



Weddings at
**Buda Historic Home
& Garden**

Elegant | Historical | Special

INFORMATION PACKAGE





WEDDINGS AT BUDA HISTORIC HOME & GARDEN

Step back in time to the Victorian Era and walk along the gravel paths, reliving yesteryear. Relax in Buda's heritage garden, with the historic house and the purpose built Garden Room as a backdrop. The charming intimate Garden Room, as its name implies, overlooks the grounds and outdoor entertainment area of the Formal Garden.

Amble along pathways including Miss Hilda's Walk, the Pergola Walk and onto the Formal Garden, where many a delightful wedding ceremony has taken place. There are a variety of romantic settings to choose from, whether on the stone steps overlooking the pond and fountain, or underneath the branches of the ancient oak.

The Garden Room can seat 70 people or hold to 100 in an informal setting, or why not set up marquees on the Formal Garden for an outdoor wedding that will accommodate up to 150 people. Guests are able to walk through the grounds including the courtyard with its historic aviary and the rose garden, and appreciate the essence of Buda.

The Garden Room is a very versatile space which adapts to any type of function. Catering can be arranged to suit your requirements, or you can choose your own caterer. The kitchen is equipped with a commercial oven/stove, dishwasher, fridge, crockery and cutlery. The room has a bar with large commercial fridges as well as heating, evaporative cooling and multi access toilets.

We are happy to take you on a tour of Buda and to discuss the various options available to you for your special event at Buda.

For further enquiries or to arrange for a tour of Buda, call (03) 5472 1032 or email us at **admin@budacastlemaine.org**

Visit our website with wedding images at www.budacastlemaine.org



Prices for Buda Garden Room hire include crockery, cutlery, chairs and tables.

The room comes equipped with heating, evaporative cooling, and multi-access toilets. The beautiful outdoor space known as the Buda Formal Garden is included in the hire price, and is perfect for erecting marquees if required (Tier 2). Guests are welcome to wander the historic grounds, and a variety of access gates can be utilised.

DEPOSIT and BOND <ul style="list-style-type: none"> A deposit is required upfront to confirm booking and will be deducted from your venue hire A separate bond of the same amount will be invoiced in addition to Venue/Garden Hire. The Bond is fully refundable after the event but will be withheld in the event of damage to the premises or grounds. 	\$100 Tier 1 \$600 Tier 2
VENUE HIRE TIER 1 – Small family weddings or engagements. Up to 60 People <ul style="list-style-type: none"> Access only included on the same day. Does not include previous day set up but this can be booked for a fee Includes complete kitchen facilities Includes casual use of the Formal Garden for mingling and photos but no marquees 	\$1000
COMPLETE VENUE HIRE TIER 2 – Wedding, Engagement or Wedding Reception. Up to 150 people <ul style="list-style-type: none"> Includes set-up from 2pm on the previous day. Payment is required no less than 30 days before the event. Includes full kitchen facilities Includes full use of the Formal garden including the ability to set up marquees 	\$2500
FULL DAY SET-UP (from 9am the previous day)	\$250
BAR FRIDGE The use of the 4 door bar fridge is included in the price for the day. If it is required to be turned on during set up the day before, an additional charge of \$50 will be incurred	\$50
CATERING Please enquire for Buda contract catering or you can bring your own caterer.	
CANCELLATION FEE <ul style="list-style-type: none"> If cancelled within 4 weeks of event. 	\$200
CLEANING <ul style="list-style-type: none"> Normal cleaning is included in your hire cost eg: Toilets, vacuuming, floors Kitchen must be left clean and all dishes and equipment put away All rubbish has to be placed in the bins provided. If bins have been filled, hirer must take the remainder of rubbish and recycling away.	

