

GENERAL

Q WHAT SORT OF EVENTS AND FUNCTIONS DOES THE JOINERY SUIT?

A The Joinery is a dynamic and adaptable venue space, with the ability to transform from day to night and seamlessly between different function types. It is able to accommodate a host of events, including, but not limited to:

CORPORATE FUNCTIONS

- Conferences
- Business meetings
- Launches
- Workshops
- Presentations
- Networking lunches
- Gala dinners
- Launches
- Charity events

PRIVATE EVENTS

- Engagement parties
- Kitchen teas
- Christening receptions
- Baby showers
- Birthday parties

WEDDINGS

- Cocktail-style receptions
- Sit-down receptions

COMMUNITY EVENTS

- Exhibitions
- Markets
- Rehearsals
- Workshops
- Photoshoots
- Castings
- Classes

Q WHAT IS THE CAPACITY OF THE JOINERY?

A The Joinery is a large and versatile space, accommodating up to 300 standing guests for cocktail style occasions and up to 200 guests for a sit down event.

FREQUENTLY ASKED QUESTIONS



Q DO YOU OFFER EVENT PACKAGES?

A The Joinery do not offer set packages as the venue is based on a free-form format whereby the venue offering is individually tailored to suit a client's specific event needs.

The Joinery is BYO alcohol and catering is exclusively supplied by our on-site caterer Chez Nous Corporate. Menus are custom designed to suit your specific requirements and quoted, along with venue hire costs, once we have met to discuss your specific requirements.

Q WILL I BE SHARING THE SPACE WITH ANOTHER FUNCTION OR EVENT?

A The Joinery is hired exclusively and only caters to one event at a time, unless previously specified or arranged. Venue hire includes exclusive use of the complete venue including the main event space, integrated bar, enclosed terrace, courtyard and private green room overlooking the main venue space.

CATERING

Q CAN I PROVIDE MY OWN FOOD OR CHOICE OF CATERER?

A Our catering partner Chez Nous Corporate exclusively caters The Joinery and therefore you are unable to provide your own food or enlist an external caterer.

The Joinery team work hand-in-hand with Chez Nous Corporate's expert team of chefs to create personally tailored menus to suit a diverse range of service options, culinary styles and budgets.

A special occasion cake is permitted however a cakeage fee does apply, at \$3.30 (GST inclusive) per head. If the cake is required to be cut into portions and plated then a charge of \$110 (GST inclusive) will apply.

Q DOES THE JOINERY PROVIDE ALCOHOL OR IS IT BYO?

A All alcoholic beverages are strictly BYO (Bring Your Own). The Joinery and our catering partner, Chez Nous Corporate, are not permitted to sell alcohol however, The Joinery staff are all RSA certified and able to serve alcohol provided by the client.

Non-alcoholic beverages such as orange juice, still/sparkling water and standard mixers are provided by the venue and charged on a consumption basis. Other speciality non-alcoholic beverages are available upon request.

Q DO YOU OFFER AN ALTERNATE DROP MENU OPTION?

A Yes, our catering partner Chez Nous Corporate specialises in custom-designed menus and can cater to an alternate drop preference. A per person charge applies if you require alternate drop, but is charged only once, and not per course.

FREQUENTLY ASKED QUESTIONS



Q CAN WE TASTE THE MENU PRIOR TO OUR EVENT?

A Yes, a menu tasting for you and one guest to trial your proposed menu is included in your catering quote. Please note that this is only available once your deposit has been received and is limited to two people only. Additional charges apply for extra guests.

Q DO YOU SUPPLY MEALS TO EVENT STAFF, PHOTOGRAPHERS OR THE BAND?

A Yes, we will happily provide meals for your event team if they are on-site during the event but a per head charge applies and due notice must be given.

VENUE FEATURES & INCLUSIONS

Q DO YOU SUPPLY STAFFING FOR CATERED EVENTS?

A Yes. The Joinery, in conjunction with our catering partner Chez Nous Corporate, has a fully-fledged events team, including wait and bar staff, readily available to cater to your event.

