



Weddings at Camp Quaranup FAQ sheet

All pricing indicated is current as of 1st January 2018 and may be subject to change without notice.

Camp Quaranup can provide a beautiful and relaxed venue for a wedding ceremony, reception and overnight accommodation.

Camp Quaranup is managed by the Department of Local Government, Sport and Cultural Industries. It is a non-smoking venue and requires compliance to its Alcohol Consumption Policy which is available at <http://www.dsr.wa.gov.au/camps/policies-and-insurance/alcohol-policy-and-application>.

Can we have our ceremony/reception at Camp Quaranup?

Yes, we are happy to provide the venue for either a ceremony, reception or both.

In any event the Main Dining room area must be booked out by the wedding couple, as it is not practical for the camp to host a residential camp in this area whilst a wedding event is underway. The Dining Room hire rate is \$710 per day.

Does it cost more to have the ceremony at Camp Quaranup if we have already confirmed our reception there?

Generally a ceremony that is held adjacent the Main Dining room area does not attract any additional fee. However if by request the ceremony is to occur in an alternative area of the camp, and if it requires additional setup time and/or equipment then a fee may be charged.

What time can our event run to?

All amplified music must finish no later than 12am. Guests may stay longer subject to advance camp management approval.

Bar services will cease at midnight unless organised in advance with camp management.

Will other groups be onsite during our wedding event?

At the point of booking your event our staff will ask if you wish to have exclusive use of the site. This includes booking the Nurses' Quarters and Isolation Hospital buildings which are self-contained and located 400m away from the Main Dorm/dining room precinct. If you do not wish to have exclusive site use, then camp management reserves the right to book either or both of these buildings to other clients. The main dormitory area will be held empty for the night of your event only. E.g. the main dorms and dining room may be occupied by another client on Friday and/or Sunday nights for a wedding event on Saturday afternoon/evening.

Can our guests stay overnight?

Yes, the Main Dormitory area (immediately surrounding the dining room) has a capacity of 100+ beds, predominately in bunk style. The rates are \$25.50 per night for adults and \$21.50 per night for under 18yo. (4 years and younger stay free). The minimum charge per night to book these dormitory areas are \$615 for May-Sep and \$912.50 for Oct-Apr.

Accommodation for your guests will need to be confirmed and paid in advance and the camp does not accept individual payments. All monies must be paid directly by the booking couple. We recommend that if your guests are invited to stay overnight that it is clearly communicated in wedding invites (and they pay their own stay direct to the wedding couple in advance).

Do you have a honey-moon suite?

The camp does not have a designated honey-moon suite, however the Nurses' Quarters cottage and a semi-flat in the main dormitory area is often booked as such. Both these areas have double beds and are self-contained. Both areas can be made accessible from 2pm on the wedding day if booked (unless early arrival is possible and approved by camp management).

Can our guests have breakfast the following morning, after staying over?

Yes, we can happily arrange a fully cooked breakfast in advance. A minimum number of 30 guests is normally required. Individual payment for breakfast is not accepted by the camp and payment is required in advance. This meal service can start at your time of choice, and continues for 60 minutes. Eg 8am – 9am. A cooked breakfast starts from \$15 per adult.

Can we decorate/set-up our wedding the day before?

With advance notice it may be possible to book event set up the day prior. This fee of \$625 allows the wedding couple to commence setup after 2pm on Friday, for an event on Saturday. A camp staff member will be available (until 5pm) to assist with setup and the Main Dormitory area (100+ beds) will remain vacant for that night (no additional client bookings accepted).

If the wedding couple wish to setup earlier than 2pm on the preceding day, e.g. from 10am, then the Dining Hall hire rate of \$710 will apply for that day.

What is included in the Dining Hall hire rate?

Set-up can commence from 10am on the event day unless camp management authorise earlier access (e.g. if the previous group depart earlier and clean-up is completed).

The camp provides dining tables (choice of 15 x round tables, seating 8 or 16 x trestle, seating 6 people and white stackable chairs (qty 120). The camp also provides a range of glassware at no charge (water tumblers, wine glasses and champagne flutes) glass carafes, crockery and cutlery. Camp staff will dress the bridal table with linen hired by the wedding couple, and pin bridal table skirting in place.

Camp staff will install room dividers to screen off the tea/coffee preparation area in the dining room, and pin white fabric to these room dividers.

Camp staff will set up a tea/coffee/water station for dining guests as pre-arranged in the agreed area.

Camp staff will set up the bar area, including providing a double-glass door fridge, and two large eskies. Staff will set up serving tables at the bar area, including dressing them with white linen. All rubbish bins are provided.

If the wedding ceremony is to occur onsite, camp staff will set up white stackable seats and a wedding arch if requested on the lawn area immediately in front of the dining room.

