



WILLOWDALE  
HOTEL

EVENTS  
BROCHURE



[willowdalehotel.com.au](http://willowdalehotel.com.au)

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WILLOWDALE  
HOTEL

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175 Barbula Road, Denham Court  
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## PLAN YOUR EVENT WITH US AT WILLOWDALE HOTEL!

Step foot into The West Wing; our private event space boasting a blank canvas, awaiting your personalised touch...

For those who wish to host their event in complete privacy, we offer the opportunity to book your own private space. Whether you're celebrating a birthday, baptism or any other special occasion, we've got you covered.

On top of making the space your own, we also offer fun enhancements for all ages, including kids entertainment for the little ones, as well as private Pinot and Picasso sessions. You can be sure that your guests will have a great time, no matter their age or interests.

The best part about hosting with Willowdale Hotel is that you can leave the fuss to us! We are here to set up and pack down the event space, so you can sit back and relax.

Our dedicated Events Team will be on hand to assist with any questions or concerns you may have and to ensure your event runs smoothly.

We understand the importance of catering to all guests, hence offering pram and wheelchair access to the venue. We want everyone to feel included and comfortable at all times.

**Contact us today to bring your dream event to life!**

ENQUIRE  
NOW!



# THE WEST WING

With a cozy fireplace, private terrace and an exclusive bar, The West Wing provides a sophisticated and elegant ambiance that will surely leave a lasting impression on your guests.

All private events work on a minimum spend basis on food and beverages which is required to hire the space for your event. Please see below, a detailed summary of cost:

## PRICING APPLICABLE 7 DAYS A WEEK

**LUNCH - \$2,500**  
FROM 11AM

**DINNER - \$3,500**  
FROM 3PM

## MAX 60 SEATED GUESTS

4HR DURATION | MIN SPEND  
ON FOOD & BEVERAGE ONLY

If your minimum spend is not reached, the remainder will be charged as a room hire fee.

The last available time to commence an event is 7:30pm.

Due to licensing requirements, all private events require a security guard to attend, charged at a flat rate of \$225 for all events.

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All enhancements and security are additional to the minimum spend. The West Wing is pictured with table settings for visual purposes only. If you wish to have the space decorated, please explore our Enhancements from pg. 12



Looking to host  
a wake?

**WILLOWDALE  
HOTEL ARE HERE  
TO ASSIST YOU.**

The West Wing guarantees ample privacy and comfort for all guests during your time of need. Leave the organisation to us, ensuring a smooth and stress-free experience.

The space holds up to 60 guests and includes AUX, HDMI & USB connections, allowing the flexibility to play your own music/images during your visit.

MINIMUM SPEND

**\$1,800**

ON FOOD & BEVERAGES  
& NO ROOM HIRE FEE

**CELEBRATE  
A SPECIAL  
OCCASION**

# PERFECT DINING MENUS



From modern Australian to international flavours, our menu features a wide range of cuisines, all expertly crafted by our Executive Chef Feruz Yuldashov.

Whether you're looking for a sumptuous buffet, elegant canapes, or a grazing table that keeps the food flowing all night long, we have options to suit every taste and style. Our menu can be customised to meet your specific needs and dietary requirements, ensuring that every guest is satisfied.



Scan the QR code or visit  
our website to view  
the Sample Events Menu  
[willowdalehotel.com.au/events](http://willowdalehotel.com.au/events)

# EVENT FLOOR PLAN

The West Wing has a set floor plan for all events to ensure maximum comfort & convenience for you & your guests!

## CAPACITY

Our set floor plan seats up to 60 guests. To account for accessibility, you can find comfort in having 60 low seats, the perfect option for all. Plus, enjoy 4 cocktail tables towards the back of the room, perfect for mingling!

