



Unique Warehouse Venue

Information Pack

As at 15 March 2022



THE VENUE

Located in Akuna Drive, Williamstown North - with a total capacity of up to 70 patrons - that is babies to adults (staff and suppliers are not counted), seated or standing. We cater for various groups from corporate to social and the private specialist occasion events. Our unique industrial venue is limited only by your imagination.

Our licensed venue offers over 400sqm of indoor and outdoor areas, a fully equipped kitchen to utilise, and plenty of options to suit your event needs.

Inside offers a polished concrete industrial look, high ceilings in one area, a second area with synthetic grass against white walls and overhead pergola, our venue client focus is on creativity, imagination and engaging with others. The onsite set-up and facilities provide you with the perfect infrastructure to create your own unique event.

Whether big or small, a photoshoot or a wedding, our dedicated team will be on hand to assist you with as much or as little as you need from hire only, idea briefing session, to fully event managed services, make sure you leave a lasting impression!



THE STYLING KEY

Leave a Lasting Impression

Not sure how to style the venue and/or have the time to organise it all?

Let us help make your celebration the best it can be, with one of our dedicated in-house personal event stylists.

Whether you need help on the day to coordinate of your suppliers and set up to ensure your plans are executed on time and to spec, or you need the whole deal from styling concepts, mood boards, suppliers and event management, our team has options to suit your needs and budget.

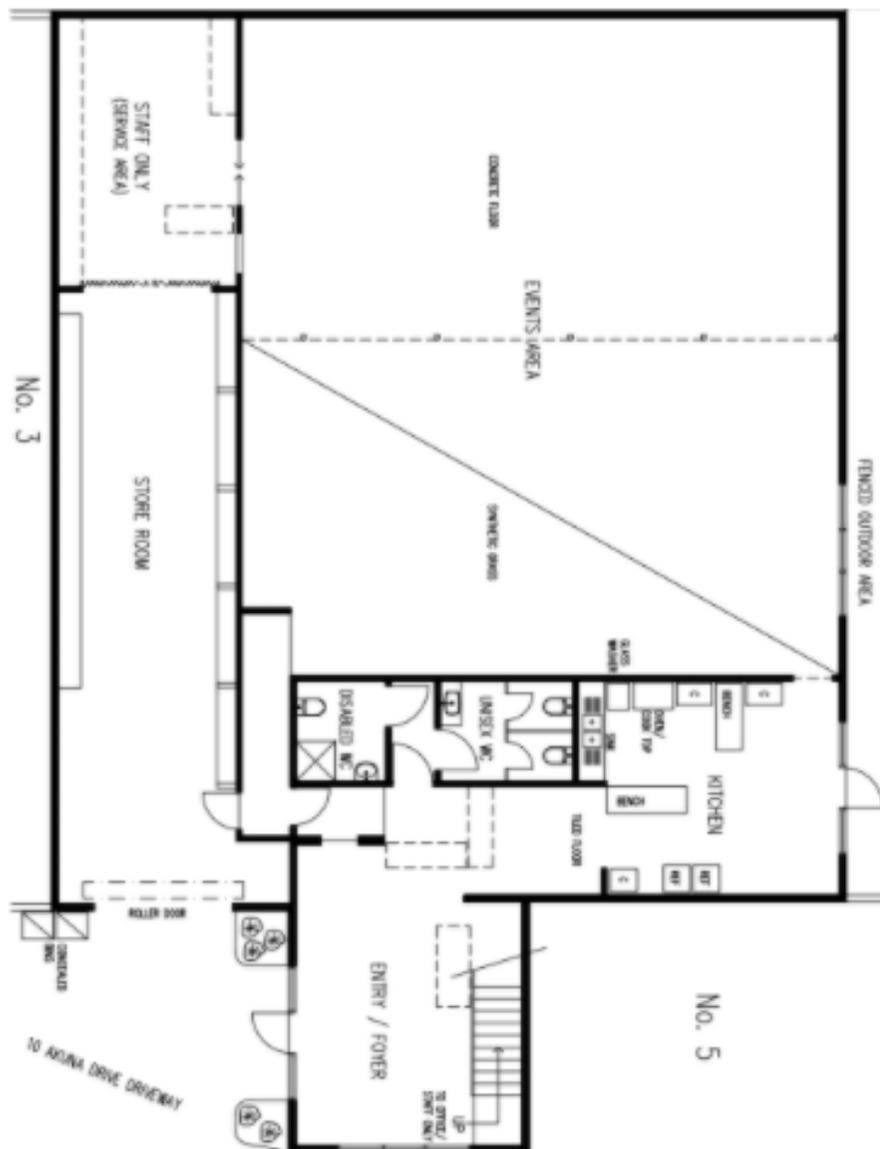
Our sister business - The Styling Key, is here to help.

www.thestylingkey.com.au

Located within the venue offices



SITEMAP



HIRE RATES - 2022

FRIDAY NIGHT EVENTS **from \$1,596**
(3-11pm)

SATURDAY DAY EVENTS **from \$1,896**
Choose any 8 hour access between 11am to 8pm

SATURDAY NIGHT
(4pm - Midnight) **from \$2,000**
(2pm - Midnight) **from \$2,500**
(10am - Midnight) **from \$3,000**

SUNDAY EVENTS **from \$1,696**
Choose any 8 hour access between 11am to 11pm
(11am-11pm) **from \$2,200**

***if you require different access times, please discuss with our team your anticipated needs for full access times and guest times**

SECURITY **\$66 per hour**
(industry rates subject to change. Security is subject to management discretion, charged prior to event proceeding for all evenings for half hour before and after last person leaves)

CLEANING BOND **from \$300**
HOSPITALITY TEAM **from \$115**
(staffing are available for all your hospitality needs from service, clearing tables to washing dishes, booked for minimum 3 hours)

CAPACITY (Maximum number of persons - babies to adults)
70 Seated or Standing

TERMS & CONDITIONS

BOOKINGS

All bookings, including via our online system, require a completed, signed booking form, acknowledging our terms and conditions. Little Ginger will confirm all bookings upon receipt of a signed booking form, terms and conditions, and a cleared booking fee.

