



ENCORES

Empire Theatre Toowoomba

RESTAURANT • EVENTS • BAR • COFFEE

Weddings at Encores – Empire Theatre, Toowoomba



Thank you for your enquiry about holding a wedding reception with us at Encores.

We are happy to meet with you to discuss your ideas and requirements, but this document may answer your initial questions....

Questions associated with the venue:



Where is Encores situated?

Encores is located within the CBD of Toowoomba, at the Empire Theatre. The Empire was built in the early 1900s, and retains many of its original heritage features. The restaurant was built in 2005, and is almost entirely glass. It overlooks a lovely garden and the other buildings within the theatre precinct.



Is there car parking?

There is substantial parking available in the council car parks directly across the street from the Empire. There is also on-street parking.

Is there wheelchair access?

Wheelchair access into the restaurant, and toilet facilities are available.

Questions associated with the wedding reception:



What are the minimum and maximum numbers required?

To have exclusive use of the venue, a minimum of 70 paying adult guests is required. A maximum of 85 fits the venue, allowing good access between tables, and around the bridal table. This also allows room for a dance floor. If you are thinking of a larger gathering, please consider our alternative venue, Inbound, at the Toowoomba Railway Station. Detailed information for this venue is available on request.

What costs are involved?

Basic costs associated with holding a wedding reception at Encores are as follows:

Room hire: \$650.00 (payable as a non refundable deposit to secure the booking).

Meal costs for a 3 course meal: \$85-\$90 per person.

Drinks costs vary depending on the drinks package or bar tab situation you decide upon.

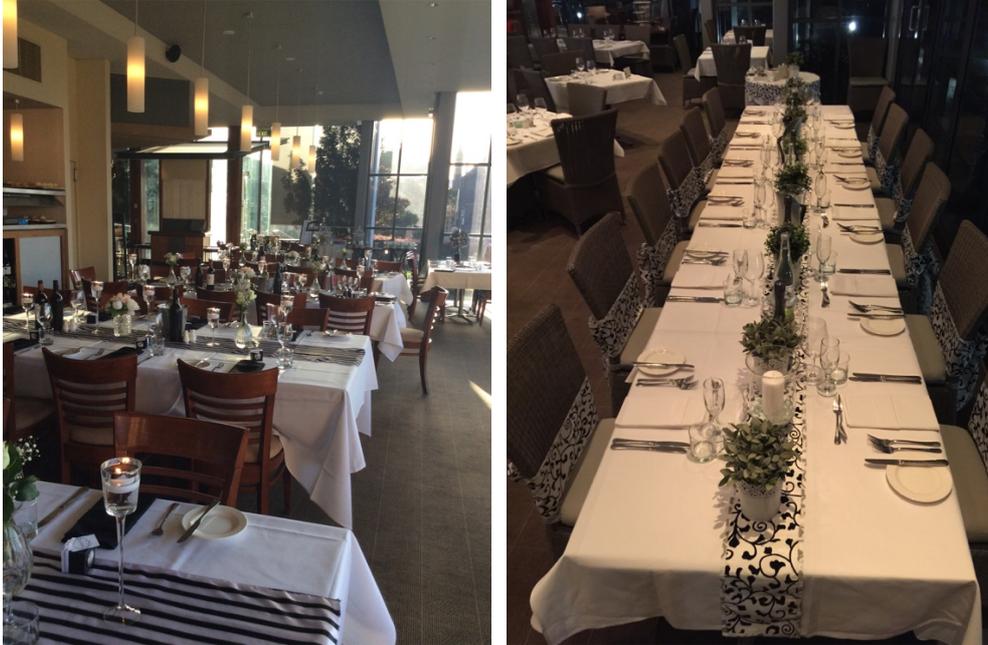
What is the time frame for a reception?

Our costings are worked on a maximum 6 hour time frame. Mandatory close time (due to liquor licence conditions) is 11:30pm. Guests need to vacate the premises by then. Last drinks are called by 11:15pm.



