



THE
OVERFLOW
ESTATE
1895



Wedding Kit

WWW.THEOVERFLOWESTATE1895.COM.AU

CURRENT AS OF AUGUST 2024

WELCOME

From the moment you and your guests drive through our front gates, you will find a home at our stunning historic Estate. The rolling vines and scenery are breathtaking and The Overflow Estate 1895 promises a ceremony site and reception venue with limitless photo opportunities.

We recognise each and every couple has unique needs and we strive to offer a completely bespoke package including numerous ceremony locations, reception spaces, dining menus and - of course - our own award-winning wines. We truly believe in relaxed preparation and provide a passionate team to walk with you every step of the way.

As you discover more about our vineyard, venue and restaurant Roastbeef and the Frog, we hope you fall in love with our wines and The Estate as much as we have.

We look forward to creating your wedding with you!

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Ph: 0455 22 1895

Instagram: [@theoverflowestate1895_official](https://www.instagram.com/theoverflowestate1895_official) | Facebook: [@theoverflowestate.official](https://www.facebook.com/theoverflowestate.official)







WHAT TO EXPECT FROM US

Your dedicated Venue Planner will be your direct point of contact at The Overflow Estate 1895 while planning your wedding. They will prepare for you, your first draft Run Sheet and Floorplan ahead of your wedding and organise a one-on-one planning meeting 1-2 months prior to your wedding date.

KEY ITEMS YOU NEED TO PROVIDE TO YOUR PLANNER

- Menu and beverage selections
- Supplier contact information and what they are providing (celebrant, photographer, photobooth, styling, cake, music, etc)
- Important guest details (parents of the couple, bridal party names, mc etc.)
- Guest numbers and dietary requirements
- Completed seating list on our template provided by your Venue Planner.

WHAT YOU NEED TO BOOK

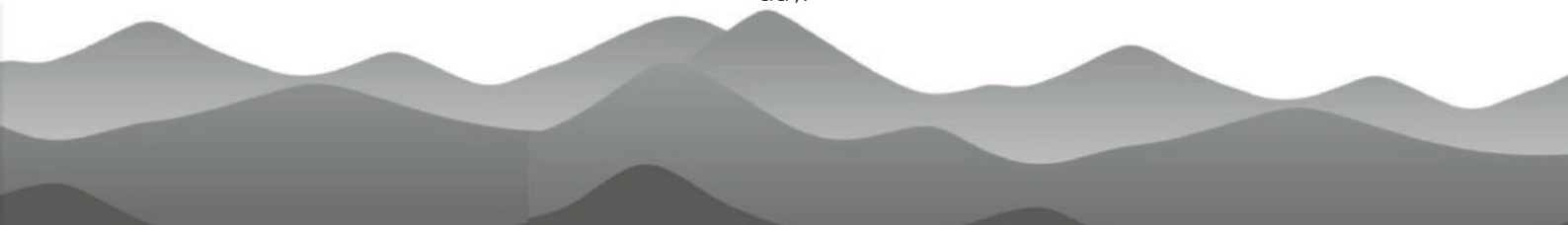
Now that you have your wedding date, we recommend booking in your suppliers as early as possible to lock in your preferred services. You will need to contact and book any suppliers for your wedding day directly (excluding suppliers booked in conjunction with us) and send their contact information onto your Venue Planner.

For our list of recommended suppliers please visit our supplier guide. Our supplier guide is a list of recommendations from The Overflow Estate 1895's team however you are very welcome to use any suppliers you wish.

CONTACT ON YOUR WEDDING DAY

Whilst our Venue Planner will oversee the pre-planning and will assist with all arrangements prior to your wedding, they will not necessarily be present on the day of your wedding. During the planning process, you will be provided with a Run Sheet that will document all scheduling and arrangements made for your wedding and will be signed off by you once you are happy with everything documented.

This Run Sheet is then discussed at length during a handover meeting with our Executive Chef and/or any wedding consultants you retain and they will be by your side throughout your big day.





YOUR WEDDING CHECKLIST

Planning your wedding will be one of the biggest events of your life. We hope this checklist will help your Wedding Planning and your Wedding Day run smoothly.