FINAL NUMBERS

Confirmation of final numbers are required 14 days prior to your event. Little Ginger has a maximum capacity of 70 persons (babies to adults), and for safety reasons, a total of 20 children (newborns to 11yo) attending at any one time. We reserve the right to deny access to any additional guests once maximum numbers are reached.

PAYMENT TERMS

A \$300 non-refundable booking fee is required to secure your event date. Balance payment is required 30 days prior for all charges including venue hire, additional hire items, catering and staffing etc. A bond is also charged for all events and will be refunded within 5 business days minus any additional charges or damage that may be incurred during your function. **Bank account details are to be provided by the Hirer to ensure refunds can be processed.**

CANCELLATION

Little Ginger requires written notification of event cancellation or postponement. **Within 30 days**, the cancellation fee will be all fees paid to Little Ginger. **Over 30 days**, the booking fee is forfeited (non-refundable) to cover the loss of other bookings, and charges relevant to time spent with viewing/briefing sessions as well as administration of your booking/requests. Any third party booking fees for the cost of goods for styling services are subject to the terms of these bookings. If **more than 30 days notice** is given, the booking fee may be transferred to re-book on another day subject to availability and at the sole discretion of Little Ginger, **change of mind does not warrant a refund of booking fee.** For fees paid to Little Ginger for external services cancellation terms of the vendor apply.

Covid Cancellation

Please note Covid is no longer an unknown or unforeseen event. In the event you have to cancel due to restrictions, please be advised our services are not reliant on the number of guests you are allowed to have on the date of your event or if you have to wear a mask when not seated. If you book that is the risk you take therefore it will be taken as a cancellation fee.

Force Majeure Event, for the purpose of this clause, "Force Majeure" means any event, or circumstance beyond reasonable control of a party, which causes the Venue to be unsafe or inappropriate for use, including but not limited to acts of god, war, fire, civil disobedience, legislation not in force at date of this agreement or labour disputes. Neither Little Ginger nor the hirer will breach the agreement or be liable to tac other for delays or failure to perform its obligation under this agreement. Little Ginger shall not be liable for any indirect or consequential losses or expenses suffered by the hirer, including but not limited to, loss of business, goodwill, or any other liability to any other party or for any loss or damage suffered by the hirer as a result of any delays caused by such Force Majeure events.

CATERING

Little Ginger can arrange catering on your behalf, via our partners, we do have in-house grazing tables/platters available. Final guest numbers are required 14 days prior to your event. Little Ginger is not responsible for any guests who do not turn up on the day, therefore no refunds for catering per person apply. Alternatively, the Hirer can source their own catering company or self-cater. Details of external caterers must be provided, including Council Food trading permits & Public Liability insurance certificates, or access will not be granted. Some restrictions do apply, including **NO DEEP FRYING INSIDE THE VENUE.**

PRICING

All pricing is inclusive of GST. All prices quoted on menus/third party suppliers are based on current costings. Quotes given in the time leading up to your event are estimates only and may be subject to change, prior to booking fees taken. Once booking fee is paid, prices are secured.

SECURITY

Security is required for all evening events - 8pm onwards, this may be covered by the venue as part of the overall package or charged to the client - (management discretion). Security is charged at \$66 per hour, subject to industry changes. Security Ratio 1 Guard: up to 70 Guests. Security is booked until 30mins post last guest, you, your suppliers departure.

NOISE

Live/Amplified Music (e.g. Bands) must be completed by 11.30pm. IPod may be played through the house system or DJ music until 11.30pm.

LICENSING

Management reserves the right to refuse admittance to, or eject from the premises, any persons failing to comply any health & safety regulations, including behaviour & intoxication.

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

Responsible Service of Alcohol is mandatory at Little Ginger, discretion is used at all events to ensure that risk to amenity, staff and clientele is minimised. Little Ginger is a licensed venue, drinks pricing based on consumption or packages available, includes staff service. BYO alcohol is not permitted, a fee is charged if you wish to bring any specialty - one off drinks for your occasion. Last drink service is strictly 11pm in line with our liquor license.

DAMAGE/EXCESS CLEANING/EXCESS TIME

In the event of damages caused to the venue or amenities, including specialty cleaning required for example; breakages, cosmetic damages to venue surfaces including walls/floors, the client will be charged a fee assessed on the extent of damage caused and costs to repair, replace or commercial clean. Failure for everyone (you, guests, vendors) to depart by the end of booking will incur charges, for all staff, security and venue costs incurred.

CONTACT & DIRECTIONS

GET IN TOUCH

littlegingerbookings@gmail.com
<https://littleginger.com.au/>

ADDRESS

Unit 4, 10 Akuna Drive
Williamstown North VIC 3016

PHONE

(03) 9942 9585

OFFICE HOURS

Tuesday - Friday, 10am - 3pm
For all viewings within these hours or after hours 4-7pm, Monday-Wednesday please call to schedule an appointment to ensure we are available.

EVENT BOOKINGS

Available 7 Days, 9am-10pm Monday to Thursday, 9am-11pm Friday and Sunday, 9am-Midnight Saturday.