## PLINTHS & BACKDROP

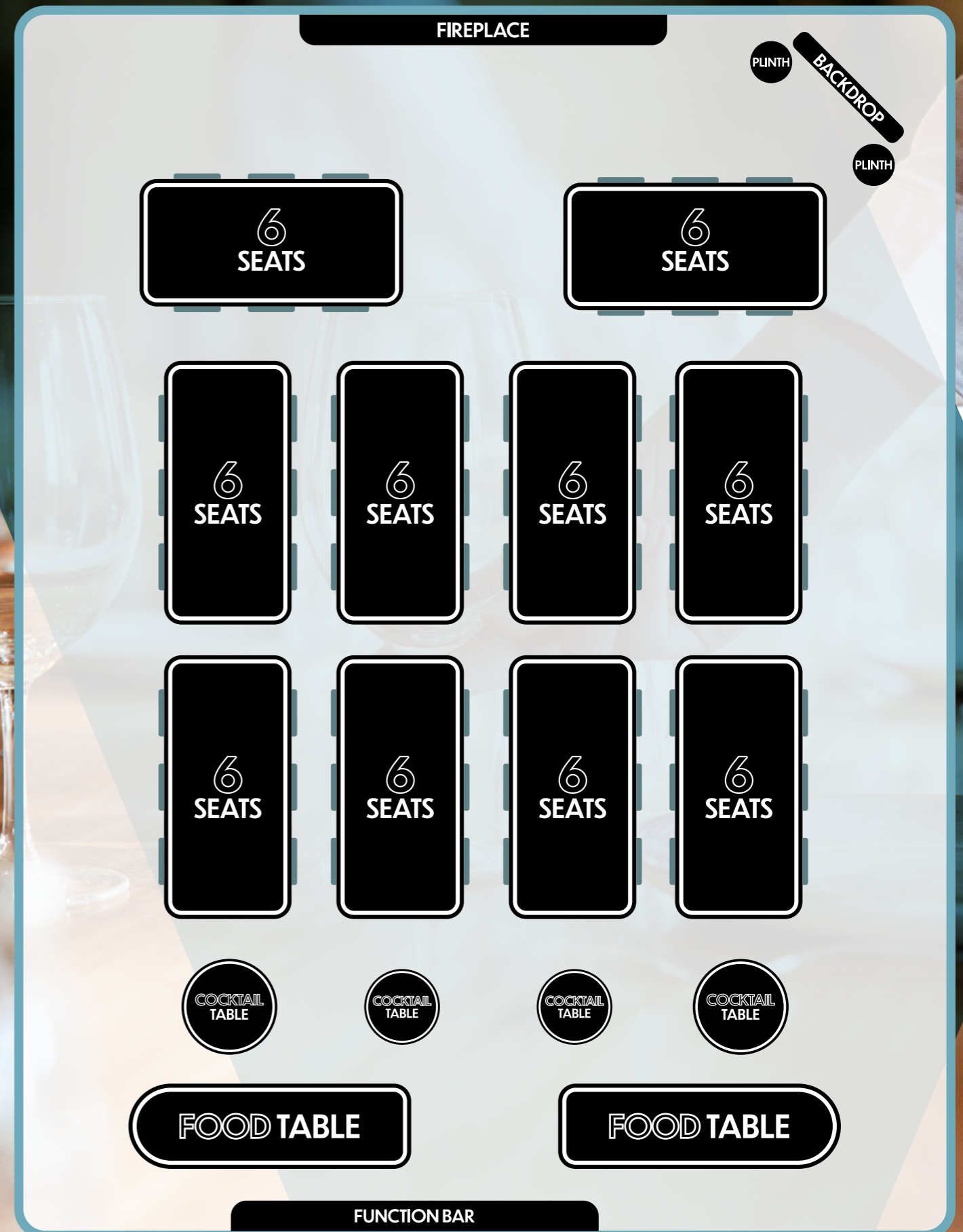
The plinths & backdrop are readily available for use in all events to hold cakes, florals or other decorative assets. Plus, they are plain white, so make the perfect base for any occasion or theme!

## FOOD TABLE

Two dedicated food tables are provided for ample convenience. Please note that these tables are a permanent fixture, and additional chairs cannot be added to exceed the maximum capacity of The West Wing.

## THE TERRACE

Adjacent to The West Wing you will find our Hillside Terrace, accessible via picturesque, bifold glass doors. With the option to have these open allows for an ambience like no other, and sets the tone for the event ahead. There are additional cocktail tables on the terrace for guests to mingle during their visit.



