



CORPORATE

\$300.00
per day



Hi There!

Thank you for considering Billy'o Bush Retreat for your next corporate event.

Why not consider hosting your next meeting, workshop or conference in our unique purpose-built Meet House, designed to accommodate small to medium sized events. Billy'o is located a short 20-minute drive from Dubbo and is the perfect location for your business event on its own or followed by a hassle-free post function. Our beautifully curated, carefully built by hand function centre features expansive views of nearby farming land, a relaxed atmosphere and a range of additional unique features to truly customise your event to suit your needs. The Meet House can comfortably accommodate up to 50 people theatre style or 30 people seated. We offer a range of catering packages including a post function option and we are happy to assist in arranging transport to our venue if required.

Inclusions

- Venue hire of up to 9 hours in our purpose-built The Meet House
- Tables and/or chairs set up to a layout of your choosing
- Air-conditioning and heating
- Complimentary use of The Treehouse outdoor breakout area for catering, registration etc
- Iced water and glasses for the tables
- Whiteboard, projector and screen and large screen TV
- Lectern and wireless microphone (if required)
- Assistance with set-up/set-down
- Complimentary WIFI access
- Unlimited parking spaces available
- Personal event co-ordinator to assist with the planning of your event

Catering Options

In addition to the venue hire fee you are invited to choose from the following catering packages to suit your event. Please advise us if there are any dietary requirements that need to be accommodated.

Half Day | \$30 per head*

Full Day | \$40 per head**

Lunch

A selection of sandwiches served with a seasonal fruit platter.

Soup with damper.

Cold juice, iced water, tea and coffee.

Morning and Afternoon Tea

A selection of home cooked slices, biscuits, cakes and scones served with jam and cream.

Cold juice, iced water, tea and coffee.

*Half day includes Lunch and either Morning or Afternoon Tea.

**Full day includes Morning Tea, Lunch and Afternoon Tea.

Woodfired Pizza Post Event Option - \$25 per head

We are more than happy to compliment your corporate event with a post meeting wind down including garlic bread and woodfired pizzas. A selection of beers, wines, cider, spirits and soft drinks available for purchase at our bar or you may choose to set a bar tab. Please let us know if you are interested in adding this option to your booking.



Terms and Conditions

Access

Please note that the Billy'o Bush Retreat Function Centre is located on private property. Strictly no public access is permitted to the area/s outside of the function centre, including our accommodation zones. We ask that you and your guests are respectful of our property and our neighbours when attending events at our venue. These guidelines also ensure the safety of you and your guests.

Beverages

Our venue is fully licenced, we provide a range of local and imported beers along with selected white, red and sparkling wines and a wide variety of spirits and soft drinks. We are happy to work with you regarding your bar tab, beverage selection and service options, please discuss your preferences with us prior to the event. All beverages are charged on a consumption basis only as we do not offer beverage packages.

Please note licencing laws strictly prohibit beverages being brought onto the property, both alcoholic and non-alcoholic. All beverages consumed on the property are to be purchased at Billy'o Bush Retreat. As a licenced venue we are governed by the principles of the Responsible Service of Alcohol (RSA) policy and therefore have the right to refuse service or ask guests to leave the property should it be necessary.

Camping

Please note that we do not permit camping on the property following an event held in our function centre. All guests are required to leave the premises at the conclusion of the event.

Cancellation

Booking cancelled more than two calendar months prior to the event date	No penalty
Booking cancelled within two months of the event date	Venue Hire Deposit fee of \$150 will be forfeited.

Duration

Please note the included function duration time for your event. Additional fees may apply if your function continues past 12.30am. Last drinks will be called at 11.45pm and all guests are to leave the premises by 12.30am.

Food Allergies

We are more than happy to cater for guests with any special dietary requirements. Please let us know at least seven (7) days in advance if you have any requirements that need to be met.

Catering Numbers

If you have booked catering for your event, we ask that you advise us of the menu requirements and final numbers attending your event no later than seven (7) days prior. This will then be considered the minimum fee payable, and final numbers cannot be reduced within seven (7) days of the event. Additional guests added after this time will be added to your final payment invoice.

Indemnity

Billy'o Bush Retreat does not accept any responsibility for guests and their visitors' actions, conduct or safety whilst attending or hosting a function on the property. Neither do we take responsibility for any damage or loss of any client or guest property left at the venue prior to, during or after a function. Billy'o Bush Retreat does not condone unsafe, irresponsible or illegal actions or behaviour during any event or stay held at Billy'o Bush Retreat. A condition of entering and/or staying at this property means that all Guests understand and agree to indemnify the owners against any responsibility or action(s) (legal or other), due to any action(s), incident(s), loss or injury(s) while within

or outside of the property (including, but not limited to, the grounds, facilities, structures, etc.) It is the responsibility of the organisers to pay for any damage or loss sustained to the Function Centre and fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

Payments

A deposit of \$150 is payable on booking in order to confirm your event which will be credited to the final balance. When your booking is confirmed and the deposit has been collected, you accept and agree to all terms and conditions outlined in this document.

Payments can be made via direct deposit, credit card over the phone or EFTPOS, cheque or credit card at the venue. Full payment is required seven (7) days prior to the function. The balance owing will be based on the final number of guests advised to us at this time. If additional guests are added during the week prior to the event this cost will be added to the settlement of any bar tab/s. However please note, that if fewer guests attend your event no refunds will be given.

We will send an invoice for the deposit with the contract at the time of booking. Please ensure you include your name in the payee reference when processing your payment.

Smoking

By law and for the comfort of all our guests, smoking is not permitted inside of the building, including the function rooms. Please ask our friendly staff for our designated outdoor smoking areas.

Vehicles

Please note that whilst we have ample parking available for attending guests, strictly no vehicles are to be left on the premises overnight. All vehicles are to be removed from the property at the conclusion of the event.

Billy'o Bush Retreat reserves the right to amend the prices listed and terms and conditions outlined in this document at any time without prior notice.

Bookings

Billy'o Bush Retreat | 34L Barbegal Road | Wongarbron NSW 2831

Please complete our web enquiry form or email: billyobushretreat@gmail.com

