

## EVENT FAQ'S

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### WILL THERE BE ENOUGH FOOD?

- Our menu is designed as a shared style to go down the centre of the table and is generally quite plentiful, but quantities required can vary from table to table. If you would like some additional plates, please communicate this with your wait staff on the day. There are no additional charges for extra rounds.

### CAN WE ALTER THE SET MENU?

- The set menu show cases the best of our menu and cannot be adjusted, we can however cater for any dietary requirements.

### DO YOU HAVE DISABILITY ACCESS?

- We do have three disabled car parks available on our restaurant level (subject to availability). We also have disabled facilities.
- \*\* Please note that our lower-level function room (the Garden Room) is accessed via stairs only. Should you require alternative access to this space, please discuss this further with your Event Coordinator.

### CAN I BRING MY OWN DESSERT/CAKE?

- You are welcome to bring cakes or desserts for your event, however, we do charge a cakeage fee of \$4 per person.

### HOW ARE THE TABLES SET UP?

- We set up long style tables as this works best with our sharing style menu.

### WHAT DO YOU SET UP ON THE TABLES?

- We set up all crockery, cutlery, glassware and white linen tables cloths with white linen napkins. All other decorations must be supplied.

### CAN WE BRING OUR OWN DECORATIONS?

- You're most welcome to bring florals, balloons or other decorations for table centrepieces, however these are to be discussed with your Event Coordinator prior to ordering, to ensure they will work on the tables with the shared plates. The Alcove doesn't accomodate backdrops, table decor, balloons and cake plinth is welcomed.

\*\* Please note we do not allow confetti or confetti balloons.

### DO YOU SUPPLY A CAKE TABLE?

- Yes, we can provide a cake table for your event. We also have plinths for hire.

### CAN WE HIRE PROPS?

- Always double check with the events team that the proposed prop is okay to have in the space you have booked. Please note, as we are a heritage listed building, we do not allow any 3M hooks or blue tack on the walls.

## EVENT FAQ'S CONT...

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### WHAT ARE OUR SUPPLIERS BUMP IN AND BUMP OUT (PACK DOWN) TIMES?

- Lunch events - Bump in is from 11am with a 4pm bump out.
  - Dinner events - Bump in is from 5pm with an 11pm bump out.
- \*\* Please ensure your suppliers are aware of these strict timings when booking. We do not have the space to store props or decorations before or after your event.

### CAN WE HAVE LIVE MUSIC?

- As we have our restaurant open for general dining, we don't allow any external music to be played in our Alcove or Terrace area. However, if your event is in the Garden Room you can connect a music playlist from an iPhone, iPad or laptop to our sound system which will be played at a background level and controlled by Farm Vigano staff.

### WHAT TIME CAN WE HAVE OUR EVENT?

- Lunch events are held for 4 hours at either: 11.30am - 3.30pm, 11.45am - 3.45am or 12 - 4pm
- Dinner events are held from 6pm to 11pm

### HOW DO I SECURE MY EVENT BOOKING?

- To secure your event booking we require our event booking agreement to be completed, signed and returned to us together with a \$500 deposit. No booking will be considered confirmed until the signed booking agreement and deposit have been received.

### HOW AND WHEN CAN I PAY FOR MY EVENT?

- Deposit payment is required to confirm the event booking. Final payment is due 7 days prior to your event. We accept cash or credit card payments (Note a 2% surcharge applies on all credit card transactions).

### ARE YOU BYO?

- We are a fully licensed venue and therefore do not allow BYO alcohol.

### DO YOU CATER FOR PEOPLE WITH DIETARY REQUIREMENTS?

- We can cater for the following dietary requirements: gluten free, dairy free, vegetarian, vegan & nut allergy. However, please note that whilst all reasonable efforts are taken to accommodate guest dietary needs, we cannot guarantee that food is 100% allergen free as it is all prepared in the same kitchen that handles nuts, shellfish, gluten and eggs.

### DO YOU SUPPLY HIGHCHAIRS?

- We provide a maximum of 4 highchairs for your event. If you require more than this, you are welcome to bring your own.

### ARE THERE MINIMUM SPENDS?

- Minimum spends are applicable to all of our event spaces. These spends vary depending on the space, date and time of your booking. The minimum spend is made up of your food and drinks cost.  
\* Gelato cart hire is an additional cost above the minimum spend.