# ENHANCEMENTS



## STUNNING BALLOONS & CREATIVE PROP DECORATIONS FOR EVERY SPECIAL OCCASION

Get in touch today via [savyballoons@gmail.com](mailto:savyballoons@gmail.com) to make your event pop with the incredible team at Savy Balloons.

### PACKAGE 1

**\$320**

Complimentary delivery and setup

- 1 x white rectangle or arched mesh backdrop
- Balloon garland: approx 2.5m total (your choice of standard colours)
- 1 x plinth
- 1 x cake stand
- Personalised disc

### PACKAGE 2

**\$400**

Complimentary delivery and setup

- 1x 90cm wide backdrop
- Balloon Garland (approx. 3m in total) with your choice of standard colours
- 1x Plinth
- Personalised Decal (up to 60cm wide)

### PACKAGE 3

**\$450**

Complimentary delivery and setup

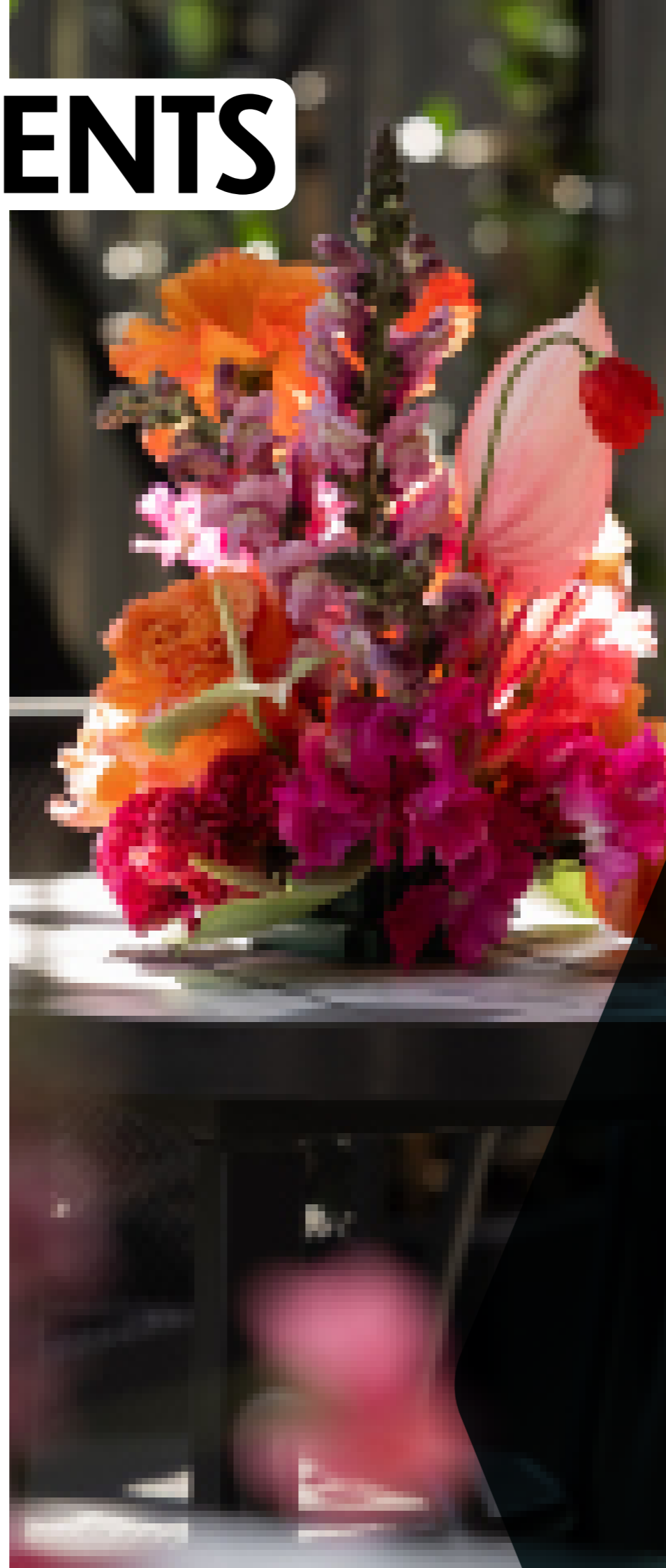
- 1x Round mesh backdrop
- Balloon Garland (approx. 4m in total) with your choice of standard colours
- 1x Plinth
- 1x Cake Stand
- Personalised disc w/ decal

