



Unique Warehouse Venue

Information Pack



THE VENUE

Located in Williamstown North - with a capacity of up to 100 people and covering corporate, social and specialist occasion celebrations, our unique industrial venue is limited only by your imagination.

With 500sqm of indoor and outdoor areas and a fully equipped kitchen to utilise, there are plenty of options to suit your event/celebration needs.

With a focus on creativity, imagination and engaging with others, 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 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 fit out the venue or have the time to organise?

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

Whether you just need help on the day to coordinate your suppliers and 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.

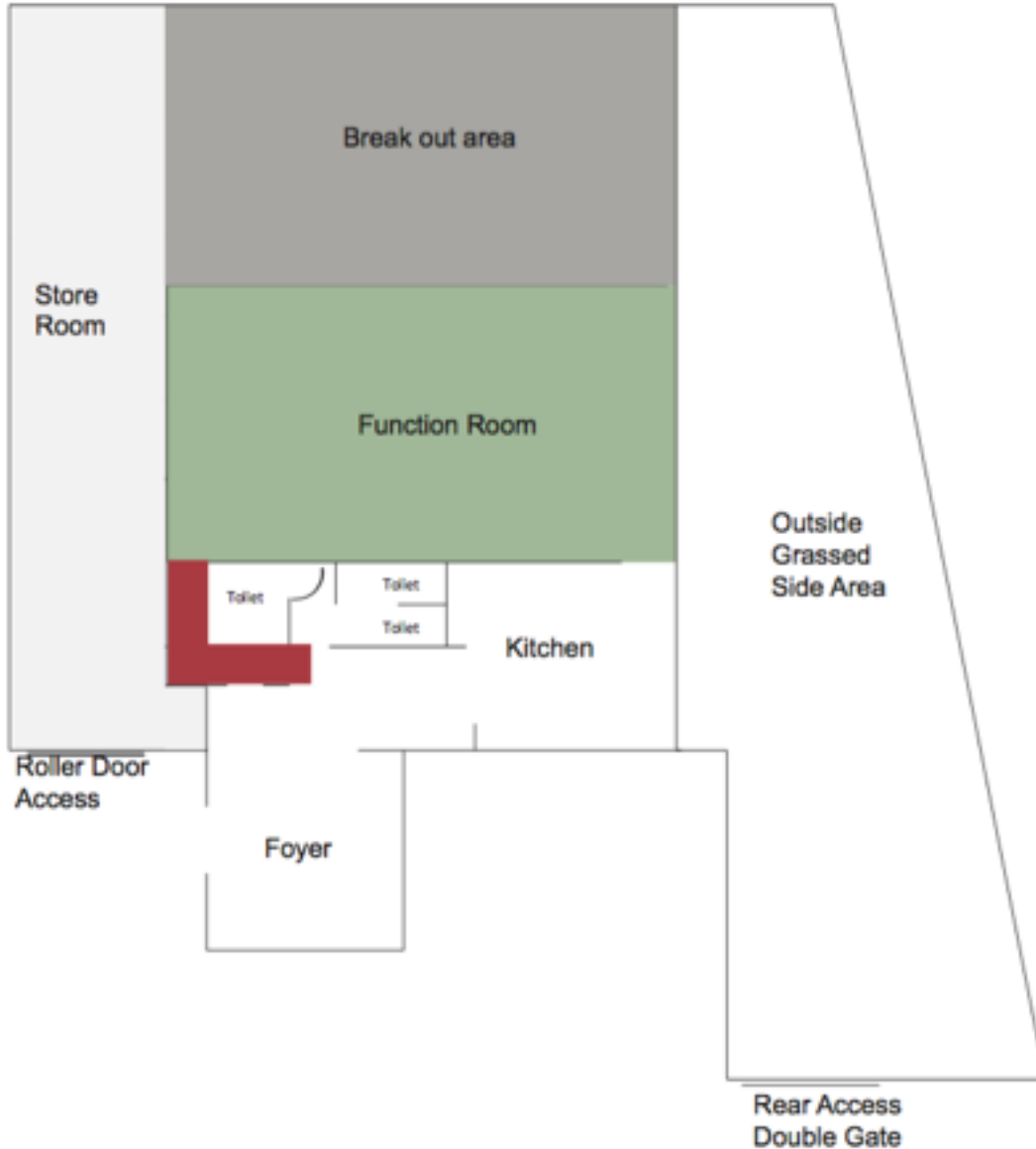
Our sister business - The Styling Key, is here to help.

www.thestylingkey.com.au

Located within the venue offices



SITEMAP



HIRE RATES

5 HOURS	from \$770
FULL DAY	from \$990
SATURDAY NIGHT	from \$1,650
SATURDAY DAY/NIGHT	from \$2,200
SECURITY	\$55 per hour
CLEANING BOND	from \$250

CAPACITY
80 Seated
100 Standing

TERMS & CONDITIONS

BOOKINGS

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

FINAL NUMBERS

Confirmation of final numbers are required 14 days prior to your event, when your balance is due. Little Ginger has a maximum capacity of 100 guests, and for safety reasons, a total of 30 children attending at any one time. We reserve the right to deny access to any additional guests once maximum numbers are reached.

PAYMENT TERMS

A 50% deposit is required to secure your event. Balance payment is required 14 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 refund within 3 business days minus any additional charges or damage that may be incurred during your function. This will be discussed with you at the time of booking.

CANCELLATION

Little Ginger requires written notification of event cancellation or postponement. If cancellation is within 30 days, the cancellation fee will be the all fees paid. Only staffing and activity charges will be refundable. For cancellations over 30 days an **administration cost of \$50** to cover booking. If **more than 30 days notice** is given, the deposit may be transferred to re-book on another day subject to availability and at the sole discretion of Little Ginger.

The Venue may cancel a Confirmed Booking at any time if there is a Force Majeure Event, or any other event, which causes the Venue to be unsafe or inappropriate to hold the function. The Venue will refund the Deposit to the Hirer provided that the Hirer is not in any way responsible for the cancellation.

CATERING & BEVERAGES

Little Ginger can arrange catering on your behalf. Final guest numbers are required 14 days prior to your event. Little Ginger is not responsible for any guest who does 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 as some restrictions do apply, including **NO DEEP FRYING INSIDE THE VENUE**.

PRICING

All pricing is exclusive of GST. All prices quoted on menus are based on current costings. Quotes given in the time leading up to your event are estimates only and may be subject to change. GST is inclusive on all quoted prices unless marked otherwise.

SECURITY

Security is required for all evening events over 50 pax. Security is charged at \$55 per hour for a minimum of 4 hours. Security Ratio 1 Guard: up to 100 Guests. Security is to commence 30mins prior to guest arrival and 30mins post guest departure.

NOISE

Live/Amplified Music (e.g. Bands) must be completed by 11pm. 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 and safety regulations.

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.

DAMAGE

In the event of damages caused to the venue or amenities, for example; graffiti, furniture breakages, cosmetic damages to venue, the client will be charged a damages fee assessed on the extent of damage caused and costs to repair or replace.

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.

