

# Our Event Spaces

From glasshouse to garden - A space for every story.

- No venue hire  
- Minimum spend applies to private space



## Private Glasshouse

**A Light-Filled Oasis for Picture-Perfect Private Celebrations**



- Fully private space
- Ideal for 30 - 75ppl gathering
- Can be paired up with side garden to increase capacity
- Own fully functional bar area
- Tv screen for display photo/videos
- Mike & sound system in-built
- Separate washrooms
- Direct access from car park
- Wheelchair accessibility

Note: Glasshouse can extend to side garden for gathering over 100 guests.



- Ideal for weddings, engagements or big gatherings
- capacity from 100 to 200ppl
- Beautiful garden setting
- Covered space with fountain
- Step into a dreamy twilight setting under our charming covered garden
- Stage available for live music
- Projector available
- Available as shared or private space
- Inbuilt speakers in garden

**The perfect twilight setting-our covered garden glows with fairy lights, creating a magical space for unforgettable events.**

## Covered Garden

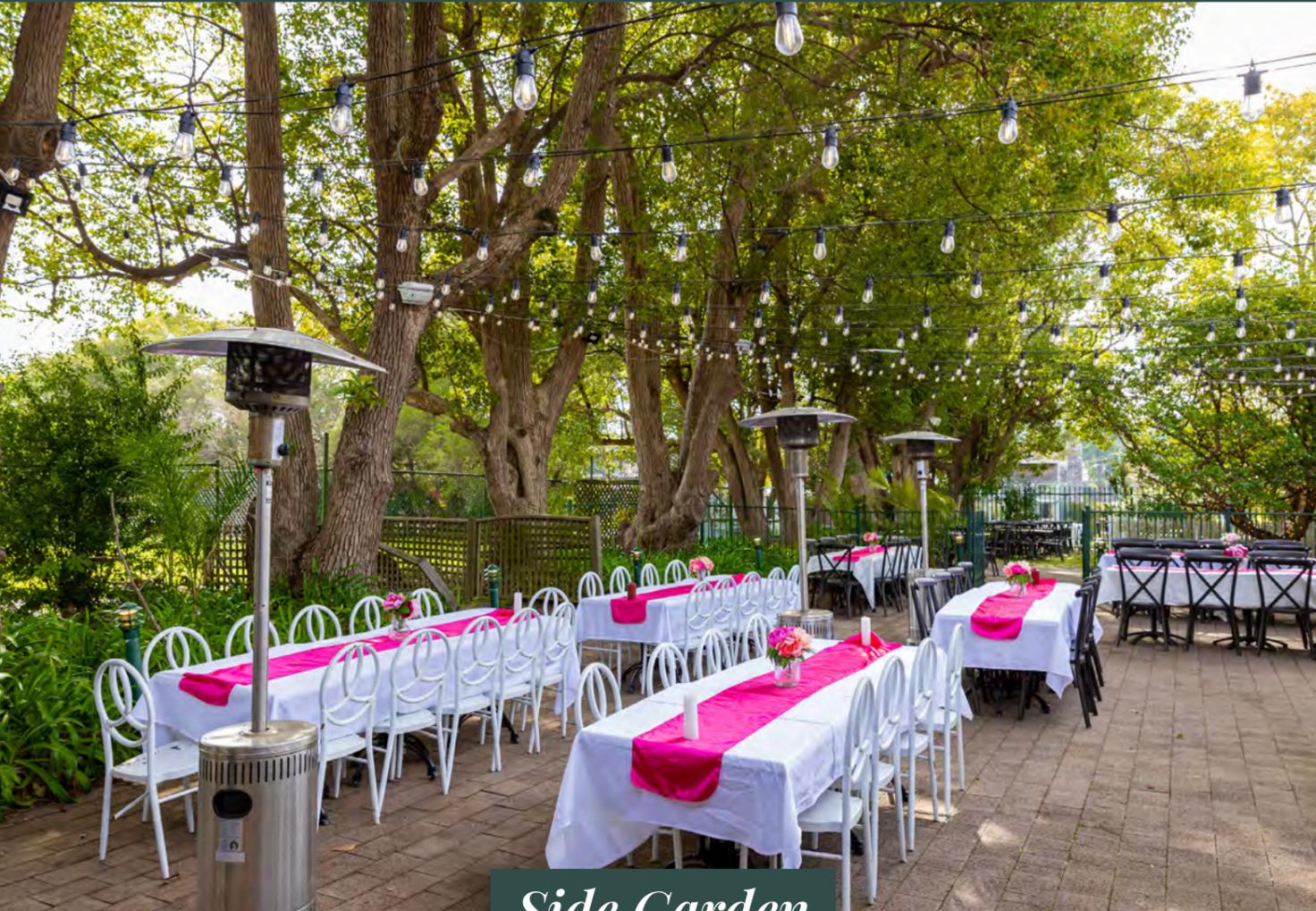


**NIGHT VIEW**

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*Side Garden*

**A Hidden Corner of Greenery – Perfect for Intimate Gatherings & Photos**



- Available as shared or private
- Ideal for 30 -70ppl private space
- Surrounded by beautiful garden setting
- 2 side garden areas available which can be taken either individually or combined



- Best for 15 - 25ppl gathering
- Fully private space
- Semi indoor seating inside
- Feel & look of garden outdoor

**Cosy & Relaxed, Semi-Indoor Space with a Charming Garden Vibe**

*Deck Side*



## *Full Venue For Bigger Events*

Exclusively Yours Full Venue Hire for Unforgettable Large Gatherings.

