

Feld
& Co.

COORDINATION

We offer a variety of **coordination packages** to ensure your event is unforgettable. With extensive experience in hosting countless events at our venue, our team has the expertise to coordinate any occasion, including weddings. We take pride in our styling skills and meticulous attention to detail.

We know each event is different, which is why we create custom quotes. Talk to us beforehand so we can discuss the best services for your event.

Please feel free to reach out to us at: **admin@feldandco.com**

**Only for clients that have booked Feld & Co. We do not offer external coordination.*

**20% deposit required to secure Coordination Packages*

15 Minute Space Viewing

Cost: Free

These tours are available during our work hours and allow you to independently explore the space, take photos, and make notes if needed. Our team will be around to answer any questions you might have.

1 hr Private Consultation & Space Viewing

Cost: \$80 / hr

You get the full attention of our venue coordinator & an empty space to visualise.

What's included:

- Furniture layout discussion and trial
- Floor Plan & Hire List filled in for you
- Discuss Bar Services & Grazing Packages
- Discussion of Coordination Packages to create a custom quote



Red Eclectic
Photography



Alchemy Brand Studio
Photography



Sam Rodari
Photography

COORDINATION PACKAGES

These base packages are for pre-event coordination help. You can trust our events team to go above and beyond for your booking and make your party seamlessly stress free.

BASE PACKAGE - EVENTS

\$400

What's included:

- 1-hour private consultation and space viewing
- In-depth planning and email support from our team
 - *We do your floor plan & hire list for you!*
- Styling brainstorm & advice
- Prior access to the venue to drop off larger items, styling boxes and/or drinks

BASE PACKAGE - WEDDINGS

\$650

What's included:

- 2 x 1-hour private consultations and space viewings
 - *(Hint: celebrant & rehearsal)*
- In-depth planning and email support from our team
 - *We do your floor plan & hire list for you!*
- Styling brainstorm & advice
- Prior access to the venue to drop off larger items, styling boxes and/or drinks
- ALL hire items included free of charge (*Fees waived, excluding custom signage*)
- Bar set up for optimal service including ice bags sorted

Please note: Drop-off times are subject to availability around other events and must be coordinated with our staff at least two weeks prior to your event.



CUSTOM ADD ONS

Each event / wedding is different, which is why we create custom quotes.

These add-ons are for on-the-day coordination help.

Talk to our events team at a private consultation to figure out what add-ons you require for your special day.

*Add-ons are only for clients who have booked Base Packages and can not be requested individually.

Styling Set Up

\$130 - \$250

We set up your decor and personal items to match your vision. Provide clear instructions, or let our creative team take the lead. Pricing depends on the number of styling items.

On-the-day Vendor Coordination

\$130 - \$190

We serve as the main contact for vendors on the day, handling all setup inquiries. For efficiency, we recommend scheduling vendors to arrive around the same time. Pricing varies based on the number of vendors.

*Please note vendors still need to arrive INSIDE your booking time, no prior access.

Runsheet / Timeline Management

\$250

We manage your runsheet to ensure everything runs smoothly and on time. Use our template or send your own. Includes an on-site staff manager for 3 hours (typically 6pm-9pm).

On-the-day Venue Switch

\$95 - \$125

We reset the venue from ceremony to reception while you take photos and guests enjoy cocktail hour outside. (Also ideal for hosting two events in one day.) Pricing depends on timeline & furniture required.

'The Morning After' - Clean up & Collection

\$200

Lock & Leave the venue by 12am, then come back the next morning to clean & collect personal belongings. (Subject to availability based on other events).

'Fairy God Cleaners' - All Inclusive Clean up

\$300

You don't have to lift a finger, Leave the mess to us! We'll schedule extra cleaning time on the day after your event. We will even pack up your personal belongings for collection!

Ice Bags

Need your drinks cooling ASAP? Allocate us to buy your ice & have it ready at the venue in our onsite esky.

\$8 each

