



Modern Industrial Warehouse Venue

Information Pack

As at 1 November 2022



THE VENUE

Located in Akuna Drive, Williamstown North - with a total capacity of up to 70 patrons, standing or seated - babies to adults (staff and suppliers are not counted). Catering for various groups from corporate to social and private 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? Talk to our team about Event Management Services choose Concierge by the hour for a few needs or one of our packages for managing all your supplier needs including quotations, availability, bookings and management from start to finish.

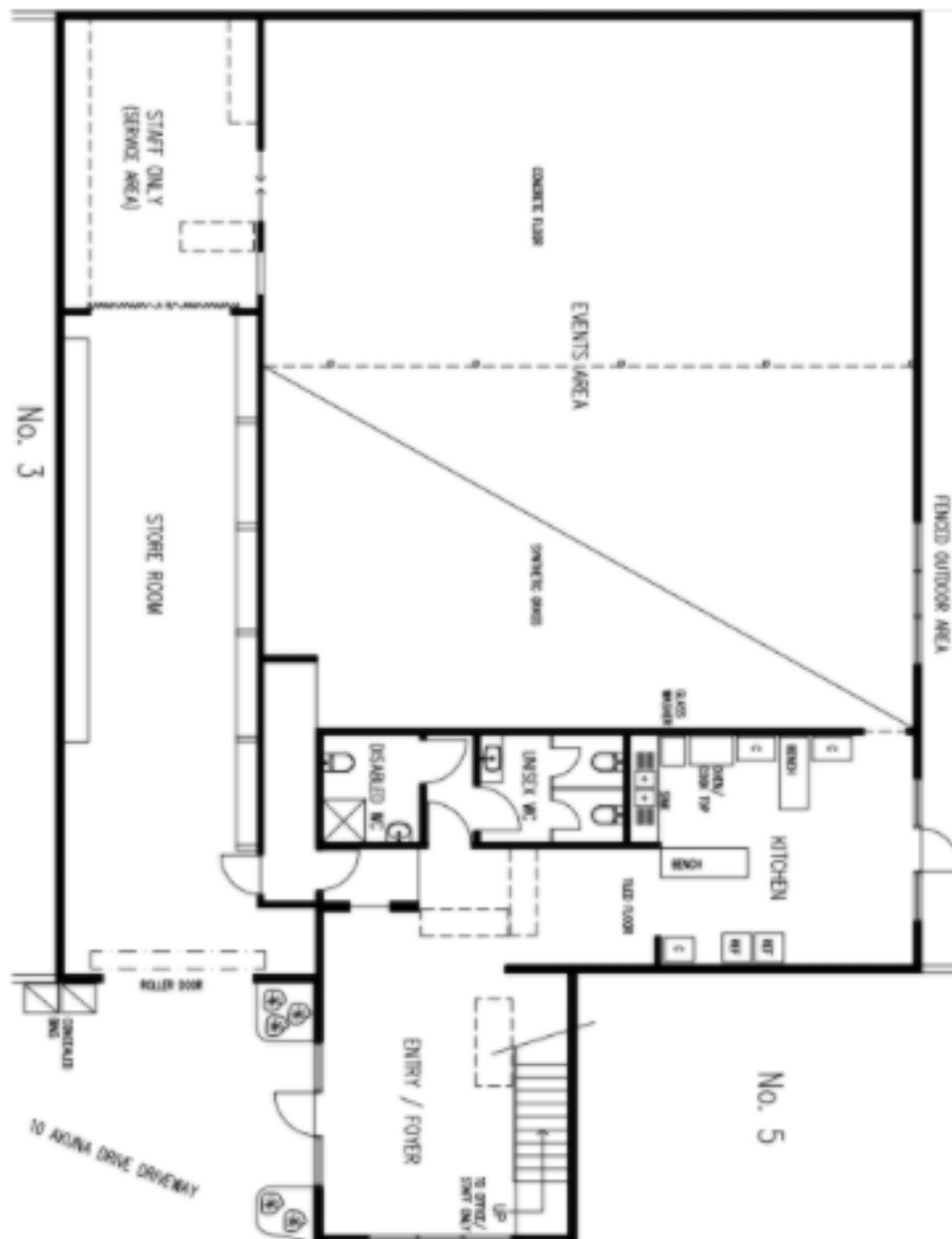
Let us help make your celebration the best it can be, with one of our dedicated in-house personal event stylists.

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 total event management, our team has options to suit your needs and budget.

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



SITEMAP



HIRE RATES – 2023

We have 2 models for pricing, it depends on your needs :

Option 1) Minimum Spend - Venue Hire Fee is \$500, when you spend a minimum of \$4,400 on in-house services be they bar/catering/styling/ coffee cart service.

Option 2) Modular Option - select what you need, be it via the venue or external services (except any beverages, which must be via our venue as we are fully licensed). The venue fee options are listed below, add your set bar tab amount, catering, styling etc (external suppliers) plus add on our staffing for needs...

SATURDAY & SUNDAY DAY EVENTS **from \$1,980**
(11am to 7pm)

FRIDAY & SUNDAY NIGHT EVENTS **from \$1,980**
(3-11pm)

SATURDAY NIGHT **from \$2,200**
(4pm - Midnight)

***if you require different access times, please discuss with our team your needs for full access times and guest times, the rates shown are the minimum weekend venue hire**

SECURITY \$396

(industry rates subject to change. Security applies to all evening events, charged prior to event proceeding for standard booking time, this is an external service not covered in min spend)

BOND from \$300

HOSPITALITY TEAM from \$44 p/hr

(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 \$500 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 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 guests unable to attend, please note our services are not reliant on the number of guests you have on the date of your event or if you have to adhere to any conditions enforced. 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 each 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, or cancelled events booking fees will be non-refundable.

CATERING

Little Ginger has in-house catering available - grazing platters/tables, desserts. 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 apply, including STRICTLY NO DEEP FRYING PERMITTED AT THE VENUE.**

PRICING

Pricing is GST inclusive, cleaning fee, rubbish disposal, Guest & Food Tables with white linen cloths/chairs and total access times as stated in your chosen booking period - **any overtime or early access is charged at an hourly pro rata rate when you exceed your booking time.** 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. Security Ratio 1 Guard: up to 70 Guests. Security is booked until 30mins post last guest, you, your suppliers departure, charges apply if your event time runs over. This is an external service and is payable by you as part of your booking conditions.

NOISE

Live/Amplified Music (Bands), the in-house system or DJ must be completed by 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 beverages of any kind is not permitted. 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.