8 MONTHS BEFORE YOUR WEDDING

- Order your wedding cake
- Book a photographer and videographer
- Book a florist
- Book a DJ or band
- Register for your wedding gifts

6-7 MONTHS BEFORE YOUR WEDDING

- Your Venue Planner will be in touch to discuss initial details
- Finalise your guest list
- Send invitations (ensure RSVP is at least 4 weeks prior to wedding)
- Arrange transportation from the ceremony to reception
- Begin planning and booking your honeymoon
- Order your wedding bands
- Ensure 50% of venue payment is finalised You will receive the first draft of your run sheet

4 MONTHS BEFORE YOUR WEDDING

- Begin looking over our Event Styling catalogue
- Book hair and makeup (including trial)
- Purchase gifts for your wedding party
- Reserve wedding attire for the groom and groomsmen
- Purchase ceremony and reception accessories
- Arrange wedding attire for the bridesmaids and groomsmen

3 MONTHS BEFORE YOUR WEDDING

- Meet with your wedding planner to discuss details of your day and any styling requirements
- Ensure 75% of venue payment is finalised

2 MONTHS BEFORE YOUR WEDDING

- Select guests who will present at your ceremony
- Select your MC
- Record your RSVPs and any dietary requirements
- Confirm and lock in wedding styling, flowers, entertainment and bridal party flowers

1 MONTH BEFORE YOUR WEDDING

- Contact guests who have not sent an RSVP
- Collect wedding bands
- Plan your seating chart and floor plan Give music selection to your band / DJ Final wedding dress fittings
- Find your something old, something borrowed and something blue
- Create a wedding day itinerary plan for your bridal party
- Finalise menu and beverage selection with your Venue Planner

3 WEEKS BEFORE YOUR WEDDING


- Confirm access and delivery times for entertainment, cake and suppliers.

2 WEEKS BEFORE YOUR WEDDING

- Final run sheet due
- Final guest numbers, seating plan and floor plan due
- Dietary requirements and bridal party pre-selection menu due
- All final details due to Wedding Planner

THE WEEK BEFORE YOUR WEDDING

- Final meeting with your Wedding Planner
- Deliver favours, signing book, decorations etc to Victoria Park
- Final payment due (The Overflow Estate 1895 should be holding 100% of anticipated spend)



"WHILE WE OBSESSED
OVER HAVING THE
PERFECT WEDDING,
AFTER EVERYTHING
WAS SAID & DONE, OUR
FAVORITE MEMORIES
WERE THE ONES THAT
WERE COMPLETELY
CANDID."

Josh & Emily



THE
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PRICES

EXCLUSIVE USE

Including Cellar Door, Vineyard and grassed areas next to Lake Wyaralong.
Exclusive use closes our Estate to the public for the duration of your event.

MONDAY - WEDNESDAY

Lunch Reception

(11am & up to 6pm)

\$6500
(Minimum Spend)

Dinner Reception

(3pm & up to 11pm)

\$7500
(Minimum Spend)

THURSDAY - FRIDAY

Lunch Reception

(11am & up to 6pm)

\$8000
(Minimum Spend)

Dinner Reception

(3pm & up to 11pm)

\$9500
(Minimum Spend)

SATURDAY - SUNDAY

Lunch Reception

(11am & up to 6pm)

\$15,000
(Minimum Spend)

Dinner Reception

(3pm & up to 11pm)

\$20,000
(Minimum Spend)

NOTE: These are minimum spending to spend on food and beverages.

There is NO Venue Hire!

Additional 15% for events falling on a public holiday.

20% deposit is required to secure your date.





CAPACITIES, DIMENSIONS & LOGISTICS

We have listed below our maximum capacities based on our experience of what works best in each event space:

CELLAR DOOR DECK

80 seated on long tables, in varying configurations - ie 'U' shape or 2 x long tables. 120 cocktail style.

Please note that the covered deck has shade & wind blinds installed, however it is not a completely closed or all-weather proof space.

GARDEN MARQUEE

Entirely dependant on the marquee size hired, but we have hosted marquee's large enough to accommodate 120 seated on round tables (plus 10pax Bridal Table).

CHAIRS

All our event packages include provision of our standard black bistro chairs however this is excluding our ceremonies.

For ceremonies held on The Estate, alternate seating and theming will need to be hired by the wedding party for the ceremony area.

SEATING CHART & PLACE CARDS

We ask that you please provide your own place cards and printed seating list to display at your Wedding Reception so that your guests can locate their allocated tables and seats.

TABLES & DIMENSIONS

Our standard square tables measures 900mm and can be joined to for some 5.4 metres in length.

If hiring a Marquee, you will need to consult with the supplier to coordinate your table and chair hire for the marquee area.

If you wish to use a different tables and chairs in your function space please ask your Venue Planner directly. Additional fees will apply to hire in the type of tables and chairs you choose.



CEREMONIES

WHERE CAN YOU HAVE IT?

Our beautiful on-site ceremony locations include pretty much anywhere on the grounds of the Vineyard!

We are only able to offer ceremonies within the complex for couples who have also booked their reception at The Overflow Estate 1895.

CAN I HAVE A WEDDING CEREMONY REHEARSAL?

Wedding ceremony rehearsals are permitted in your preferred ceremony space and subject to availability of that space.

Should you wish to guarantee a specific time or day, fees may apply. Rehearsals are only available during our trading hours (Wednesday to Sunday 9am - 4pm) and must be arranged in advance with your planner.