### PACKAGE 4

**\$550**

Complimentary delivery and setup

- Round white backdrop
- 4m + 1m Balloon Garland with your choice of standard colours
- 3 x Plinths
- 3 x Cake Stands
- Personalised Decal



## bowers + flowers

### GORGEOUS FLORAL DISPLAYS READY TO MAKE YOUR EVENT BLOSSOM

Get in touch today via [hello@bowersandflowers.com.au](mailto:hello@bowersandflowers.com.au) to speak to the talented team of floral artists at Bowers + Flowers.

### BUILD YOUR OWN EVENT FLORALS

**Choose from a wide range of options!**  
Prices below are starting prices and can be customised to your needs

- Flower cloud to sit on guest tables **\$150**
  - Luxe arrangement in vessel or on floral foam **\$350**
  - Flower Garden - to sit in front of cake **\$350**
  - Backdrop arrangement - to sit on a plinth or arch\* **\$450**
  - Bud vase with 1 flower **\$15**
  - Bud vase with 3 flowers **\$45**
- \*arch or plinth rental included

### PACKAGE 1

**Starting from \$575**  
incl. GST

Complimentary delivery and setup

- 1 Luxe arrangement in vessel to sit next to a cake
- Bud vases - 5 sets of 3 each to sit on guest tables (1 flower in each)

### PACKAGE 2

**Starting from \$750**  
incl. GST

Complimentary delivery and setup

- 1 Backdrop arrangement - to sit on a plinth or arch\*
  - Bud vases - 5 sets of 3 each to sit on guest tables (1 flower in each)
- \*arch or plinth rental included

# THE SPARKLE Squad

THE SPARKLE SQUAD IS HERE TO BRING A LITTLE GLITTER TO YOUR CHILD'S EVENT!

Get in touch today via [sparkle.team@outlook.com](mailto:sparkle.team@outlook.com) to discuss options and book your children's entertainment!



## TWINKLE TIME

**\$350**

2 hours of non-stop glam including celebrity pony tails with choice of colour extensions, glitter tattoos (templates can be customised to your party theme), face painting and glitter glam. The glam bar setup is perfect for kids to feel like stars!

## BALLOON TWISTING

**\$350**

Whether it's their talented balloon stylist creating intricate designs or an interactive workshop, kids will be mesmerised by these colourful balloon creations. This package option can also be modified to include face painting for the extra WOW factor at your party.

## FACE PAINTING

**\$300**

The Sparkle Squad's fully trained face painters offer 2 hours of luxurious designs that will impress and enchant your guests, creating lasting memories for kids, their families and your guests.

## VIP BEAUTY PACKAGE

**\$420**

The glitter bar offers dazzling face designs and coloured dutch braids for your little guests, with each guest receiving both beauty services. Package is up to 10 children with each additional child \$40. Once everyone is completed, 20 minutes of party games is included to dance around in their superstar new look!

# St

PROFESSIONAL PHOTOGRAPHY TO CAPTURE EVERY SPECIAL MEMORY FROM YOUR EVENT

From birthdays to christenings and everything in-between, let our talented photographer take care of capturing the moment so you can focus on enjoying your special celebration.