***Prices include GST. Prices current as at March 2022**

NOT INCLUDED IN BUDA VENUE HIRE

Use of the interior of Buda Historic House



CONDITIONS OF HIRE OF THE BUDA VENUE

DEPOSIT AND BOND

- A deposit is required at the time of booking to secure the Garden Room for the requested date. An additional bond is required to cover any damage or loss incurred whilst using Garden Room and/or the grounds of Buda during the event.
 - Your booking is not secure until the deposit is received.
 - Buda reserves the right to vary the bond amount, depending on the assessed risk of potential damage.
 - A bond inspection will take place at 10 am the day after your function.
 - Your bond is fully refundable after successful inspection.

HIRE FEE

- The hire fee for the Garden Room has to be paid at least 30 days prior to the event.
 - This includes use of the Buda Garden Room and surrounds for the day of the booking only.
 - Previous day set-up, prior to 2pm, will incur an additional fee.

ACCESS

- Hire of the Buda venue does not include or allow access to the historic house.

DECORATIONS AND EQUIPMENT

- Any specific setting up of the facility is the responsibility of the hirer.
- Tablecloths and glassware are not provided by Buda but are available for hire.
- No objects are to be affixed or attached to the floors, walls or ceiling with tape or blue tack. String, rope and wire can be used only on the available fixtures.
- Hooks are available in each window and for the picture rail.
- Dance floor - please speak to office staff in regard to what is allowable.
- Only petals are to be scattered in the Buda grounds.
- No flammable decorations or lighting is permitted in the grounds, including candles and tea lights.

ALCOHOL CONSUMPTION

- Hirers can bring their own liquor for consumption in the Garden Room.
- No liquor is to be consumed after 11pm.
- It is an offence for liquor to be consumed at Buda by persons under the age of 18.
- Sale of alcohol is forbidden without a liquor license.

SUPERVISION

- All children must be kept under adult supervision especially in the garden and house surrounds.

MARQUEES

- Erection of marquees and other structures are only permitted in agreed locations. By signing these **'Conditions of Hire of the Buda Venue'** I have read, understood and will comply by the **'Marquees and Temporary Structures Policy'**

FURNITURE

- Garden Room furniture, including tables and chairs are for indoor use only.

SMOKING

- BUDA is a smoke free zone. Please ensure that NO SMOKING occurs anywhere on Buda premises or in the gardens.

KITCHEN

- In accordance with the provisions of the health regulations, no area within the Garden Room is to be used for the preparation of meals other than the designated kitchen area set aside for such purposes.

NOISE

- Buda Historic Home & Garden is located in a residential area and you must be mindful of keeping noise at a reasonable level and to keep noise disruption to a minimum.
- All noise from music, events activities and operations of the event must comply with the following criteria
 - Live amplified music is only permitted until 11pm and must be subject to control at all times during the event.
 - No noise amplification is to be used which is not subject to control during the event.
 - Particular attention must be given to music with a strong bass beat.
 - The Hirer is responsible to ensure the volume of music is kept to a level that will not disturb local residents.
 - It is the Hirer's responsibility to ensure that entertainers are made aware of noise limitations.
- Should this matter be ignored and complaints to Buda follow, the 'refundable bond' may be forfeited
- **The Buda Committee of Management regards this matter as most important and wishes to stress the importance of reducing all noise as a respect to our local residents (this includes cars leaving the grounds and car radios).**

CURFEW

- All guests must leave the premises and surrounds by 11.30pm

CLEANING

- The hirer must ensure that the Garden Room, the kitchen and grounds are left as they were found, with all rubbish, broken glass, decorations etc to be placed in the bins provided before 10am the following day. If the hirer has filled the available bins, all remaining rubbish must be removed from the premises.
- The hirer must follow the checklist provided before leaving the venue.

CODE RED FIRE RATING

- Buda is closed to the public on Code Red (Catastrophic) fire days. If a Code Red fire rating is announced for the day of your event, you are required to cancel your event. Hire fee and bond will be refunded. If the day is rated as Extreme (orange) assessment will be made and Buda staff will communicate with you to agree on a suitable outcome.

SECURITY

- As Buda is in a quiet residential area the hirers need to be aware that whilst gates open during set up and while the function is in progress there is the possibility that people can access the grounds without being noticed.
- **It is also essential that all the gates be locked upon leaving the site at the end of the function.**
- If the gates are found open your bond will be used to cover any stolen or damaged property caused by intruders who have accessed the property through open gates.

