwork and creates a more elegant backdrop for all Gardens Point venues including Old Government House.

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 client’s event 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 an alternative space or venue that is suitable for the client’s purpose, in the reasonable opinion of QUT Precincts Management.

STAFFING:

- The standard venue hire charge includes provision of a Wedding Supervisor and Wedding Assistant to set and reset the pre agreed layout of the venue, to be in attendance throughout the hire period and to meet with your Old Government House events representative prior to the wedding.
- A Wedding Ceremony has a standard setup of 1.5 hours and a pack down of 1 hour, any extra time required for additional requirements beyond the standard package will incur additional staffing time as outlined below.
- A Wedding Reception has a standard setup time of 2 hours and a pack down of 1.5 hours, any extra time required for additional requirements beyond the standard package will incur additional staffing time as outlined below.
- A Wedding Ceremony and Reception has a standard setup of 3 hours and a pack down of 2 hours, any extra time required for additional requirements beyond the standard package will incur additional staffing time as outlined below.
- Should the configuration of the venue change on the day of the wedding and incur more staff time than the agreed venue hire duration, additional charges may apply.
- Additional staffing will be charged on an hourly rate of $53 per person/per hour Mon-Sat and $106 per person/per hour on a Sunday based on pre-agreed arrangements.
- Should the hirer require more complex audio visual services than the standard set up of the PA system, lectern and microphone, technical staff will be rostered and charged at an hourly rate ($46.50.00p/h Mon-Sat and $93 p/h on Sunday).

SURCHARGES:

- Please note that Old Government House does not offer wedding receptions in excess of five hours duration.
- Wedding receptions on a Sunday or a public holiday will incur a $300 flat fee surcharge.
- Wedding receptions that extend past midnight incur an additional venue hire fee of $500.
- A surcharge will apply if additional cleaning is required outside of the standard cleaning of the venue.

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.
OFF SITE ACTIVITIES:
- From time to time events and/or activities may take place in adjacent sites around the University. Where possible your event coordinator will notify you, the Hirer, of this event/activity and will endeavour to do as much as possible to reduce the impact on the venue and you as the client. However, the University is not obliged to provide prior notice and/or make alternative arrangements due to this off site event/activity.

FORCE MAJEURE:
- Neither the Hirer nor QUT Precincts will be liable for any default or delay in the performance of its obligations under the Venue Contract if and to the extent that default or delay is caused, directly or indirectly, by fire, flood, earthquake, elements of nature or Acts of God, riot, civil disorder, rebellion or revolution, acts of terrorism or any other similar cause beyond the reasonable control of such party.

EQUIPMENT:
- All staging, AV and technical equipment must be installed and de-rigged by Old Government House staff. Technical staff may be required to setup and operate equipment depending on the complexity of the Hirer's requirements.

CATERING:
- Old Government House does not have in house catering services.
- Old Government House has two recommended caterers:
  - Wine & Dine ‘M Catering
  - Caxton St Catering
- Should you prefer to use the services of another caterer a surcharge of $300 will apply to the Hirer.
- Any caterer other than the above two recommended caterers will need to be approved by the events coordinator and must comply with the associated terms and conditions.

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 or supplied by the Hirer.
- In accordance with the Liquor Act, responsible service of alcohol is practiced at Old Government House. Alcohol will not be served to guests under the age of 18 years or to intoxicated guests.

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 requirements for your wedding party vehicles must be pre arranged and approved by an Old Government House Events Coordinator.

CONTACT
QUT Precincts
QUT Precincts Events Team
07 3138 7750
oghevents@qut.edu.au
www.ogh.qut.edu.au