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| **Event Summary** | | | |
| **Date:** | Saturday April the 6th, 2019 | **Event Manager:** | Sara Middlebrook |
| **BRIDE:** | Breanna Briede | **GROOM:** | Josh Sadler |
| **Contact Number:** |  | **Contact Number:** |  |
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| **Contact on Day:** | NAME (relation to couple)  Ie. Jo Smith *(Maid of Honour)* | **Master of Ceremonies (MC):** | NAME (relation to couple)  Ie. John Smith *(Brother of Groom)* |
| **Contact Number:** |  | **Contact Number:** |  |
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| **No. of Adults:**  **Guests: Children:**  **Crew:** | 100  14 | **Style of Function:** | Wedding |
| **Location: Pre Ceremony:**  **Ceremony:**  **Pre Drinks:**  **Reception:** | Gallery  Barrel Room/Cellar  Lawn - Grassed area near River  Lawn + Muse Restaurant | **Minimum Food & Beverage spend:** |  |
| **Ceremony Fee:** | $800.00 |

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| **EVENT NAME: Bre + Josh’s Wedding Ceremony + Reception** |

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| **TIMINGS (Suggested timings noted below)** | |
|  | \*\* From 2pm - Guest to check-in to Hotel |
| 03:30PM | Guests to arrive (via individual transfers) to Art Gallery (Mineral water + drinks offered on arrival) |
| 04:15PM | Guests to be ushered to the Barrel room/Cellar for ceremony |
| 04:25PM | Bride to walk from Hotel room |
| 04:30PM | Ceremony to begin |
| 05:00PM | Ceremony to conclude + group photo + family photos to commence |
| 05:20PM | Guests to be ushered to the grassed area near the River for drinks + canapes |
| 05:30PM | 5hr beverage package to begin + canapes served |
|  | Cocktail style celebrations to continue on lawn area |
| 06:30PM | MC to welcome guests + introduce Bridal party |
| 07:50PM | Guests to be invited into Muse Restaurant for speeches |
| 08:00PM | All Speeches (eg. Father of the Bride + Father of the Groom + Best Man + Groom) |
| 08:20PM | Followed by cutting of the cake + Bridal dance |
| 08:30PM | DJ begins and Dance floor opens |
| 09:30PM | Savoury items to conclude and dessert items + cake to be served |
| 09:40PM | Tea + Coffee to be offered |
| TBC 10:30PM | 5hr beverage package to conclude – May extend to mid night at the latest |
| 10:20PM | Bouquet throw followed by arch farewell |
| 10:30PM | Bride and Groom to depart (to Hotel room) |
| TBC 12:00PM | A 6.5hr beverage package can be offered + conclude at midnight at the latest  Event to conclude – Guests to make their way to Hotel |
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| **TIME** | **CATERING** | **NO’s** | **PRICE** |
|  | **Canape Package TBC**  *to include X canapes, X substantial items + X bowl items + X sweet dessert* |  | $XXXpp |
|  | **Grazing stations** |  | $XXpp |
|  | **Children - Main & Desserts (includes soft drinks)** |  | $25pp |
|  | **Crew - Main & Desserts (includes soft drinks)** |  | $25pp |
| 05:30PM | **CANAPES** – *Served on grassed area near River* |  |  |
| 07:30PM | **SUBSTANTIAL ITEMS** |  |  |
| 08:30PM | **BOWL ITEMS** |  |  |
| 10:00PM | **ROVING DESSERTS – To be displayed on platters on lolly buffet** |  |  |
| 10:30PM | **CAKE**  **Provided by:**  Special instructions: ie Middle tier foam + top tier gluten free  Cutting instructions: ie. Save top tier + cut bottom tier into coffee size portions and serve roving with napkins  (Serve gluten free tier individually to gluten free guests) |  |  |

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| **DIETARY REQUIREMENTS** |
| Example  2 x Vegetarian – Jo Smith + John Thomson  1 x Gluten free – Lee Jones |

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| **TIME** | **BEVERAGES** | **NO’s** | **PRICE** |
|  | **5hr Standard Package** | 100 | $60pp |
|  | **5hr Preece Package** |  | $XXpp |
|  | **5hr Premium Package** |  | $XXpp |
| 03:30PM – 04:00PM | **Pre Ceremony beverages – Served in the Art Gallery**  (30mins of limited beverage service) | 100 | $10pp |
| 05:30pm -10:30pm | **Sparkling wine**      **White wine**       **Red wine**       **Beer**       **Other**  Assorted soft drinks + fruit juices + mineral water + tea + espresso coffee |  |  |
|  | **COCKTAILS**  Cocktails are available to be pre ordered at $12 each  Please contact Event Manager for Cocktail list |  |  |
|  | **SPIRITS**  Would you like spirits to be available on your bar tab if requested or guests to pay for spirits individually? |  |  |

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| **BRIDAL PARTY/FAMILY** | | | |
| **Bride** |  | **Groom** |  |
| **Mother of the Bride** |  | **Mother of the Groom** |  |
| **Father of the Bride** |  | **Father of the Groom** |  |

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| **CEREMONY FEE & SETUP** |
| Venue Chairs  Signing table + 2 chairs  Venue Festoon lighting in cellar  Venue lanterns to line the tunnel on the ground  Mineral water offered on arrival  \*\* Pre Ceremony drinks to be offered from 3.30PM in Art Gallery – Beverages TBC |