What does the quoted price include?

Our quoted price includes the linen and serviettes; crockery, cutlery and glassware; bread to start, the meal itself, and brewed tea and coffee at the end of the meal; and service staff for the function duration. It does not include candles, flowers, table decorations, chair covers, place cards. or wedding cake.



What sort of reception can be held at Encores?

At Encores we can offer a formal, three course, sit down meal, usually served in an alternate drop fashion. There is a large number of menu items to choose from, and we are happy to adapt or create alternate suggestions for you. Guests are seated at rectangular tables, usually seating 10 -11 guests each. The bridal table is usually placed along the large opening glass doors, but can also be positioned in the middle of the restaurant. Often people choose to have cocktail food on the front lawn and then move inside for the rest of the meal.



Does Encores cater within the Empire Theatre complex?

We are happy to cater for your wedding if it is held within other areas of the Empire Complex, eg the Armitage Centre, the Church theatre or on the stage. We are able to offer a cocktail style reception or a menu with cocktail food served on the lawn or in the foyer, instead of entrée, and then guests move inside their chosen venue to have the main and dessert courses. If you are interested in Encores catering for your reception within the Empire Theatre, we are happy to help co-ordinate your event, as we work closely with the Empire staff. Bookings for Empire Theatre spaces must be organised through the Functions department at the Empire, but we can guide you through this process.



Is there a discount for mid-week weddings?

Mid-week weddings (Monday - Thursday) attract a 10% - 15% discount, depending on the time of year.



Can the ceremony be held within the Empire Theatre complex?

It is possible to hold the ceremony within the Empire Theatre complex. Costings for this vary, depending on how much set up and staffing is required and which space you actually choose. Many couples choose to have their ceremony in the Church theatre

and their reception at Encores. Bookings for ceremonies are made through the Functions Department at the Empire.



Can Encores organise decorations and set up / pack down?

When you hire Encores for your reception, the venue is set up ready for your function. This includes linen tablecloths, linen napkins, crockery, cutlery and glass ware. Your individual decorations are not included. Usually these are placed on tables and around the venue by someone who knows you and is familiar with your wishes. For a fee, we can organise the decorations, set up and pack down for you. Please ask for a quote if you would like this service included. Similarly, we can co-ordinate the wedding vendors for you. We are also happy to quote on this. The price depends on how extensive your requirements are.



Is there a dance floor?

We can hire a dance floor for you. The cost is \$180, and includes set up and pack down. The floor is parquet and its size is approximately 4m x 3m. It is placed in the foyer of Encores, near the bar area.

Questions associated with the food:



What types of meals are provided at Encores?

Encores provides high quality meals, using a combination of local produce, expert skills and complimentary flavours. While it is possible to choose your menu from the selection provided, we also welcome discussion with you to tailor-make the menu to suit your individual needs, and reflect your special event. If there are meals you have had in the past, or combinations you have your heart set on, we will do our utmost to provide these for you. Please talk to us about your ideas so we can design a menu to suit your style.

Can Encores hold a cocktail style reception?



Encores itself is not well suited for cocktail style receptions. However, there are several spaces within the Empire that are suited for this style, and for which we can cater. Our venue, Inbound, at the Toowoomba Railway Station is also a beautiful space for cocktail functions. Menus often include light canapés to begin with, followed by

more substantial small meals and, often, to conclude, an array of sweet treats set on high tea platters.

Are dietary requirements catered for?

We are happy to cater for special dietary needs of your guests. We do require notice of these needs, where possible, to provide the best alternative. We strive to provide meals as close as possible to the chosen menu for other guests. If the dietary requirement is particularly limiting, we will create an alternative meal for the guest/s who require it.

Can the wedding cake be used as dessert?

