



QUT Venue Collection

Old Government House

Wedding and reception packages





Photo © Tony Phillips

QUT Venue Collection

Old Government House

A heritage oasis in the centre of Brisbane city, Old Government House's original sandstone façade and thoughtfully restored classic interior is reminiscent of a more genteel time. Featuring a grand entrance hall with a beautiful staircase and hand-crafted Swarovski chandelier, the house and grounds are perfectly suited to wedding or vow renewal ceremonies.

The QUT Venue Collection is a perfect choice for couples requiring an element of elegance and distinction for a truly special day. The romantic grandeur and vintage charm of Old Government House pairs beautifully with the modern top-floor reception space Room Three Sixty, in a unique combination reflecting the past and the present. Available together or individually, these two top-tier event spaces are Brisbane's premier wedding venues.

The QUT Venue Collection's unique location at the university's beautiful Gardens Point promises incomparable backdrops for your photographs, from brick and steel industrial laneways or the night-time city skyline, to colonial sandstone architectural elements and fairy light-filled gardens.

Our on-site wedding coordinator and events team will work with you and our hand-selected network of suppliers to tailor a bespoke wedding package just for you.

Contact our Events Team to discuss your special event:

QUT Venue Collection Team
www.venuecollection.qut.edu.au
(07) 3138 7750 or events@qut.edu.au

Old Government House is open for public viewing Sunday–Friday 10am–4pm



Todd Hunter McGraw

Ceremony

Old Government House

Hire Charges

Ceremony only \$1950

Inclusions

- ◇ Venue hire for 1 hour and 30 minutes
- ◇ Seating for up to 88 guests in The Hall
- ◇ Chair covers with sashes in colour of your choice (up to 88)
 - ◇ Red carpet
- ◇ Capability to play music during ceremony
- ◇ Use of the Grand Piano in The Hall (piano tuning not included)
 - ◇ Skirted registry signing table
- ◇ Events coordinator to arrange and coordinate details for your ceremony
 - ◇ Events staff member on-site on the day

Additional Charges and Conditions

- ◇ Ceremony to be concluded within the agreed hire period
- ◇ Surcharges apply for weddings held on Sundays and public holidays
 - ◇ Celebrant to be arranged by hirer
- ◇ Additional fee of \$200 is applicable if you require use of the lawns
- ◇ Rehearals can be arranged with your Events Coordinator and may be during public open hours

Changes to standard inclusions or event set-up may incur additional costs, please discuss with your events coordinator.



Cam Neville Photography

Reception

Old Government House

Hire Charges
Reception only \$4600

Inclusions

- ◇ Venue hire for five (5) hours including use 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, with cocktail tables and tealights (battery-operated) provided
 - ◇ Skirted gift table, cake table and bridal table (seats 6)
 - ◇ Oval banquet tables (seats 8-10), white linen table cloths provided
 - ◇ Chair covers with sashes in your choice of colour (up to 150)
 - ◇ Use of the Grand Piano in The Hall (piano tuning not included)
 - ◇ Welcome easel for seating plans
- ◇ Events staff member on-site to ensure smooth running of your special event

Additional Charges and Conditions

- ◇ Reception to be concluded within the agreed hire period
- ◇ A selection of approved Caterers is available
- ◇ Surcharges apply for receptions held on Sundays and public holidays
- ◇ Upgrade your seating to Tiffany Chairs with cushion for an additional fee

Changes to standard inclusions or event set-up may incur additional costs, please discuss with your events coordinator.



Wedding Dream Services

Ceremony & Reception

Old Government House

Hire Charges

Ceremony and Reception \$4876

Ceremony Inclusions

◇ As listed on the Ceremony page (p. 3)

Reception Inclusions

◇ As listed on the Reception page (p.4)

Additional Information

Depending on your event requirements, we may need up to two hours following your Ceremony to set up for your reception. During this time we encourage you and your guests to enjoy the grounds and take advantage of the many photo opportunities the exterior of the House and grounds presents.

Additional Charges and Conditions

- ◇ Reception and ceremony to be concluded within the agreed hire period
- ◇ Surcharges apply for receptions held on Sundays and public holidays
 - ◇ Ceremony charges and conditions as per Ceremony page
 - ◇ Reception charges and conditions as per Reception page

Changes to standard inclusions or event set-up may incur additional costs, please discuss with your events coordinator.



Studio Sixty Photography

Planning Guide

Wedding Bookings and Enquiries

To find out more about Old Government House wedding and/or reception packages, arrange a site visit, or to make a booking, please contact:

QUT Venue Collection Team

www.venuecollection.qut.edu.au

(07) 3138 7750 or events@qut.edu.au

An events coordinator will be allocated to assist with the planning of your wedding 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 manage your event on the day in accordance with your signed event order.