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| **CEREMONY DETAILS** |
| LOCATION: Barrel Room / Cellar  Alternate Venue (Wet Weather): N/A  Ceremony Time: 5.00PM  CELEBRANT  Contact name:  Phone:  Notes: ie. Celebrant is providing own PA system  CEREMONY MUSIC:  Contact name:  Phone:  Bump in date/time:  Groom Arrival Time:  Bride Arrival Time/From: (ie. 5.25pm from Hotel)  ADDITIONAL NOTES:   * Rose petal farewell via florist (Please note Mitchelton does not allow confetti or rice) * Ceremony Arch via florist * Post ceremony couple will exit via the Art Gallery while guests will exit via brick staircase |

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| **DRINKS AND CANAPES SETUP** |
| LAWN – Grassed area near River directly in front of Muse Restaurant  Venue Wine Barrels  Venue outside bar  HIRED furniture TBC  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Notes/requirements:  HIRED outside festoon lighting TBC  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Notes/requirements |

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| **RECEPTION ROOM HIRE & SETUP** |
| Venue Restaurant tables to be set up around the edges of the room  Florist will decorate Muse fire place (may use Venue fire place logs)  Complimentary wifi  Complimentary car parking |

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| **AUDIO VISUAL** | **PRICE** |
| N/A |  |
| **VENUE AUDIO VISUAL** |  |
| Venue to provide + set up;  Roving microphone inside Muse Restaurant  Lectern | *Included* |

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| **ENTERTAINMENT** |
| DJ or BAND  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Notes/requirements:  Crew meals required: |

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| **DECORATIONS/THEMEING** |
| FLORIST/STYLIST  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Notes/requirements: ie. Florist will provide one arrangement per table + 2 bar arrangements + ceremony arch |

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| **MISCELLANEOUS** |
| MENUS: N/A    PLACE CARDS: N/A  SIGNAGE:  Delivery date & time:  Notes/requirements: eg. Seating chart to be displayed on Venue easel at entrance of Montage  WISHING WELL/GIFT TABLE:  Delivery date & time:  Notes/requirements:    BONBONNIERES:  Delivery date & time:  Notes/requirements:    GUEST BOOK:  Delivery date & time:  Notes/requirements:  CAKE  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Brief cake details: ie. Two tiered semi naked cake decorated with florals via florist  Special instructions: ie Middle tier foam + top tier gluten free  Cutting instructions: ie. Save top tier + cut bottom tier into coffee size portions and serve roving with napkins (Serve gluten free tier individually to gluten free guests)    PHOTGRAPHER  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Notes/requirements:  Crew meals required:    VIDEOGRAPHER:  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Notes/requirements:  Crew meals required:    OTHER (eg. HIRED FURNITURE, PHOTOBOOTH, LOLLY STATION)  Company:  Contact name:  Contact number:  Email:  Bump in date/time:  Bump out date/time:  Notes/requirements:  Crew meals required:    BUS/TRANSFERS (or Bridal departure car, if couple staying offsite)  Company:  Contact name:  Contact number:  Email:  Notes/requirements:  Number of trips/destination: ie. 1 bus 1 trip to Melbourne plus 1 bus 2 trips to local accommodation (including Nagambie Leisure Lakes) |

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| **ACCOMMODATION** |
| Client has booked **entire** Mitchelton hotel for one night  Check in – Saturday April the 6th, 2019 from 2.00PM  Check out – Sunday April the 7th, 2019 by 11.00AM  **XXX gifts to be placed in each room prior to check in**  If applicable,  **Bag drop:** Date and time  **Key collection:** Date and time  **Please note: Bridal party and Parents have also booked Friday night in the Hotel (10 rooms)**  **\*\* Rehearsal dinner to be hosted in Muse Restaurant or Ashton Tower TBC for approx. 20 guests (Menus sent)** |

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| **BREAKFAST** |
| **Group Breakfast to be offered in Muse Restaurant /Outside terrace, weather permitting**  **Timings TBC closer**  Group breakfast to include pastries, fresh fruit, granola, yoghurt, toast, scrambled eggs, bacon, mushrooms and greens served to the center of the table  Plus tea, espresso coffee + juice will be available |

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| **TIME** | **ONSITE EXPERIENCES (Please speak to your Event Manager if you wish to book one of these experiences below)** | **NO’s** | **PRICE** |
|  | Day spa  Wine tasting & Cellar tour  Wine & Chocolate pairing  Wine blending  Meet & Greet with wine maker  Gallery tour with curator  Meet the artist experiences  Aboriginal art classes  Sunset drinks on Goulburn Explorer    **NAME OF EXPERIENCE**  Company:  Contact name:  Contact number:  Email:  Arrival time:  Conclusion time:  Notes/requirements:  Booking Confirmation (Office use): |  |  |

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| **ESTIMATED BILLING DETAILS** | |
| **Food:** |  |
| **Beverage:** |  |
| **Audio Visual:** |  |
| **Other/Onsite Experiences:** |  |
| **Ceremony fee:** | $800.00 |
| **TOTAL** |  |
| ***Deposit received:*** |  |
| **Payment terms:** | Seven days prior to event |

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| **CLIENT’S ACCEPTANCE**  I agree that all the details above are correct with any amendments as indicated.  Have read and understand the terms and conditions under which this event is booked (refer terms and conditions).  Confirmed numbers are required within seven (7) full working days prior to the event. Charges will be based on the actual attendance OR the confirmed numbers (whichever is greater).  All prices listed are inclusive of GST. |