Wedding cake can be used for the dessert course, plated with a berry compote and whipped cream (or similar, depending on the flavour of the cake). Alternatively we are able to cut the cake and serve it with the tea and coffee at the end of the meal, or add some cut pieces to a petit-four buffet. Please feel free to discuss options with us.



Can menu tastings be organised?

We are happy to organise menu tastings for you. Most menu items can be included in a tasting, although cocktail food cannot. We are happy to discuss tastings with

you. Costs for a tasting are based on the a la carte prices for Encores. We usually arrange tastings on Wednesday or Thursday nights.

How much are meals for photographers/ musicians etc?

Photographers, musicians, DJs, etc can be provided with a meal during the evening. This consists of a main course only and is charged at \$40 per meal.

How much are children's meals, and what do they consist of?

Children's meals consist of a main course, and a chocolate or strawberry sundae. The main course is usually decided prior to the event. Most people choose something like chicken or fish goujons, and chips, but we can also provide risotto, or steak. Children's meals are designed for children up to 10 years old, and portioned accordingly. They cost \$25.00.



Questions associated with the drinks:

Drinks package, bar tab, cash bar or a combination?

Groups usually have a bar tab system for drinks or a cash drinks system. We do not have a BYO option.

With the bar tab, we work within the limitations and budgetary constraints you set. We stay in contact with you throughout the event, so you know what the bar tab amount is at any given time. We do not go over your specified amount without your permission. If guests wish to have drinks that are not included in your bar tab, they are able to purchase these on a cash basis.

With the cash drinks system, guests pay for their drinks as they order.

Alternatively, we can organise a system that suits your needs – eg drinks on arrival and then a cash bar situation. Please discuss your preferences with us. We will do our best to meet your needs.

Finally, you may consider a drinks package. A standard beverage package includes the following

Chain of Fire Shiraz cab (by Robert Oatley Vineyards)
Chain of Fire Sauvignon blanc semillon (by Robert Oatley Vineyards)
Chain of Fire Sparkling (by Robert Oatley Vineyards)

Boags light
Hahn 3.5 (mid strength, low carb)
Tooheys extra dry (Full strength)
Peroni Leggara

Soft drinks
Orange juice

We price these packages on 2, 3 or 4 hour time frames. Please discuss this option with us if it is of interest.

Alcohol is not permitted to be brought in.

As per the Liquor Licence regulations, it is illegal to serve alcohol to an intoxicated or disorderly person or guests under 18 years of age. Photo identification may be asked for from patrons who look under the age of 25. Due to our obligations under the Responsible Service of Alcohol requirements, we request your understanding and cooperation with respect to service and consumption of alcoholic beverages.





Some general considerations:

- *Smoking is not allowed within the premises. Please speak to staff to determine where smoking is permitted.*
- *We reserve the right to use any image, photograph or video taken from the event, by ourselves, for the purpose of any legitimate advertising or marketing (including use of the non-identifying images on social media).*
- *All decorations and any creative theming must be pre-approved.*



Payment Terms and cancellation:

A booking deposit (equivalent to the room hire) is payable to secure the date. This is due within 7 days of booking. This is non-refundable if you cancel.

Confirmation of guest numbers and payment for meals is due one week prior to the function. If cancellation occurs after this payment, this also becomes non refundable.

Payment of bar tab/ drinks bill is due on the night of the event, or, by prior arrangement, can be direct deposited within 24 hours of the conclusion of the function. Payment by credit card may attract a surcharge.

There is a separate Terms and Conditions document that compliments this information sheet. This is a formal agreement that must be signed when you confirm your function with us.

A Final word...

Like many venues in Toowoomba, we have a unique setting with excellent food and friendly staff. However, we believe that our attention to detail, the passion our chefs display and the helpfulness of our wait staff set us apart. We aim to make your special day memorable and we are happy to go the extra mile to achieve this.

Please contact us for further information,
via email (encores@westnet.com.au) or phone 4639 6900.