## 2 HR PACKAGE

**\$450**

No travel fee to Willowdale Hotel

- 2 hours coverage at your event
- Use of high-end photography equipment
- Image editing & processing
- Full gallery of images supplied within 7 days

## 3 HR PACKAGE

**\$600**

No travel fee to Willowdale Hotel

- 3 hours coverage at your event
- Use of high-end photography equipment
- Image editing & processing
- Full gallery of images supplied within 7 days

Get in touch to book your event photographer today!  
[stephanie.tenaglia@gmail.com](mailto:stephanie.tenaglia@gmail.com)  
0479 052 389

Book online today at or scan below:  
[willowdalehotel.com.au/reservations](http://willowdalehotel.com.au/reservations)



VIEW OUR MENUS



CASUAL  
BOOKINGS

MAX 30  
GUESTS

4HR DURATION ONLY

KITCHEN HOURS

SUNDAY - THURSDAY

11AM - 8:30PM

FRIDAY - SATURDAY

11AM - 9:30PM

# CASUAL SPACES

Our hotel is available for casual bookings at any time that suits you - 7 days a week, for up to 30 guests, including the little ones!

If you're feeling extra organised, secure your booking in the Hillside Lounge, The Mezzanine or Little Willows. Otherwise, feel free to walk-in and find a spot in The Grove, The West Wing or The Manor at any time.\* Plus, get behind your fave sport with mates in The Sports Bar!\*

All food and beverages must be organised and purchased during your visit with us. For larger groups however, we do suggest pre-ordering some share platters to enhance your experience! You can find the menu via the QR code above.

**Looking to bring decorations?** You are more than welcome to bring along table decorations such as balloon and floral arrangements. We highly recommend our partners, Savy Balloons and Bowers + Flowers who can assist with bringing your ideas to life!

**Get in touch today via:**  
[savyballoons@gmail.com](mailto:savyballoons@gmail.com)  
[hello@bowersandflowers.com.au](mailto:hello@bowersandflowers.com.au)



**Hillside Lounge**  
Bookable Space



**The Mezzanine**  
Bookable Space



**Little Willows**  
Bookable Space



**The Grove**  
Walk-In Space



**The West Wing**  
Walk-In Space



**The Manor**  
Walk-In Space



# FAQs

**Can I bring my own alcohol?**

No, your own alcohol cannot be brought to the premises.

**Can I supply my own food?**

No. As we are a licensed premises we must provide all food.

**Can you accommodate special dietary requirements?**

Of course! We mark all dietary requirements on our menu for your convenience.

**Can I have a DJ?**

We have live music throughout our venue nightly throughout Monday to Saturday which you can link into otherwise you can use our playlist or your own.

**Are minors allowed in the premises?**

Minors are allowed on the premises, but they need to be supervised at all times. Please note that minors are not permitted in the Sports Bar or Main bar and must be out of venue from 10pm.

**For events, can I supply my own cake?**

Yes, however we do not cut or serve the cake for you.

**Do you allow for bump-in and bump-out times?**

Yes, you are provided a 30 minute bump-in and bump-out prior to your agreed start time.

**Where is the best place to park?**

We have basement parking underneath the venue, accessible via: 175 Barbula Road, Denham Court.

**Is the venue wheelchair accessible?**

Yes! We have lifts throughout the venue, as well as accessible restrooms and parking.



# EVENTS

# TERMS & CONDITIONS

## **CANCELLATION (OR POSTPONEMENT) BY THE CLIENT OR THEIR AGENT:**

1. All payments are non-refundable and non-transferable to another date or venue or space or person.
2. Postponement or change of date is the equivalent to cancellation.

## **CLEANING CHARGES:**

The client or their agent(s) are financially responsible for all damage sustained to the property and grounds as an action of their guests or organisers or agents. Standard pre and post-cleaning of the venue is included. Should additional cleaning be required due to spillages, confetti or due to the nature of the event, the client will be liable for additional cleaning charges. Event inspections will be conducted post-event and the outcome will be advised to the client.

## **PAYMENT:**

Full payment of all fixed costs must be received in cleared funds 5 business days prior to the event. Any additional costs or charges must be finalised at the conclusion of the event.

## **BAR TAB:**

If in the case a bar tab is created within the minimum spend requirements and on the day of the event, the full tab isn't utilised within the event timeframe, the remainder will be forfeited as a room hire charge. Any bar tabs that are included in the minimum spend are non-refundable and are not redeemable in the venue after the conclusion of your event, nor can the final amount be generated into a voucher for future use.

