



# CELEBRATIONS



## Hi There!

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

Celebrating a birthday, anniversary, reunion or other special event? Why not consider hosting your celebration in our unique, intimate bush setting only a short 20-minute drive from Dubbo. Our beautifully curated, carefully built by hand function centre features expansive views of nearby farming land, a tranquil setting dressed in fairy lights and a relaxed atmosphere that your guests are sure to remember. Choose from our four event spaces for small intimate event or celebrate with a large party and enjoy private use of the whole property. Your friends, family and guests will remember the view, surrounds and hospitality of our staff and enjoy a relaxed but delicious Australian style menu.

## Inclusions

- Choice of celebrating your event in The Meet House, The Chaff Shed, The Dunny Door or the entire property if celebrating with more than 70 guests
- Select from 3 different menu options for your guests
- Cake table and knife, complimentary tea and coffee station
- Waitstaff, bar staff, tableware, cutlery and napkins
- Lectern and wireless microphone (if required)
- Assistance with set-up/set-down
- Personal event co-ordinator to assist with the planning of your event



# Option One - \$50.00 per head\*

Includes canapes on arrival and a cold summer buffet

## Canapes

### Select 5 of the following:

Homemade Mini Quiches  
Mini pancakes with Smoked Salmon  
Beef Sliders  
Spinach and Ricotta Parcels  
Homemade Sausage Rolls  
Spring Rolls with Dipping Sauce  
Pinwheels/Wraps  
Beef Meatballs  
Lamb Skewers  
Mushroom or Chicken Vol au Vents  
Nacho Boats  
Cob Loaf  
Cheese and Fruit platter

## Main Buffet

### Two Roast Meats

Roast Chicken

### Choose one of the following:

Roast Lamb  
Roast Pork  
Roast Beef

### Select three of the following:

Wombok Salad  
Roasted Pumpkin Salad  
Crunchy Noodle Salad  
Coleslaw  
Caesar Salad  
Potato Salad

Served with a fresh crusty Bread Roll



## Option Two - \$45.00 per head\*

Includes canapes on arrival and hot baked dinner

### Canapes

**Select 5 of the following:**

Homemade Mini Quiches  
Mini pancakes with Smoked Salmon  
Beef Sliders  
Spinach and Ricotta Parcels  
Homemade Sausage Rolls  
Spring Rolls with Dipping Sauce  
Pinwheels/Wraps  
Beef Meatballs  
Lamb Skewers  
Mushroom or Chicken Vol au Vents  
Nacho Boats  
Cob Loaf  
Cheese and Fruit platter

### Main Buffet

**Two Roast Meats**

Roast Chicken

**Choose one of the following:**

Roast Lamb

Roast Pork

Roast Beef

Roast vegetables including baked potato and pumpkin, cauliflower and white sauce, beans, carrots, corn and peas.

Served with gravy a fresh crusty Bread Roll



## Option Three - \$35.00 per head\*

Includes hot and cold canape options as main course

### Canapes

**Select 8 of the following:**

Homemade Mini Quiches  
Mini pancakes with Smoked Salmon  
Beef Sliders  
Spinach and Ricotta Parcels  
Homemade Sausage Rolls  
Spring Rolls with Dipping Sauce  
Pinwheels/Wraps  
Beef Meatballs  
Lamb Skewers  
Mushroom or Chicken Vol au Vents  
Nacho Boats  
Cob Loaf  
Cheese and Fruit Platter

**In the winter months why not include Woodfired Pizzas in your menu (option three only).  
Additional \$10 per head applies.**

### Optional: Dessert – from \$10.00 per head

Should you wish to provide guests dessert at your function please let us know, we will be happy to advise what options are available. Alternatively, we are happy to provide ice-cream to offer with cake at an additional cost. Please let us know if you need a cake to be cut at your function.

### Beverages

Selection of beers, wines, cider, spirits and soft drinks available for purchase or inclusion in your bar tab. Please let us know if you have something you would like served at your event.

### Tea and Coffee

A tea and coffee station will be available for your guests to serve themselves. We are also happy to provide ice-cream to offer with your cake at an additional cost. Please let us know if you need a cake to be cut at your wedding.

## Optional Extras

We also offer a range of optional extras to assist in the delivery of your event. Please let us know at the time of booking if you are interested in any of the following:

Optional Extra	Cost
Music and/Entertainment	Price to be negotiated
Coach Transfers (max. 60 people)	\$600.00 per coach
Data Projector and Screen	Complimentary





The Chaff Shed



The Meet House

## Room Capacity

Room	Cocktail	Seated	Description
The Meet House	40	25	Newly built, indoor, air-conditioned function room. Features include private indoor bar and amenities, concrete floor, audio-visual equipment and a commercial kitchen. Rustic styling and country charm throughout, this room can be tailored to meet your needs with or without tables and chairs. Suitable for small to medium sized events.
The Tree House	50	25	Nestled among the grassy landscaped outdoor picnic area, this space features a wooden boardwalk, pretty jacaranda trees and a covered 25-seat hand-built picnic table. Adjacent to The Chaff Cutter Bar, additional seating can be added if required. Suitable for small to medium sized groups.
The Chaff Shed	80	50	Covered but open-sided, purpose built shed home to The Chaff Cutter Bar. Features a collection of rustic Australian memorabilia and quirky custom-made furniture. Perfect for a cocktail style event or chairs and tables can be set up as required. Suitable for medium to large sized groups.
The Dunny Door	100	80	Our biggest event space, this Indoor, purpose built, fully enclosed shed with large sliding door features views of the entire property. In close proximity to The Chaff Cutter Bar, this room features a concrete floor and rustic styling, lined with a selection of beautifully worn dunny doors. Suitable for medium to large sized groups.



The Treehouse



The Dunny Door

# 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 \$500 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.

## Guest Numbers

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.

\*All weekend bookings will incur a minimum charge for 50 guests or \$1500 whichever is greater.

## 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 \$500 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.

### **Public Holidays and Weekends**

Please note that a 10% surcharge will apply for any events held on public holidays. This surcharges also applies for events on Christmas Eve and New Year's Eve.

### **Set- Up**

Please note that we charge a small set-up fee on the day prior to the event as our venue is considered unavailable to other clients if it has been setup in advance for your event. This fee also includes assistance with the set-up by our friendly staff at a pre-determined time suitable to both parties.

### **Service Providers**

We understand that events can include the involvement of many third-party suppliers. Should you like us to put you in touch with some other local businesses that we are familiar with please advise us. We are able to provide contact details for cakes, photographers, decorations, DJ's/Bands and florists.

### **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.

**Please note that Billy'o Bush Retreat reserves the right to amend the prices listed and terms and conditions outlined in this document at anytime without prior notice.**

## **Bookings**

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

Please complete our web enquiry form or email: [billyobushretreat@gmail.com](mailto:billyobushretreat@gmail.com)