- Full venue is available for events over 150 guests
- Access to all areas with all facilities



## Why Choose Us

### - No Venue Hire Fee

Enjoy your special day without the extra venue hire fees for most private bookings.

### - Unique, Character-Filled Spaces

From the light-filled Glasshouse to our peaceful garden areas, every corner offers charm and personality.

### - Indoor & Outdoor Options

Rain or shine, we have flexible spaces to suit your style and your guest list.

### - Experienced & Friendly Team

Our team is here to guide you every step of the way stress-free planning, seamless service.

### - Locally Loved, Perfectly Hidden

A much-loved hidden gem in the Hills District, offering privacy and a relaxed atmosphere.

### - Beautiful Food & Beverage Packages

Choose from high tea, canapés, set menus, or drinks packages to suit your event.

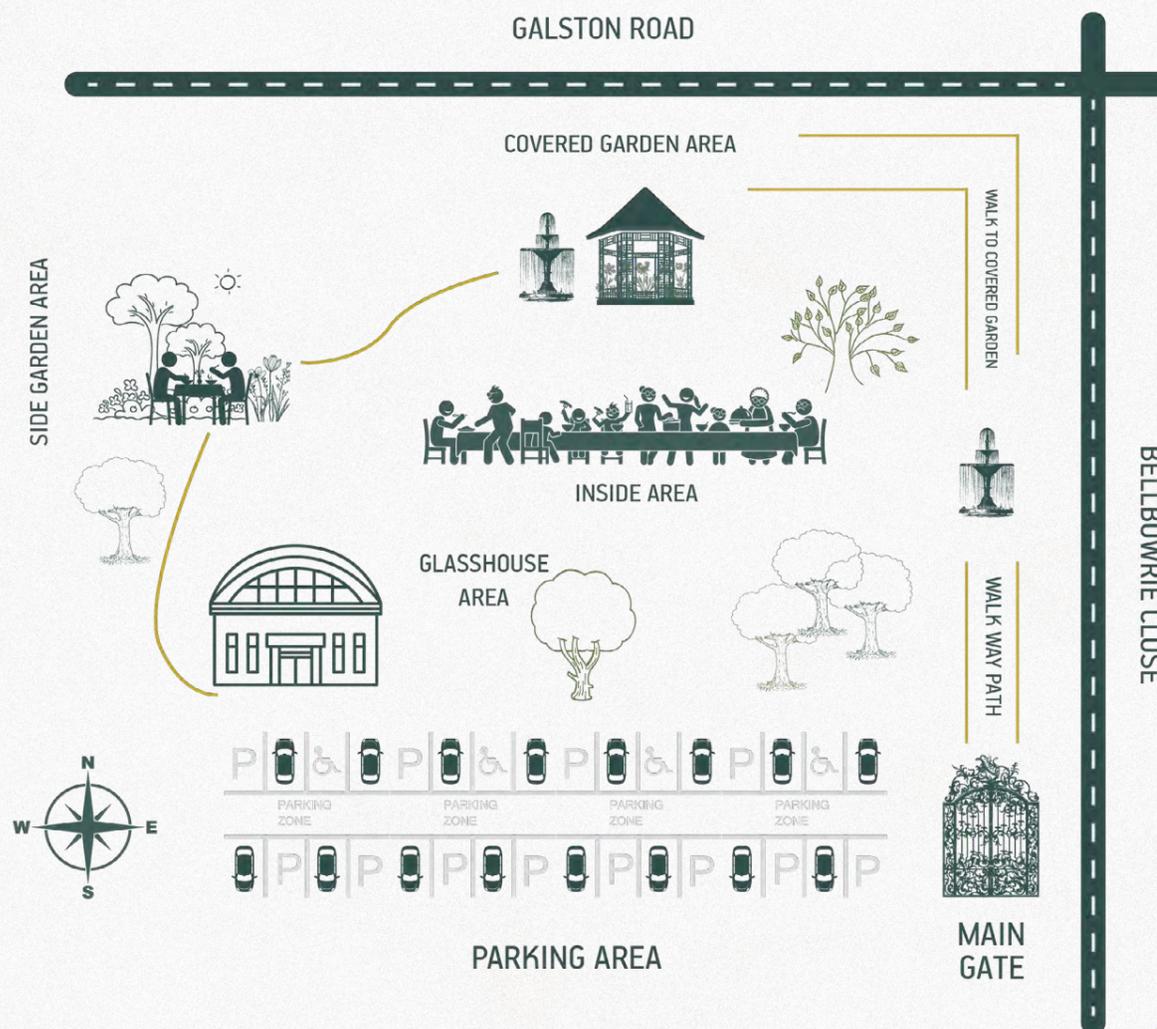


## How To Book

- Secure your event with a deposit
- Confirm final numbers 7 days before your event
- Final payment due 7 days prior to your event
- It's that simple! Let our team take care of the rest.