## **FINAL DETAILS:**

Guest count and final food and beverage selections must be confirmed in writing no less than 7 days prior to the event, or unless otherwise specified in writing by the Host & Events Team. Any food allergy requirements or needs must be advised with final details (please refer to Food Allergies below).

## **BEVERAGES:**

Our venue is fully licensed and beverages cannot be brought onto the premises. Our venue serves beverages responsibly according to the liquor licensing regulations and can refuse service based on reaching intoxication. If a person is deemed by security/staff to be reaching intoxication, that person or persons will be refused

service and asked to leave the premises. Willowdale Hotel reserves the right to terminate the event and to refuse entry due to intoxication levels.

## **FOOD:**

All food items must be purchased from Willowdale Hotel for your event, with the exception for cakes and cupcakes to be externally sourced.

## **FOOD ALLERGIES:**

Whilst all reasonable efforts are taken to accommodate our guest's dietary needs, we cannot guarantee that our food will be allergen-free. Although Willowdale Hotel is more than happy to assist with appropriate meals for guests with food allergies, this must be formally discussed with the Host & Events Team prior to catering for guests food allergies and intolerances. However, the risk of contamination for foods containing ingredients including but not limited to milk, eggs, gluten, seafood and peanuts means we cannot guarantee a total absence of these ingredients, and you must communicate this to event guests. You must indemnify Willowdale Hotel against and pay on demand all loss, liability or cost, of whatsoever nature and howsoever arising (including third party claims), suffered or incurred by Willowdale Hotel or any of its related entities, officers, employees or contractors in connection with your failure to comply with your obligations under this section headed "FOOD ALLERGIES", except to the extent that such loss, liability or cost is caused by Willowdale Hotel's negligence. Should any Third Parties be involved or in the instance The Organiser for the event is not the signatory, The Signatory is responsible for sharing the process and requirements pertaining to Food Allergies as detailed in this contract.

## **SIGNAGE:**

No items of any nature are to be drawn, attached, pinned or glued to the wall or floor or any other surface to the venue or to any fixtures or fittings within the Venue. Signage in public places is to be kept to a minimum and must be approved in advance by Willowdale Hotel.

## **SECURITY:**

All events will require x1 security guard charged at a total of \$225. This is not included in the minimum spend and is an additional charge.

## **DELIVERIES & COLLECTION OF GOODS:**

We will only accept goods on the day of an event and all goods must be removed from the venue at the conclusion of the event. Willowdale Hotel accepts no responsibility for goods delivered or awaiting collection. Any goods not collected within 24 hours of the event concluding, will be disposed of.

## **BUMP IN & BUMP OUT:**

A 30-minute bump in and 30-minute bump out is allocated on either side of the designated event time to allow for event set up and pack down. During these designated times, no food or beverages are to be served to guests unless Willowdale Hotel advises otherwise. These bump in and out times also depict the times in which external vendors such as event decorators are able to access the space and set up the event. If additional time is required, this may be accessible upon written approval from the Event Manager.

## **FIRE AND SAFETY:**

Willowdale Hotel retains the right to adjust any set-up and exhibitions to ensure that all Health and Safety and Fire Regulation codes are not breached.

## **COMPLIANCE:**

The Organiser will be responsible to ensure the orderly behaviour of their guests, any outside contractors or entertainers and Willowdale Hotel reserves the right to impose noise restrictions or intervene as it deems appropriate.

## **OTHER EVENTS:**

Willowdale Hotel reserves the right to book other events in the same room up to one (1) hour before the scheduled event commencement time and one (1) hour after the scheduled event finishing time.

## **OUTSIDE CONTRACTORS:**

Outside contractors must abide by the venue's regulations and instructions, including sound levels, and are required to obtain their own Public Liability Insurance.

## **MINORS ON PREMISES:**

Minors are allowed on the premises, but they need to be supervised at all times. Please note that minors are not permitted in The Sports Bar or Main Bar and must be out of venue from 10pm.



## HOST YOUR NEXT EVENT WITH US

Contact our Host & Events Team at:  
[info@willowdalehotel.com.au](mailto:info@willowdalehotel.com.au)



[willowdalehotel.com.au](http://willowdalehotel.com.au)