

# Wedding Frequently Asked Questions

## SEAFOOD

- NWC can provide you with a seafood selection including Fresh King Prawns, Coffin Bay Oysters and Smoked Salmon (1 of each item) served with Condiments for \$32.50 per person. Alternatively, we can charge seafood individually at \$4.00 per oyster and \$6.00 per prawn.
- NWC will only allow seafood to be provided by you if they are delivered by a registered seafood company directly at least 48 hours prior to your event. All seafood must be delivered frozen.

## FURNITURE AND DELIVERIES

- All hire furniture is required to be delivered on the day of your event and is to be collected the day after your event, unless otherwise specified by your Wedding Coordinator.
- All hire furniture is required to be set up by the supplier on the day. Please ensure a set-up fee is included when obtaining initial quotation.
- Should set up not be possible for the supplier, please advise NWC at least 1 month prior to your event and NWC will charge a set up fee of \$1.50 per person.
- NWC can hire furniture (ie. chairs and tables) through Modern Party Hire on your behalf. Delivery Fees apply. Please speak to your Wedding Coordinator for an individualised quotation.

## LONG TABLES

- NWC supplies round tables and a bridal table for your special day. Should you wish to have long tables or individual trestle tables for your guest tables, we are required to hire these in and therefore a charge of \$20.00 per trestle\* and a \$300.00\* delivery fee will apply.
- Each trestle can seat up to 6-8 guests (ie. 3-4 each side).
- The final order of trestle tables is made 1 week prior to your event, which means you will be required to provide approximate final numbers by this time.
- Should you wish to provide your own trestles, you may do so at your own cost. Please note, NWC does not take any responsibility for the quality of the trestles provided by companies not engaged by NWC.

## SPECIAL EFFECTS

- NWC allows certain first-dance/final-dance special effects, such as dry ice and electronic sparklers. Please speak with your Wedding Coordinator to approve the use of your desired effects prior to booking.
- Confetti Cannons are allowed within the Centre, however you will be charged a cleaning fee of \$120.00.

## VINYL PRINTS

- The National Wine Centre allows personalised vinyl prints for your dancefloor, however the company and materials used must be approved by your Wedding Coordinator before use. Please note, a cleaning fee of \$60.00 will be charged and any use of prohibited adhesives that cause damage to NWC flooring will be at your cost.

## SPARKLER EXIT

- Should you wish to farewell your guests with a sparkler exit, please note the below requirements:
  - Sparkler exits and use of sparklers are only permitted OUTSIDE the building.
  - Sparkler exits are not permitted on TOTAL FIRE BAN days in the Adelaide CBD and this will be confirmed 24 hours prior to your event.
  - You may only provide sparklers that are 40-45cm in length and you must provide at least 6 gas stick lighters for the night. For display, you may wish to provide a decorative tin or bucket for the sparklers to be placed in by the exit of the room.
  - Please advise your Wedding Coordinator of your plans for a sparkler exit 1 month prior to your event.

## LEFTOVER ITEMS

- You will be responsible for the cost of any damage (accidental or otherwise) to the Centre, its contents and property. Please inform all relevant persons involved in the organisation of the function, including contractors, of the Centre's Terms and Conditions.
- We ask that all items be removed by you at the end of your function as we are not able to take responsibility for anything left in the Centre or function area after an event.
- You are required to collect all leftover items (including flowers) by 5pm the following day (including Sundays). This also applies to all supplier provided equipment (ie. photo booth etc), unless previously agreed with your Wedding Coordinator.

## BAR EXTENSION AND VENUE HIRE TIMES

- The National Wine Centre allows a maximum of venue hire of 6.5 hours, concluding at 12:30am.
- Our standard wedding packages are inclusive of a 5 hour beverage package. Should you wish to extend your beverage package, a fee of \$3pp/per 30 minutes will apply. A maximum duration of 6 hours applies.
- Should you wish to extend the bar past 12:30am, special approval must be granted by NWC Management.

## SUPPLIER MEALS

- The Musicians Award stipulates that all entertainers must be provided with a meal.
- This also includes Photographers, Videographers, Photo Booth Attendants and Professional Master of Ceremonies that are working over a 5 hour duration.
- Supplier Meals include access to your beverage list and a main meal and are charged at \$55.00 per person.

## OUTSIDE CATERING

- NWC does not allow outside catering companies to serve food at any events taking place at the National Wine Centre.
- This EXCLUDES wedding cakes, wedding dessert bars/candy bars, grazing tables and biscotti tables that are supplied by qualified and certified catering organisations.
- Should you have items (i.e. biscuits or cakes), provided by family or friends, a food waiver document will need to be signed prior to your event. Please speak with your Wedding Coordinator prior to bringing any food into the Centre, should this be the case.

## SPIRITS AND CORKAGE

- The National Wine Centre serves spirits after the main course is served. This can be on a consumption basis which will be finalised and charged back to you post-event.
- The National Wine Centre can also offer a cash bar for your guests to purchase their own spirits. Base spirits start from \$7 per serve and include the mixer.
- Should you wish to supply your own spirits a corkage fee of \$3.50 per person applies. Please note we do not leave the bottles on the table. Our Staff will serve the spirits from behind the bar or to the table.
- There is a limit of 1 bottle per table (or for long tables, 1 bottle per 10 guests).
- Should you wish to provide between 1-6 bottles of spirits only, a 'per bottle' corkage fee can be discussed with your Wedding Coordinator.
- Please note: All clients who select an 'on consumption' beverage option will be required to complete a Credit Card Authorisation Form and a Beverages on Consumption Authority Form prior to the commencement of their event.