Chairs & Tables

Chair covers

Your package includes chair covers and sashes. Contact your events coordinator to discuss the options available. For receptions, up to 150 chair covers and sashes are included. Additional chair covers and sashes can be arranged at an additional cost.

Upgrade to Tiffany Chairs

As an alternative to chair covers and sashes, you can upgrade to a classic Tiffany Chair with cushion for an additional \$10 per chair. Chairs are available in natural timber, black or white.

Tables

All banquet tables in the venue are oval in shape and seat a maximum of 10 persons. White linen table cloths are provided.

Deliveries & Collections

Deliveries

All deliveries to the venue must be pre-arranged with your events coordinator and must be scheduled no earlier than two (2) hours prior to the commencement of your wedding ceremony or reception if it falls on a weekend. 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 on the next working day. In the event that the items are not collected within this period the items may be disposed of.

Parking

Wedding Party Parking

Parking requirements for your wedding party vehicles must be pre-arranged with your events coordinator. The 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. Drop-off only access is available for suppliers.

Guest Parking

A secure Pay-on-Exit car park is located underground in the Science and Engineering Centre adjacent the venue. The car park is open to the public 24/7, includes several PWD parking bays and has direct lift access to ground level. Your events coordinator can provide you with a detailed parking map on request.

Access for Persons With a Disability (PWD)

All QUT Precincts venues are fully-accessible to guests requiring PWD access.

Reception

Pre-dinner Drinks

We suggest you allow 30 minutes for pre-dinner drinks and canapés, and 10-15 minutes for your guests to be seated.

Final Details

To ensure your ceremony or reception runs as smoothly as possible behind-the-scenes, we require details such as guest numbers, room and table set-up, and running times to be finalised at least one (1) month prior to your wedding date. We regret that changes with less than seven (7) days notice cannot be guaranteed.

Floor Plan

A floor plan can be provided on request. We will 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 (2) weeks prior to your wedding reception.

Place Cards & Seating Plan

Name place cards and a seating plan must be discussed with and provided to your appointed Events Coordinator. A final copy of your guest seating plan should also be provided to your events coordinator at least seven (7) working days prior to your event. This will be displayed on an easel in your reception room on guests' arrival.

Public Holidays

Surcharges will apply for weddings held on Sundays and Public Holidays.

Accommodation

Stamford Plaza Hotel

Cnr Edward & Margaret Streets
(07) 3221 1999
www.stamford.com.au

Treasury Brisbane

130 William St, Brisbane
(07) 3306 8888
www.treasurybrisbane.com.au

The Sebel Quay West

132 Alice Street
(07) 3853 6000
www.thesebelquaywestbrisbane.com.au



Jessie Daines Photography

Recommended caterers

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.

(07) 3210 2281 | catering@cuisineoncue.com | www.cuisineoncue.com

Wine & Dine'm Catering

Wine & Dine'm Catering have impressed and delighted guests at hundreds of special events over fourteen years in operation. 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.

(07) 3844 7810 | catering@winendinem.com | www.winendinem.com

Australian Catering Services

Australian Catering Services (ACS) are Brisbane's No. 1 full service food and beverage catering company. Our catering team service events and corporate facilities for private and corporate clients across Brisbane. With an extensive range of delicious menus to cater for any occasion and budget, our professional team focuses on taking the stress away from our clients. ACS is proudly Brisbane-based and 100% Australian owned.

(07) 3857 6631 | info@austcatering.com.au | www.australiancatering.com.au

Wedding suppliers

Accommodation

Mantra Group
Ph. 1300 987 604
www.mantrahotels.com

Bridal wear

Toscano Bridal
Ph. (07) 3394 3276
diana@toscanobridal.com.au
www.toscanobridal.com.au

When Freddy Met Lilly

Ph. (07) 3369 8197
contact@whenfreddiemetlilly.com.au
www.whenfreddiemetlilly.com.au

Wil Valor

Ph. 1300 309 272
gracecutmore@wilvalour.com
www.wilvalor.com.au

Entertainment

Brisbane Backyard Games

Ph. 0431 517 521
play@brisbanebackyardgames.com.au
www.facebook.com/brisbanebackyardgames

David Kidd

Solo Tenor, duets and groups
Ph. 0416 255 577
david@davidkidd.com.au
www.davidkidd.com.au

Directors of the Extraordinary

Ph. (07) 3041 7017
e: ash@doextraordinary.com.au
w: www.doextraordinary.com.au

G&M DJs

p: 1300 736 23
glenn@gmeventgroup.com.au
www.gmdjs.com.au

Hailey Calvert

haileycalvert@hotmail.com
www.haileycalvertmusic.com

In the Booth (photo booth)