Staffing can be hired for any size event, however we do ask that all staff require a minimum of three working hours for any given function.

Q DO YOU OFFER CROCKERY, CUTLERY, GLASSWARE AND NAPERY?

A Yes, our catering partner Chez Nous Corporate offers tableware including crockery, cutlery, glassware and napery as part of the catering/service cost. The Joinery will happily assist in recommending suppliers for speciality tableware items.

Q IS THERE PARKING AVAILABLE?

A There is no on-site parking available for guests at The Joinery, however there is street parking available on Montague Road and surrounding streets.

Limited on-site parking is available for event organisers, clients and suppliers strictly for inspections and bump-in/out, upon request and with due notice.

Q IS THERE AV EQUIPMENT AVAILABLE TO USE?

A Built-in speakers and a wireless mic are available for use at your event and included in the venue hire. The Joinery can recommend a preferred AV supplier who is familiar with the venue to assist with any additional AV requirements.

Q AM I RESPONSIBLE FOR CLEANING THE SPACE AFTER MY EVENT?

A No, you are not responsible for cleaning the space after your event. Cleaning costs are included in venue hire and cleaning will occur after the pack down of your equipment and decorations.

FREQUENTLY ASKED QUESTIONS



Q WHAT EVENT DURATION IS INCLUDED IN THE VENUE HIRE?

A Venue hire is limited to a maximum of six hours and a per hour fee will be charged for each additional hour required thereafter. Additional per hour costs vary depending on the day of the week and time of day and are quoted on upon request.

BOOKING & PAYMENT

Q HOW MUCH DOES IT COST TO HIRE THE JOINERY?

A Our venue hire costs vary depending on the season, day of the week and time of the day, and therefore are discussed at the point of inquiry or by way of appointment. Please contact connect@thejoinerywestend.com.au to request venue hire costs specific to your event needs.

Q DO YOU HAVE A MINIMUM SPEND TO HIRE THE JOINERY?

A Yes, there is a compulsory minimum spend for combined venue hire, security, catering and service costs which varies depending on the season, time and day of the week and is therefore quoted on upon inquiry of specific date(s). Please contact connect@thejoinerywestend.com.au to request venue hire costs specific to your event needs.

Q WHAT ARE YOUR PAYMENT POLICIES?

A A non-refundable deposit of \$1,100.00 (GST inclusive) is required on acceptance of your quote in order to secure your event date and confirm your venue booking. A payment of 75% of the total price is due 30 days prior to your event date and the balance of the final payment, plus any additional expenses, are due 7 days after the event date.

Payment options include cheque, bank cheque, direct credit or credit card. A surcharge will apply if paid by credit card as charged by the credit provider.

Q IS THERE A CANCELLATION POLICY IF I NO LONGER REQUIRE THE SPACE OR NEED TO MOVE THE DATE?

A The Joinery understands that your event may be subject to change or cancellation due to unforeseen circumstances but, if the required cancellation period is not met, you risk forfeiting your deposit and, depending on notice given, a proportion of the full price payable.

The deposit can be transferred to another date if the venue is available and agreed to by The Joinery but the event must be held within 6 months of the original event date.

Please refer to the Venue Booking Agreement for full list of cancellation terms.

FREQUENTLY ASKED QUESTIONS



STYLING/SET UP

Q WHO SETS UP AND PACKS DOWN MY EVENT?

A You are responsible for the preparation, set up and pack down of your event, unless you have organised an event planner to do so for you. You will have access to the function space prior to your event for set up and afterward to pack down for an allocated period, to be determined prior to your event. Extended setup time is available at an additional per hour cost and is quoted on upon request.

Q WHO ORGANISES FURNITURE AND STYLING FOR MY EVENT?

A The Joinery is a dynamic and free-form space allowing you to customise all components, including furniture and styling, to suit your specific needs and realise your event vision.

We take great pride in our space and will happily provide contacts for our amazing team of preferred suppliers including event styling, furniture hire, AV and floristry.

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