

## **Aria at Windmill Gardens Wedding Information**

### **Ceremonies**

If your ceremony is held at Windmill Gardens you will need to confirm if your guests will be staying at the venue until the beginning of your reception.

You will also need to advise whether your guests will be purchasing drinks from the bar during this time or whether you will run a tab until pre dinner drinks & canapés begin at your allocated function start time.

### **Chapel Ceremonies**

The chapel will be fully decorated with chapel pews, floral arrangements, candelabras, decorations on the pews, an antique signing table and CD player. Any additional decorations you arrange will need to be discussed at your final appointment as additional labor charges may apply.

### **Garden Ceremonies**

Garden ceremonies take place under our garden gazebo. This includes 30 white padded folding chairs, a red carpet and signing table and 2 chairs. Any additional decorations you arrange will need to be discussed at your final appointment as additional labor charges may apply.

### **Table Plans & Seating**

We have round tables that fit a maximum of 12 guests per table. The bridal table seats a maximum of 12 guests.

We have a number of floor plans available, once you have an indication of guest numbers please contact our function coordinators and we will send through a floor plan that is suitable.

### **Function Timeline**

If you would like to make changes to the timeline supplied in your wedding brochure, you will need to contact us to ensure the changes coincide with kitchen staff meal preparation times. If you require another copy of your timeline, would like to add into your timeline additional formalities or if you need any of the times adjusted please contact one of our coordinators to organize this.

### **MC**

Our Functions Manager and Wedding Coordinator will work together with your MC during the evening to ensure your running times are adhered to.

### **Bridal Waltz**

The bridal waltz is generally performed after Entree, this signifies the opening of the dance floor and leads into a dance bracket before Mains are served. Music for your bridal waltz should be arranged with your band/DJ.

### **Wedding Cake**

Your wedding cake can be delivered the day of your wedding from 10am onwards and must set up by the cake supplier, we ask that your cake supplier contacts us to arrange a time for delivery.

### **Photo Booth**

Photo booth bookings will need to contact Windmill Gardens to arrange an appropriate set up time.

### **Bands/DJs**

All entertainment not on our recommendation list must contact Windmill Gardens to arrange an appropriate set up time and discuss set up requirements and processes. They will have access to the venue for set up **one hour** prior to the start time of your function.

Bands/DJs must supply their own necessary equipment such as; speakers, tables, caballing, microphones, lighting, etc.

### **Florists**

Florists doing centerpieces or decorations must contact Windmill Gardens to arrange a suitable time for set up. They must also make arrangements to have any vases and other supply's collect on the evening of the function.

### **Working Guest Meals**

You will need to advise how many working guest meals will be required. Band's, DJs, MCs, photographers and videographers expect a meal to be provided when working. Suppliers can have:

An Entrée, Main meal & Beverages - \$88p.p.

### **Pre Dinner Drinks & Canapés**

We serve pre dinner drinks & canapés as part of your package, unless otherwise negotiated, for the first 20 minutes of your function. The selection of canapés is decided by our chef and are freshly prepared daily.

### **Guest List**

You will need to complete this and supply a printed copy for the guest board. Please note the largest size the guest board can fit is A1. If you require a guest list template please ask one of our coordinators and we will supply you with one.

### **Guest Allocation Sheets**

You will need to complete your guest allocation sheets ready for your final appointment 2 weeks prior to your wedding. We need one of these sheets completed per table. You will need to clearly list all guests in order of how they will be seated around the table, if there are any children you will need to tick in the appropriate column next to their name to indicate a children's meal, if any guests rsvp with dietary requirements you will need to list their dietary requirements in the appropriate column. The 'other' column may be used to indicate guests that need to receive a bonbonniere and also if you require any highchairs, etc.

### **Place Cards**

Place cards will need to be arranged in seating order and placed in an envelope per table. First place starts at 9 o'clock going clockwise around the table. We will lay out the place cards in the order you give us.

### **Bonbonniere**

Whilst setting up your function we will also place your bonbonniere for each guest according to your guest allocation sheets. If not all guests are receiving a bonbonniere you will need to specify with a 'B' on your guest allocation sheets who is to receive a bonbonniere.

### **Decorations / Personal Items**

Any decorations supplied by the bride and groom and personal items must be taken on the night of the wedding.