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

This dream can now be your reality as this beautiful heritage House has been restored 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.
CONTENTS

- Old Government House
- Your Wedding Ceremony at Old Government House
- Your Wedding Information
- Recommended Wedding Suppliers
- Terms and Conditions
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All prices contained within this document are valid until 31 December 2012 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 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 onto outdoor verandahs.

You have the option to use all or 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.
YOUR WEDDING CEREMONY AT
OLD GOVERNMENT HOUSE

CEREMONY INCLUSIONS

- Venue hire for an hour and a half (approximately 30 minute ceremony with half an hour either side).
- Seating for up to 88 guests in The Hall (additional in The Dining/Drawing Rooms)
- 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
- Skirted signing table and two chairs
- Photo opportunities in outdoor areas and grounds
- An events staff member will be on site to ensure the smooth running of your special day

Ceremony to be concluded within the agreed hire period.

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

Ceremony Only Cost $1750
Surcharges apply for weddings held on Sundays and Public Holidays
Additional fee of $200.00 is applicable if using the Lawns
YOUR WEDDING INFORMATION

OLD GOVERNMENT HOUSE EVENTS TEAM
An 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. A wedding supervisor will be assigned to execute your event in accordance to your signed event order. Your events coordinator will meet with you on site at least two weeks prior to your wedding to confirm all arrangements.

WEDDING BOOKINGS AND ENQUIRIES
To find out more about Old Government House wedding packages or make a booking for your wedding ceremony please contact:

QUT Precincts Events
P. 07 3138 7750
F. 07 3138 4462
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 setup of the function rooms. Changes to your floor plan (in approval with your events coordinator) can be made at least two weeks prior to your wedding reception.

CHAIR COVERS
For the options available in chair covers and sashes, please contact your events coordinator. For ceremonies, 88 chairs, covers and sashes are included. Additional chair covers and sashes can be arranged at a fee of $6.00 per chair.

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.

DELIVERIES
Deliveries must be prearranged with your events coordinator and must be scheduled no earlier than two hours prior to the commencement of your wedding ceremony if it falls on a weekend. Deliveries arriving outside of the agreed times cannot be guaranteed to be accepted on site.
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. Two parking spaces are available for use by your celebrant or photographer. All other suppliers can have drop of 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.

FINAL DETAILS

For a smooth and successful wedding ceremony we require all final details such as room set up and supplier deliveries at least fourteen days prior to your wedding date.

DISABLED ACCESS

Disabled access to the venue is available from the verandah adjacent to the Drawing Room in Old Government House. Please confirm any special requirements at least fourteen days before your wedding day.

PUBLIC HOLIDAYS

Old Government House will be open for wedding ceremonies on public holidays, however surcharges will apply.

CAPACITIES CHART

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<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>
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<tr>
<td>The Dining Room</td>
<td>64</td>
<td>50</td>
<td>75</td>
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<tr>
<td>The Drawing Room</td>
<td>64</td>
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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. 3852 3339
E. info@styledevents.com.au
wwwstyledevents.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

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

Caketopia, cakes by Samantha Johnson
P. 0413 598 536
E. caketopiacakes@hotmail.com
www.caketopia.blogspot.com

PHOTOGRAPHERS
Studio Sixty Photography
P. 3311 1822
E. studio60@studio60.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

Reyment Photographics
P. 3397 6552
E. john@reymentphoto.com.au
www.reymentphoto.com.au
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. christian@marcato.com.au

TRANSPORT
Kenz Classic
Classic Jaguars & Dodge Limos
P. 07 3366 5457
E. cars@kenzclassic.com.au
www.kenzclassic.com.au
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 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 Old Government House 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 fourteen (14) 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 Old Government House 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:
- An hour and a half setup has been allocated for a standard ceremony set up. If any additional time is required, the client will be advised of staffing costs prior to the ceremony.
- The duration of the event cannot be extended for any reason on 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:
- 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).
- 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 14 - 30 days: deposit will be forfeited.
- Notice of less than 13 days: 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.

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.
- 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 $58 per person/per hour Mon-Sat and $116 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 ($53.50p/h Mon-Sat and $107 p/h on Sunday).

SURCHARGES:
- Please note that Old Government House does not offer wedding receptions in excess of five hours duration.
- Wedding ceremonies on a Sunday or a public holiday will incur a $700 flat fee surcharge.
- A surcharge of $200 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 the hirer of this event/activity and will endeavour to do as much as possible to reduce the impact on the venue and the hirer. 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 three recommended caterers:
  - Wine & Dine’M Catering
  - Culinart Creative 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 three recommended caterers must be approved by an Old Government House 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, served 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 wilful 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 your events coordinator.

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