Ph 1300 026 684
boothme@inthebooth.com.au
www.inthebooth.com.au

Rush Entertainment

Ph. 0413 162 447
leah@rushentertainment.com.au
www.rushentertainment.com.au

Floral Design

Bouquet Boutique

Ph. (07) 3254 1066
geraldine@bouquetboutique.com.au
www.bouquetboutique.com.au

Kate Dawes Flower Design

Ph. 0418 726 971
kate@katedawesflowerdesign.com.au
www.katedawesflowerdesign.com.au

Honeymoon & Destination

Flight Centre
Ph. 133 133
www.flightcentre.com.au

Marriage Celebrants

Brisbane City Celebrants
Ph. 0433 774 789 or 0433 423 888
marryme@brisbanecitycelebrants.com.au
www.brisbanecitycelebrants.com.au

Celebrated Moments: Krista Webb

Ph. 0417 626 791
krista@celebratedmoments.com.au
www.celebratedmoments.com.au

Colleen Whittaker

Ph. 0417 629 198
c.whittaker03@gmail.com

Ketrina Coffey

Ph. 04244 79896
ketrina@civil-celebrant-brisbane.com.au
www.civil-celebrant-brisbane.com.au

Natasha Lewis

Ph. 0411 143 472
natasha@natashalewis.com.au
www.natashalewis.com.au

Photography

Jessie Dains

Ph. 0431 800 688
shannon@jessiedains.com
www.jessiedains.com

Studio Impressions

Ph. (07) 3832 0444
info@studioimpressions.com.au
www.studioimpressions.com.au

Studio Sixty Photography

Ph. (07) 3311 1822
studio60@studio60.com.au
www.studio60.com.au

Stationery

Paper Love Invites

Ph. 0411 110 643
info@paperlove.com.au
www.paperlove.com.au

Theming, Lighting & Decorating

AV Ideas

Ph. (07) 3356 7518
hello@avideas.com.au
www.avideas.com.au

Beautiful Weddings

Ph. (07) 3272 9069
e: style@beautifulweddings.com.au
w: www.beautifulweddings.com.au

BJ Lighting & Sound

Ph. 07 3854 1122
sybren@bjs.com.au
www.bjs.com.au

Brandition

Ph. (07) 3392 8549
brisbane@brandition.com.au
www.brandition.com.au

Event Letters

Ph. 0430 369 367
katie@eventletters.com.au
www.eventletters.com.au

Hitched Events

Ph. 0422 523 899
hello@hitchedevents.com.au
www.hitchedevents.com.au

Miss Weddings

Ph. 0439 311 305
stylist@missweddings.com.au
www.missweddings.com.au

Staging Creations

Ph. 0400 198 367
dale@stagingcreations.com.au
www.stagingcreations.com.au

The Styled Group

Ph. (07) 3852 3339
info@thestyledgroup.com
www.styledevents.com.au

White+White

Ph. (07) 3257 7134
planning@whitewhite.com.au
www.whitewhite.com.au

Transport

Kenz Classic

Classic Jaguars & Dodge Limos

Ph. (07) 3366 5457
cars@kenzclassic.com.au
www.kenzclassic.com.au

Roaring Twenties: Vintage Wedding Car Hire

Ph. 0405 111 875
roaringtwenties@outlook.com.au
www.roaringtwenties.net.au

Wedding Cakes

A Little Cake Place

Ph. (07) 3102 1909
info@alittlecakeplace.com.au
www.alittlecakeplace.com.au

Hansel & Gretel

megan@hanselandgretelcakes.com.au
www.hanselandgretelcakes.com.au

Terms & 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' 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, The Courtyard and The Billiard Room on the ground floor.
- 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 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.

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.

Staffing

The standard venue hire charge includes provision of event staff for a five-hour event. Event staff will be in attendance throughout the hire period. A Wedding Ceremony has a standard setup of 1.5 hours and a pack down of 1.5 hours. A Wedding Reception has a standard setup 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. 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 \$55 per person/per hour Mon-Sat and \$110 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 (\$55 p/h Mon-Sat and \$110 p/h on Sunday).

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.

Surcharges

Surcharges will apply for wedding receptions over and above the five-hour duration (personalised quote will be tailored to client needs). Weddings on a Sunday or a public holiday will incur a \$700 flat fee surcharge per venue. A surcharge of \$200 will apply if additional cleaning is required outside of the standard cleaning of the venue.

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.

Smoking Policy

- Smoking is prohibited on all QUT premises.
- Smokers are required to follow directions given by authorised QUT staff such as supervisors and managers and security personnel in regard to the implementation of the university's policy on smoking.

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.

Pricing valid from January 2018— January 2019