



## WELCOME TO BIRDWOODS

### ~ PRIVATE FUNCTIONS & GROUP BOOKINGS ~

Thank you for considering Birdwoods for your event. We offer a lovely setting and some of the 'essentials' to ensure you and your guests can enjoy a happy gathering.

Birdwoods is a very popular visitor destination, featuring a Gallery, Café, old fashioned Sweet Shop and extensive gardens in which a large range of sculpture is displayed. Birdwoods is open to the public seven days a week, year round (10am to 4pm in winter, 10am to 5pm in summer).

We have put a lot of love and time into developing Birdwoods and, while venue hire is not our core focus, we are pleased to provide a range of options for events. Our approach is to 'keep it simple' and to offer you access to our facilities.

There is no venue charge for events during Birdwoods' opening hours (see above), but additional charges will apply for events out of hours.

### THE GARDEN ROOM

**The Garden Room** is a lovely setting for a morning or afternoon tea, a relaxed lunch, or evening drinks. This space is 6m x 6m with a wooden floor, full length French doors and windows each side and a lined tent over the top. This can comfortably seat 25 people and up to 50 people standing.

**Tables & Chairs** – Birdwoods provides chairs and tables set up in the marquee in a configuration to suit your event. We use white linen cloths with green and white tropical overlays. The Garden Room theme is tropical green and white.

**Crockery & Cutlery** – These are all provided by Birdwoods. We also supply water glasses and bottles of water and wine glasses if required.

**Alcohol** – We are fully licensed, but not for BYO. Please discuss alcohol beverage requirements as required. We also supply the Simply Organic fruit juice range.

**Power** – There is access to power in The Garden Room and we have a loud speaker and music system available on request for a nominal extra charge.

**Parking** – Guests use the general Birdwoods parking areas.

**Loos** – For events in The Garden Room, your guests will have access to a double Luxury Loo unit in the gardens and have access to the loo in the Gallery.

**Wheelchair Access** – There is wheelchair access to the Gallery, Sweet Shop and garden from the car park. Please bear in mind that wheelchairs will need to venture across the unsealed car park and the garden lawns. The Gallery toilet is wheelchair accessible – we will need advance notice if this facility is needed.

**Exclusive Use** – We offer you exclusive use of The Garden Room for your function, however, please be aware that there will be other Birdwoods customers enjoying areas of the garden during our opening hours.

**Weather** – this is always the one element beyond everyone's control. As with any outdoor event, you will need to have a 'Plan B' just in case. No doubt, you will be keeping a close eye on the weather forecast in the lead-up and will need to make a decision 48 hours before your event.



**Catering** – Unfortunately we do not allow self-catering or other external caterers and staffing for functions at Birdwoods in The Garden Room. Please see an over-view of our offer below.

**Lunch and Afternoon Tea** – For all functions during Birdwoods opening hours, our wonderful Gallery Café team provide all the food which is prepared on site. Morning and afternoon teas are reasonably priced. We are happy to discuss menu options with you to suit the occasion and to send you our current menu.

**Drinks/Cocktail Functions** – For events outside our business hours, our highly experienced in-house caterer can provide canapés to suit the type of function. Prices are available on enquiry.

**Gallery Access** – For evening Garden Room functions, we are happy to keep the Gallery open and staffed for the first hour of your event at no cost should your guests enjoy a wander.

**Venue Hire Charges** – We do not charge a venue hire charge, however, we may include a staff service charge, depending on the time of day and the extra requirements involved.

All evening functions must conclude by 10pm in terms of our liquor licence being granted.

## BIRDWOODS CONSERVATORY

The Conservatory at the rear of the Gallery is available for evening functions with a maximum capacity of 25 for dinner or 30 for drinks. It is a beautiful setting for private dinners or a drinks gathering and you and your guests will have exclusive access to the Gallery and garden for the duration of your event. The Conservatory has high quality timber cafe tables which can be arranged in a variety of configurations and comfortable Bentwood chairs. We are happy to discuss your food and drink requirements depending on the type of function you would like.

## CONFIRMATION, PAYMENT & CANCELLATIONS

It's hard to have a 'one size fits all' package, so we encourage you to come and visit Birdwoods and have a good look around. We'll then sit down with you and talk through your plans and ideas.

Once all the details are confirmed, we may ask for a 10% deposit of the total amount. Confirmation of final guest numbers is required a minimum of 48 hours before the event. While we understand the unexpected happens and numbers may reduce at the last minute, we will require payment for the confirmed number of guests. Full payment of the balance is to be made on the day of your function in one amount. (For functions, we are not able to split bills for individuals.) If, sadly, your event is cancelled within 4 days of the function, we would retain the 10% deposit.

**We look forward to discussing your requirements and to ensuring you have a most enjoyable and memorable experience at Birdwoods.**



## ~ MENU OPTIONS ~

### **Morning or Afternoon Tea**

Our wonderful team are able to offer the following options

#### **TEA AT BIRDWOODS**

To Drink: English Breakfast Tea, Hawthorne's Plunger Coffee or Fruit Juice.

To Eat: Fresh sweet scones, cream & jam, home-made savoury cheese scones. Ideal for larger groups in the garden, weather permitting. (Between 15 & 50 people weather dependent and not available for The Garden Room).

#### **BIRDWOODS HIGH TEA**

This is a real treat! A selection of tea's or Hawthorne coffee served in the finest china cups, with cake tiers dripping with delicious scones, cream & jam, assorted little pastries and cake, a selection of dainty sandwiches and quiches and little extra's that our cooks add to make it extra special. All served exclusively in our green and white tropical Garden Room decorated especially for your occasion. For those of you who would like a glass of bubbles you are able to purchase a bottle or two from us, if not, we offer complementary iced fruit tea which is most refreshing. To give you the finest service, we ask you to select either a 10.30 morning booking or a 2.30 afternoon booking. A minimum of 10 guests is required, with a maximum seating of 30 people. Prices start at \$35 per head.

#### **BIRDWOODS LUNCHESES**

We have a simple but delicious seasonal menu offer all made in our little kitchen. Our menu is always changing – you can get an idea of our menu and prices [here](#). We are also happy to discuss your requirements if you have a large group booking. If you would like an off the menu choice in our Garden Room there is a \$5 surcharge per person.

