



Feld  
& Co.

# VENUE 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.

Our straightforward packages are designed for your convenience, with set prices in addition to your venue hire fee.

If you have a unique vision, we're happy to collaborate and create a custom quote tailored to your needs.

Please feel free to reach out to us at: [admin@feldandco.com](mailto:admin@feldandco.com)

*\*Only for clients that have booked Feld & Co.*

*We do not offer external coordination.*

*\*20% deposit required to secure Coordination Packages*

## All Coordination Packages Include



A personal and detailed 1 hour private space viewing & consultation



Exclusive prior access to the venue to drop off personal styling items, food and drinks.



Priority email and planning support from our team



Our Team personally set up and style your décor



Set up your bar and drinks for optimal storage, service and access throughout the night.



Red Eclectic  
Photography





Feld  
& Co.

# SPACE VIEWINGS

## 15 Minute Space Viewing

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 on hand to answer any questions you might have, though we will also be occupied with packing up or setting up for other events.

**Cost:** Free

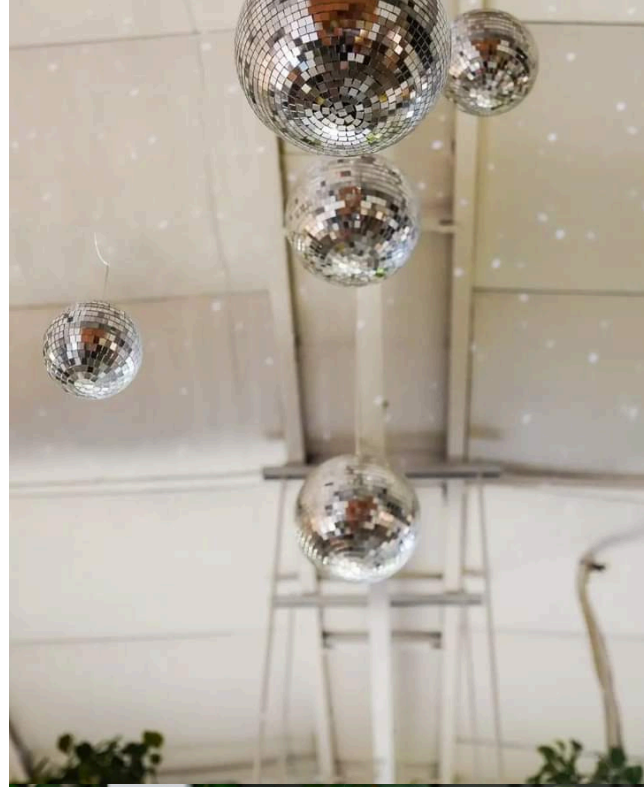
## Private Consultation & Space Viewing

A private consultation with one of our venue coordinators offers you the opportunity to visualize and brainstorm ideas in a blank space. We will meet with you and any guests you wish to bring along.

### **What's included:**

- Furniture layout discussion and trial: We can move furniture around in the space.
- Assistance with drawing a floor plan and filling in the hire list.
- Discussion of bar services and grazing table packages.
- Discussion of on-the-day coordination packages.

**Cost:** \$60 / hr



Rift  
Photography

# COORDINATION PACKAGES

All packages can be customized upon request. We recognise that every event is unique, and we are dedicated to providing the best possible support.

## PACKAGE ONE - Pre- Event Coordination

\$525

### What's included:

- 1-hour private consultation and space viewing
- In-depth planning and email support from our team
- Exclusive prior access to the venue to drop off styling items, food and drinks.
- Setup of styling items with provided instructions
- Refrigeration of drinks and optimal setup of the bar area by staff

*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.*

*Vendors must still set up within your booking time.*



## PACKAGE TWO - Pre- Event & On-the-day Coordination

\$1,125

### What's included:

- Two 1-hour private consultation and space viewings
- In-depth planning and email support from our team
- Exclusive prior access to the venue to drop off styling items, food and drinks.
- Setup of styling items with provided instructions
- Refrigeration of drinks and optimal setup of the bar area by staff
- Vendor liaison and coordination: We are the on-the-day contacts for vendors.
- Timeline and schedule management: We ensure a smooth event on the day/night and provide guidance in the lead-up to ensure run sheet clarity.
- Next-day pickup for styling items (subject to availability and quantity)

# WEDDING PACKAGES

*Weddings just take that little bit of extra work, so here are packages just for your special day!  
If your event is a wedding over 30 people you must choose one of these packages:*

## **PACKAGE THREE** Wedding Pre- Event Coordination

**\$675**

### **What's included:**

- 1-hour private consultation and space viewing \* Bring your celebrant! \*
- In-depth planning and email support from our team
- Exclusive prior access to the venue to drop off styling items, food and drinks.
- Setup of styling items with provided instructions
- Refrigeration of drinks and optimal setup of the bar area by staff

*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.*

*Vendors must still set up within your booking time.*

## **PACKAGE FOUR** - Wedding Pre- Event & On-the-day Coordination

**\$1,350**

### **What's included:**

- Two 1-hour consultations and space viewings \* Bring your Celebrant! \*
- In-depth planning and email support from our team
- Exclusive prior access to the venue to drop off styling items, food and drinks.
- Setup of styling items with provided instructions
- Refrigeration of drinks and optimal setup of the bar area by staff
- Vendor liaison and coordination: We act as the primary contacts for vendors on the day to handle setup inquiries
- Timeline and schedule management: We ensure a smooth event on the day/night and provide guidance in the lead-up to ensure run sheet clarity.
- On-the-day venue switch: We transform the venue furniture layout from ceremony to reception while you and your guests enjoy cocktail hour outside
- Next-day pickup of styling items (subject to availability and quantity)