HIRERS AGREEMENT:

I/We acknowledge having received, read and understood the **Conditions of Hire of the Buda Venue** and we agree to abide by them.

I/We agree that Buda Historic Home & Garden can and will deduct from any bond the cost to repair any damage, over and above 'fair wear and tear' or cleaning associated with hire.

Name:

Contact telephone.....

Signed.....

Date.....



Buda Venue Facilities

Please find below a list of items that are included with the hire of the Buda venue.

All other supplies, including marquees and outdoor chairs and tables need to be supplied by the hirer (see below for recommended hire companies). Tablecloths, wine and champagne glasses are available for hire from Buda or party hire companies.

Reverse cycle ducted heating and cooling
Commercial dishwasher
Bar refrigeration x 5 door
1 x standard fridge
1 each of male/female/wheelchair access toilets

Crockery supplies for 80 people
Cutlery supplies for 80 people
Water and wine glasses x 50
Coffee plungers
Glass /plastic/metal jugs
Domestic kettle
Large urns X 3
A variety of plastic serving platters

Pull down screen
Wifi access
Data Projector
Portable PA and microphone
Bluetooth speaker

16 tables for indoor use 90cm X 90cm
Bentwood seating for up to 70 (indoor use only)
2 x high chairs
2 x plastic trestle tables
3 x 2.4m timber trestle tables suitable for outdoor use
6 x 2.4m timber bench seats suitable for outdoor use
8 Timber table tops 214cms X 95cms that sit over Buda indoor tables and create a 10 seat table
(for access, speak to Buda staff prior to your event)

Buda also has the following for hire as added extras

- Large White Damask Table cloths \$8 each
- Smaller Cream lace table cloths \$4 each
- Sets of Wine glasses \$5 per set 6
- Sets of Champagne flutes \$5 per set 6

HIRE COMPANIES CONTACT DETAILS

Kyneton Hire 5422 2311

Bendigo Party Hire 5442 2222



BUDA WEDDING/EVENT CATERING

Wedding hirers are welcome to either bring their own caterer or use Buda's preferred caterer Lela Rudinica. Please let us know if you require her contact details.

WEDDING/EVENT EXAMPLE MENUS

Please note that this is an **example** of menu ideas only and all event catering will be developed in consultation with Lela. The menus can be adapted to suit particular function and dietary requirements. Prices will change accordingly but be settled on prior to the event.

FULL DINNER BUFFET EXAMPLE MENU

Entrée

Medjool dates stuffed with goat cheese and candied walnut
Gougeres (French cheese pastries)
Caprese salad skewers
Arancini stuffed with spicy tomato sauce

Main

Lamb shwarma
Chicken with fennel ouzo and mandarins
Eggplant melanzane ripiene (vegetarian)

Sides

Individual potato gratin
Pumpkin salad with dates pepitas spinach oranges and pomegranate syrup
Green garden salad with tomato cucumber red onion baby lettuce leaves and classic dressing

Sweets

Continental biscuit selection (rosehip jam shortbreads, almond kifle, soft candied grapefruit biscotti) with teas and coffee

This sample buffet menu would be \$58pp.

If you would prefer plated table served meals then the suggestion is alternate place servings, with the vegetarian meal as a pre notified option.

Cake plating is included. Staff costs at \$33 per staff per hour to cover food service, bar and clean up.

Lobster can be included although the cost would be significantly higher for this option.

Chicken can be replaced with a whole poached salmon - fabulous centerpiece for the table and at 3.5 kilo would be more than enough for second helpings.

A seafood finger food option could be Squid Ink Arancini with Wasabi mayonnaise.