WHAT CAN MY GUESTS DO IN THE TIME BETWEEN OUR CEREMONY AND RECEPTION?

If you have booked both ceremony and reception onsite we can offer you several options for your guests during this time:
If you have hired out the entire vineyard, we can create a cocktail area separate from your dining area. This may include (but not limited to)

- + Drinks or a wine tasting adjacent the vines, for the full vineyard experience!
- + Drinks and hors oeuvres on the lawn area or waterfront.

Please plan any pre-reception options with the venue planner well in advance so as we can accommodate the space and timing and discuss any additional fees.



FOOD & BEVERAGE POLICY

SPECIAL OCCASION CAKES

Cakes will need to be delivered on the day of your event unless approved otherwise. If your cake requires assembly, we need to be notified in advanced.

Please note:

The Overflow Estate 1895 can place cake bags/boxes on the tea & coffee table for guest self-service. If you would like your cake to be boxed/bagged individually for guests, an additional fee will apply.

DIETARY REQUIREMENTS

We can cater for any dietary needs you or your guests may have. When contacted by your Venue Planner with your Run Sheet, this will be discussed. Should your guest have a complex dietary requirement, we recommend asking your guest and providing us with a list of what they can eat.

EXTERNAL CATERING

No external catering is permitted at The Overflow Estate 1895.

CHILDREN'S MEALS & WHAT AGE IS CONSIDERED TO BE A CHILD?

We offer children's meals at a concession and consider a child anyone up to and including 12 years of age. Children above the age of 12 will be served the adult meal.

CONTRACTOR CATERING

Contractor meals are available to any suppliers who will require a meal during your event. You will need to let your Venue Planner know of any suppliers requiring a contractor meal as this is additional to your event package. They will also be able to advise you of our contractor meal pricing. Contractor meals will contribute to your Food & Beverage Minimum Spend however, contractors are not included in your final guest numbers & do not require an assigned seat on your seating list.





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YOU HAVE QUESTIONS? WE HAVE ANSWERS.

Q: Does The Overflow Estate 1895 have a general, guiding policy re weddings?

A: We do! Our aim is to make the entire event happy, enjoyable, seamless and memorable for all the right reasons.

Q: Can I extend my event time?

A: If you would like your wedding reception to continue later into the evening, speak with your Venue Planner about any extension options that may be available. Fees will apply for this extension. Please note, this price is based on Receptions ending at 11pm and extending to only until 11.30pm.

Q: Can I get early bump-in times or extended bump-out times ?

A: Early access and bump-in times can be organised directly with your Venue Planner at no cost to you with prior approval from the venue. Please be aware that we are unable to confirm access times for you until approximately 3-4 days prior to your wedding date and your delivery times, including those of your suppliers, must also match our operational set up requirements. If you wish to alter these times or have guaranteed access, additional fees will apply

Q: How much parking do you have & is your venue wheelchair accessible?

A: The Overflow Estate 1895 has ample complimentary car parks on site for your guests. We are fully accessible for events held in the Cellar Door.





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NUTS AND BOLTS...

TERMS AND CONDITIONS

A full copy of The Overflow Estate 1895's Conditions of Venue Hire is available on request and must be viewed and agreed to in order to proceed with your event. Current package is valid from August 2024 – June 2025. Prices and menus listed in this package, are subject to change.

DELIVERIES & COLLECTIONS

Due to limited storage space and our daily trading requirements at The Overflow Estate 1895, it is essential that you speak with your Venue Planner to arrange any deliveries or item collection in relation to your event as these will need to be pre-approved by the venue. Your Venue Planner will also be able to provide you with bump-in and bump-out times specific to your event. Any items that are delivered to our venue prior to your event (maximum 3 days prior) will not fall under the responsibility of The Overflow Estate 1895. All items must be collected by the client or supplier at the conclusion of your event or at a prearranged and approved time the following business day.

Please Note: Any items left onsite and not collected within 7 days from your function date will be discarded. The Overflow Estate 1895 will take particular care with any goods delivered to the premises prior to your event however, The Overflow Estate 1895 accepts no responsibility for these items.

LOST PROPERTY

Any lost property left over from your event will be kept for a period of seven (7) days excluding items which are deemed perishable. Contact your Venue Planner directly to discuss any lost property or left-over items from your event. The Overflow Estate 1895 accepts no responsibility for any goods or materials left over after an event.

PETS

The Overflow Estate 1895 is a pet friendly business and your pet is welcome to attend your wedding ceremony if it is being held in one of our outdoors. Pets are allowed inside our Cellar Door dining area.

Pets must remain on a lead and supervised at all times. Pet's are allowed in some of the WanderPod overnight accommodation.





CONTACT

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