What setup do we need to complete?

The hiring group must set up all tables and chairs in the dining room to their satisfaction and dress them with linen, glassware, cutlery etc. All table centre pieces or displays are the responsibility of the hirer. Any additional tables or set-up including cake table, wishing well, guest seating displays, guest books etc are the responsibility of the hirer.

The hirer should consider that sufficient floor space is left available for a band, jukebox or similar if desired. Adequate clearance around tables and chairs must be allowed for catering staff to freely move around the room to clear plates etc.

A buffet-style set up for 100 people can take around 14 hours to complete. Eg 2 people x 7 hours or 4 people x 3.5 hours. Decorations may take much longer depending upon preference.

What items can we hire from Camp Quaranup?

The camp has a number of hireable items including a variety of wedding arches (\$15ea), white chair covers (\$4.50ea), string of party lights (\$20, great over the deck area), two market umbrellas (\$10ea), five wine barrels (\$10ea), vintage style wooden window (\$15, great for seating arrangement signage).

Upon request the camp can hire in additional items for the event including table cloths (\$9.00 each).

What other considerations do we need to make?

Alcohol is not sold or provided by Camp Quaranup as the site is not licensed. An application to consume alcohol must be submitted to the camp Manager in writing using the template located at <http://www.dsr.wa.gov.au/camps/policies-and-insurance/alcohol-policy-and-application>.

The hirer is responsible for organising all alcoholic beverages, including transporting to site. Please discuss your intended quantities with camp staff to determine if you are required to provide ice. Responsible service of alcohol staff must be booked through Camp Quaranup to operate a bar service. This is calculated on a ratio of 1 staff member to 40 guests, at a rate of \$45.00 per hour for a Saturday event. E.g. for a reception commencing at 6pm and finishing at 12pm, for 80 drinking guests, the total hire amount is 2 staff x \$45/hour x 6 hours = \$540.00. These staff will operate the bar, occasionally serve the bridal table and help clear tables throughout the event.

If you wish to procure your own soft drinks, this can be agreed in advance with the camp.

Decorations – consider table centre pieces, flowers, chair sashes, lolly bar, guest gifts etc. If wishing to hang decorations, please arrange to have scissors, string etc. The camp can provide a ladder if required. Sticky tape and blue tac is not allowed as it makes a mess.

Other considerations including seating arrangements, menu board, music/PA system, photographer, videographer, wishing well, present table, guest sign book, lolly bar, Master of Ceremonies (MC), guest transport.

Can we have photos after our ceremony on site?

Absolutely. The camp has a beautiful vista and many great photographic locations.

Can we cater ourselves?

No. The camp employs a catering team, including two Chef's and kitchen hands. Self-catering is not permitted. The main kitchen is not hired out under any circumstances and self-catered food cannot be brought onsite for wedding events.

Can we provide our own wedding cake?

Yes. Please discuss a delivery time and any storage requirements with camp staff. The presentation, cutting and serving of the cake remains the hirers responsibility unless arranged in advance.

The camp Chef can be booked to cut and serve your wedding cake for a \$75 fee, onto your choice of napkins or plates. This service must be completed prior to 9:00pm to avoid additional fee.

Who completes the pack down?

Camp staff will clean and pack away glassware, cutlery etc on the night of the event, as the meal concludes. Camp staff will count and arrange return of all hired gear organised with the camp.

Any and all externally hired equipment as organised by the hiring group remains the full responsibility of the hirer and must be removed immediately after the event or left at own risk.

Chairs, covers and tables will be packed away by camp staff before 12pm the following day.

The hiring group is required to complete pack down and removal of all decorations and other associated self-provided equipment, by 12pm the following day unless otherwise organised with camp management.

Who is responsible for breakages?

A reasonable amount of glass ware loss is accepted, eg a couple of glasses over the course of a dinner event. Any excess breakages of glassware or equipment and other losses will be charged at replacement cost plus a fee to the hiring client.

How much does it cost to have a wedding at Camp Quaranup?

Using a number of assumptions, following is an example of costs that may be associated with a wedding event at Camp Quaranup.

Assumptions include a Saturday evening event, setup to commence from 10am on Friday, no accommodation required, ceremony and reception onsite, buffet menu, hiring some items from the camp, 100 guests of which 80 are adults.

Extra early setup/hall hire for Friday (from 10am onwards) = \$710.00

Hall hire for Saturday (all day til Midnight) = \$710.00

Menu selected \$50PP x 80 adults, plus \$15 x 20 children = \$4,300.00

Responsible service of alcohol staff (x 2 for 6 hours) = \$540.00

Chair cover and table cloth hire – (estimated qty's) = \$600.00

Cutting and serving of wedding cake by Chef - \$75.00

Total example cost: \$6,935.00 including GST