FINGER FOOD EXAMPLE MENU

Arancini filled with spicy tomato sauce
Medjool dates filled with goat cheese mousse and candied walnut
Tandoori chicken skewers with green apple raita

Slow roast lamb shwarma with middle eastern spices
Sesame crusted salmon on warm cabbages salad

Individual potato gratin
Spiced beetroot salad with chickpeas grapes and feta cheese
Chargrilled vegetable platter with zucchini asparagus banana peppers eggplant
Green garden salad with classic dressing

Chocolate hazelnut meringue cake
Lemon cheese cake

This sample menu is at \$34 per person. Serving staff is \$27 hourly rate

FULL AFTERNOON OR MORNING TEA EXAMPLE MENU

Assorted ribbon sandwiches -
Chicken
Beef
Salmon

Mini quiche
Mini cheese and spinach filo
Sausage rolls

Assorted flavoured meringues
Scones with raspberry jam and cream
Rosehip jam shortbread biscuits
Soft orange and almond biscotti

Loose leaf tea and percolated coffee, Bickford's cordials, water.

This sample menu is at \$32 per person and is buffet style.

PLEASE NOTE

Five days' notice required for catering numbers and special dietary requirements
Coffee/Tea Stations include: Bickford's cordials, water carafes, plunger coffee and a selection of teas.
Catering numbers quoted must be paid for on invoice.



EVENT PARKING AT 61 BULL ST

- Buda has extra parking available on the block of land in Bull Street directly behind the eastern boundary of Buda at 61 Bull Street.
- This area is not fenced
- There is a gate though to Buda walking you up though the 'wild area' and past the nursery
- If there are no parks left in the legal areas on Hunter St and Urquhart St please use the Bull Street Parking Area.

There are some advantages:

You get to walk through the lovely wild section of the garden, you won't get booked, you are leaving a space for someone less able than yourself, and physically the walk up will do wonders for your body and appetite!!



Buda Historic Home & Garden
42 Hunter St Castlemaine
(03) 5472 1032
admin@budacastlemaine.org
www.budacastlemaine.org