## Our Venue Map

Every corner holds a secret - Let the map guide you.



# Terms & Conditions

Thank you for considering The Vintage Secret Garden to host your special occasion. Please take a moment to read through the following terms and conditions before confirming your booking.



## BOOKINGS & DEPOSITS

A **non-refundable deposit** is required to confirm your event booking. This amount will be deducted from your final invoice and contributes to your minimum spend.

By paying your deposit, you acknowledge and agree to all terms outlined in this document.

All bookings must be made **at least two weeks** prior to your event date.

## FINAL NUMBERS & MENU

Final guest numbers and catering selections must be confirmed **no later than 7 days** before the event.

Full payment is due **7 days prior** to the function.

Any reductions in guest numbers after this time will not be refunded.

Final charges will reflect either the confirmed number or the final headcount on the day—**whichever is greater**.

A credit card will be required to activate a **bar tab**, charged post-event if your minimum spend is exceeded.

## EVENT DURATION

All events include a **standard duration of 3 hours**.

Additional time may be arranged **at an extra cost**, subject to availability.

Please speak with our Event Coordinator in advance to discuss extended timing options.

## MINIMUM SPEND REQUIREMENTS

Each private event space has a specific **minimum spend**, outlined at the time of booking.

Minimum spend requirements may increase during peak periods.

If the minimum spend is not met, a **room hire fee** will apply. Please check with your Event Coordinator.

## PAYMENTS

All event payments must be made via **direct deposit** into our nominated event account.

When paying, please include your **event date and full name** in the payment reference (e.g.,— John Smith – Jan 24, 2025).

**Full payment is non-refundable and non-transferable**, as per our cancellation policy.

## CANCELLATIONS

All deposits are **non-refundable**. In the event of a cancellation, your deposit will be forfeited.

Cancellations must be advised **at least 7 days prior** to your event date in writing.

If notice is given **less than 7 days** before the event, the **full payment will still be required**.

Your deposit will be applied to your final invoice on the day of your event.

## CAKE

You're welcome to bring a celebration cake under the following conditions:

**Self-Serve Option:** No charge if you cut and serve the cake yourself using your own disposable plates and cutlery.

**Staff Service Option:** We can cut and serve your cake for **\$4.50 per person**.

The Vintage Secret Garden accepts no responsibility for the quality or storage of external cakes.

No other outside food or dessert items may be brought into the venue.

## RESPONSIBILITY & VENUE USE

Clients are responsible for any loss or damage to venue property caused by their guests.

We are not liable for any loss, damage, or theft of personal items left before, during, or after the function.

Guests must remain within their **designated event area** at all times.

## PUBLIC HOLIDAYS & WEATHER

A **10% surcharge** applies to food and beverage on **public holidays**.

Indoor events will proceed regardless of weather. For outdoor events, we will do our best to relocate you indoors, subject to space availability.

## CLEANING

General cleaning is included in your booking.

A surcharge may apply for **excessive cleaning** or damage.

## DECORATIONS & LINEN

You are welcome to decorate your space, but:

- No confetti or table scatterings

- No decorations to be fixed to walls without approval

All decoration plans, signage, and setups must be pre-approved.

We offer **white or black linen and basic table décor** (artificial florals/candles) at an additional cost please discuss with our Event Coordinator.

## BEVERAGE POLICY

**No BYO (Bring Your Own)** food or beverages are permitted.

All food and drink must be provided by The Vintage Secret Garden unless otherwise approved in writing.

## LAST DRINKS & TIMING

**Last drinks** will be called **30 minutes prior** to the venue closing time.

Booked areas are available only for the **confirmed duration**.

## GENERAL CONDITIONS

Set menus are priced per person and required for all groups of **12 or more**.

High tea, high cheese, and all event bookings must be **fully prepaid**.

Dietary requirements must be submitted in **writing at least 48 hours** prior.

Seating preferences are noted but **not guaranteed**.

Time limits apply to all bookings and menus.

The venue is **halal certified**.

We are not pet-friendly.

Your booking will be held for **15 minutes** past your reservation time.

## ACCEPTANCE

To confirm your event, we require a signed copy of this document acknowledging agreement to these terms.

All cancellations must be submitted in writing to: [events@thevintagesecretgarden.com.au](mailto:events@thevintagesecretgarden.com.au)



*After all, It's for The Love Of Family*



*We cant wait to celebrate with you*

*After all, it is for the love of family*



**FOR ALL ENQUIRIES**

events@thevintagesecretgarden.com.au

02 9653 1500

@thevintage.secretgarden

www.thevintagesecretgarden.com.au