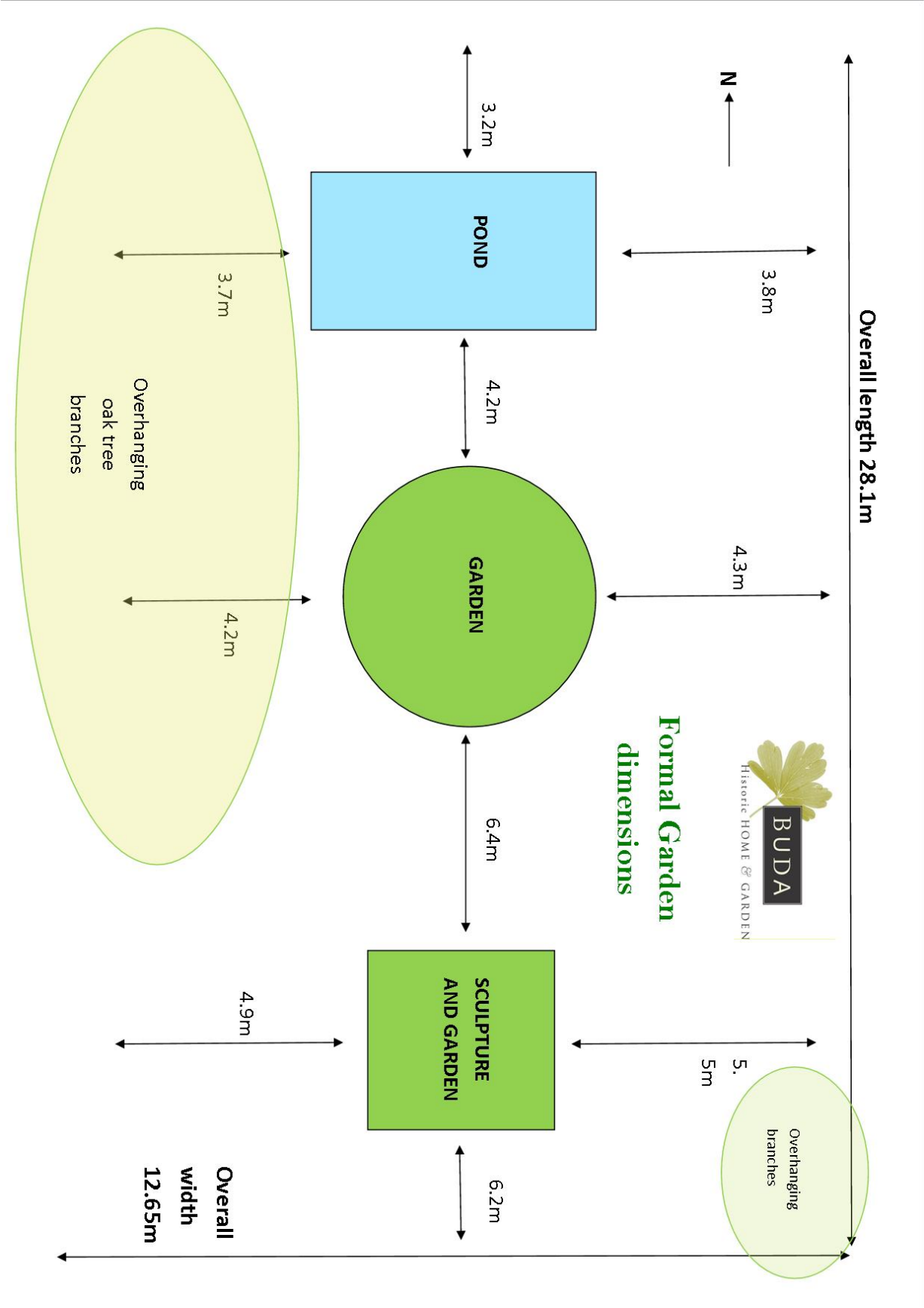


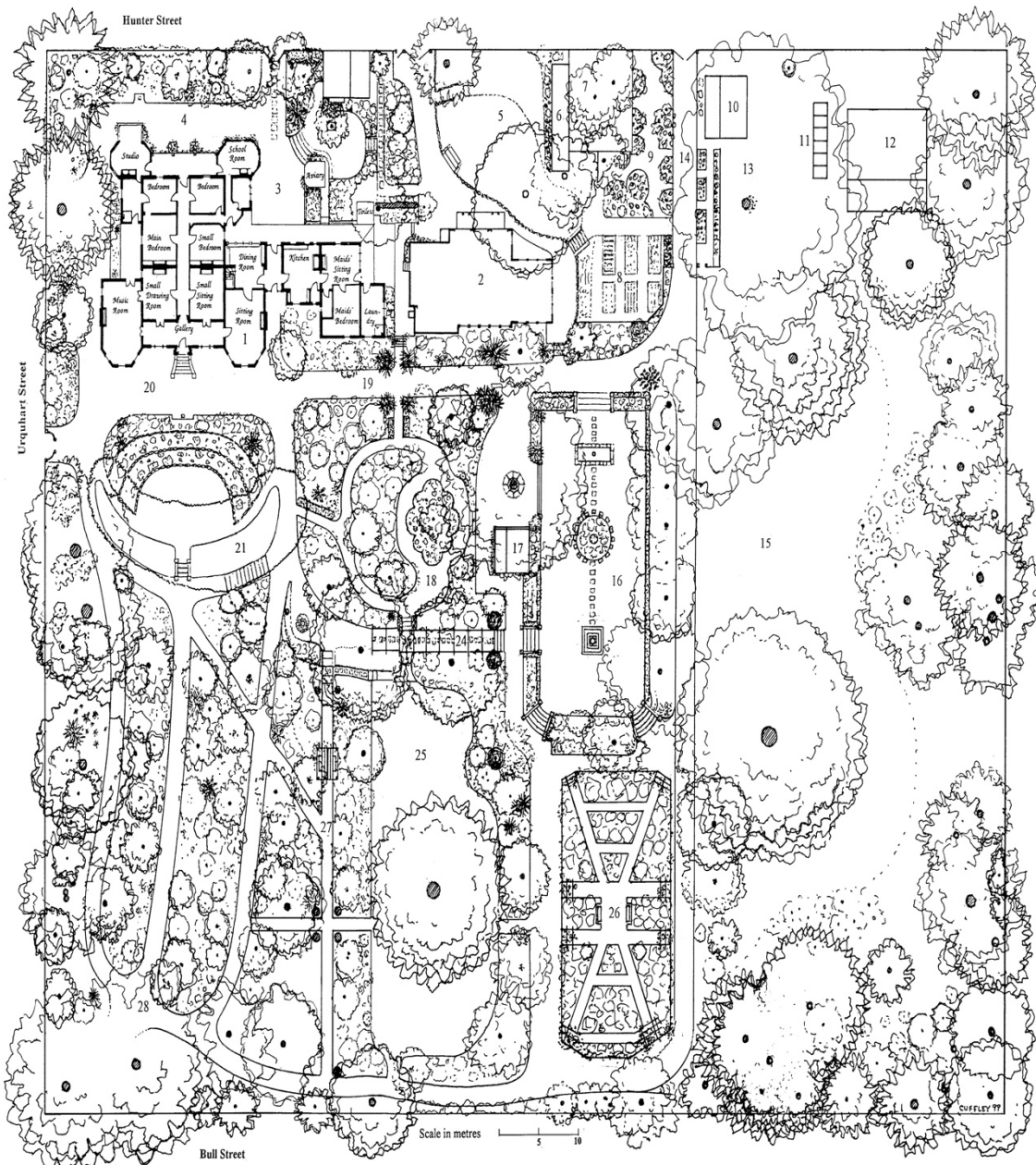
MARQUEES AND TEMPORARY STRUCTURES POLICY

The Buda garden is a Heritage listed garden and the principal purpose of this agreement is to ensure that no damage occurs to the garden as a result of the erection of a marquee or structure.

1. The location and procedure for placement of marquees must be approved by Buda staff.
2. Approval will not be given if, in the opinion of the staff, there is danger of damage to the garden.
3. The garden room bond will be forfeited if any damage is caused to the garden as a result of erection or dismantling of the marquee or structure.
 - a. The bond is a method of ensuring due care is taken to protect the garden. Should damage occur the full amount of the bond will be forfeited.
 - b. Should the cost of correcting the damage (for example the cost of an arborist) exceed the amount of the bond, the person or persons who have signed the **Conditions of Hire** will be responsible for the payment of the amount by which the total cost exceeds the bond.
 - c. Buda staff will advise of the estimate of this cost prior to the work commencing.
4. Under no circumstances will those erecting the marquee or structure interfere with any of the plants, for example, by cutting off branches.
5. Please detail the location of marquees on the Buda Wedding Plan Document and provide the name and contact details of the hire company.

DIMENSIONS OF BUDA FORMAL GARDEN

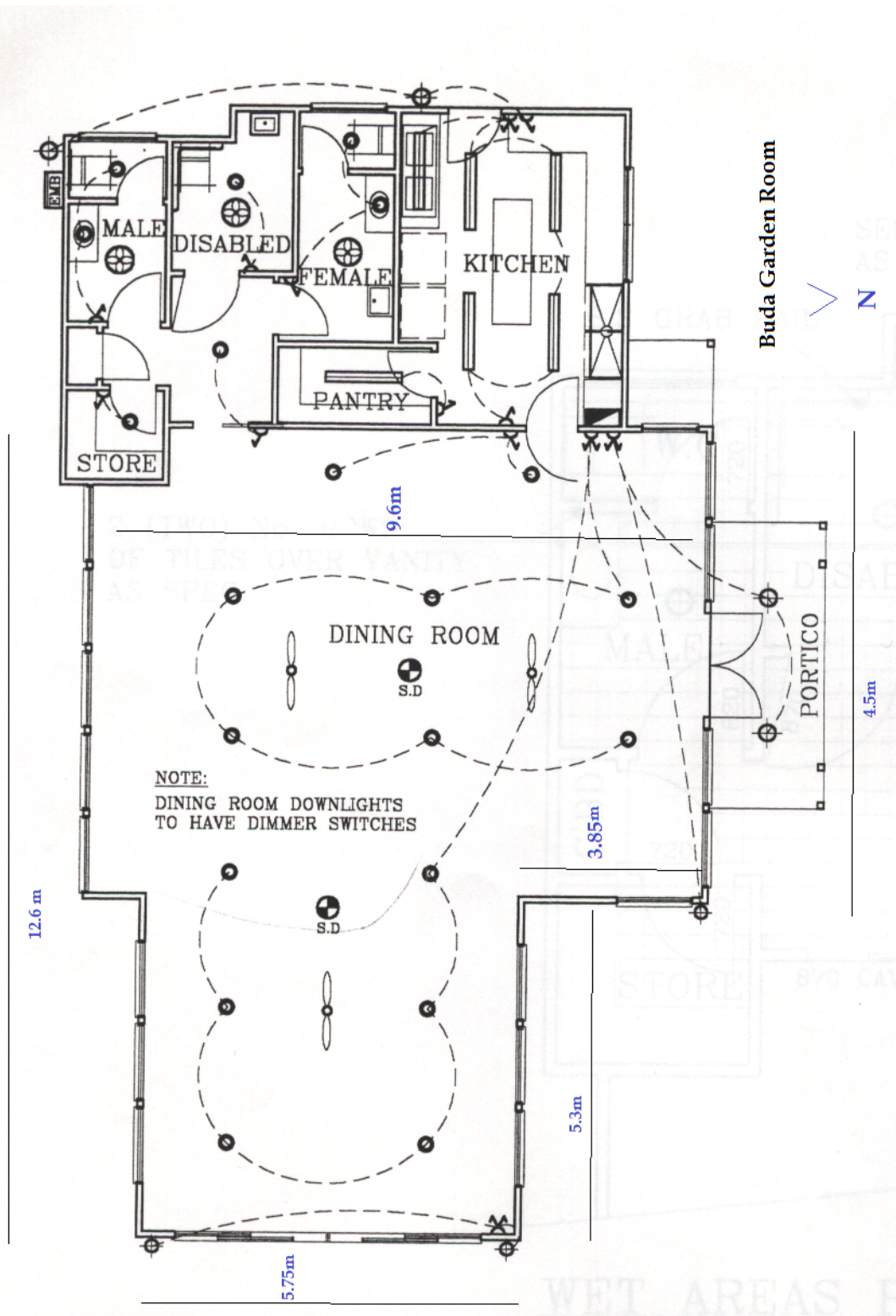




THE GARDEN AT BUDA NUMERICAL REFERENCE

- | | |
|-----------------------|------------------------------|
| 1. HOUSE | 16. FORMAL GARDEN |
| 2. GARDEN ROOM | 17. TENNIS PAVILION |
| 3. COURTYARD | 18. PLEASURE GARDEN |
| 4. STUDIO WALK | 19. MAIN AXIS |
| 5. SERVICE LAWN | 20. COURTYARD |
| 6. HEN HOUSES | 21. CYPRESS HEDGE |
| 7. POULTRY RUN | 22. FRONT BORDER |
| 8. VEGETABLE GARDEN | 23. LOOKOUT |
| 9. NURSERY | 24. PERGOLA |
| 10. GARDENER'S SHED | 25. MAIN LAWN |
| 11. COMPOST BINS | 26. ROSE GARDEN |
| 12. PROPAGATING SHED | 27. MISS HILDA'S WALK |
| 13. MATERIALS STORAGE | 28. ORIGINAL ONE ACRE GARDEN |
| 14. SERVICE DRIVE | |
| 15. PARKLAND | |

DIMENSIONS OF BUDA GARDEN ROOM



Buda Historic Home and Garden acknowledges the Dja Dja Wurrung people as the traditional owners of the land on which we operate. We recognise their continuing connection to land, waters and culture and pay our respects to their Elders past, present and emerging.