|  |
| --- |
| **Wedding Booking Request** |
| Date of Ceremony |  | Preferred Time |  |
| Brides & Grooms Full Names |   |  |
| Email Contact Details  |   |  |
| Phone Contact Details |   |  |
|  |  | Tick Box |
| Services Requested | Wedding Ceremony & Reception |   |
|  |  |   |
| Accommodation  |  | Dates of stay |  |
| **Wedding Ceremony Services** | Tick Box |
| **Ceremony Packages** | Tropical Beach Wedding @ $1095.00  |   |
|  |  |   |
| Services Included in Ceremony package |  |  |
| Bridal Bouquet | 8 Seats as standard for beach wedding |  |
| Neck Ei or Buttonhole | Certified marriage Certificate with Apostilled stamp |  |
| Bottle of Bubbly |  |  |
| Recorded Music |  |  |
|  |  | No. |
| Estimate of Numbers Attending | No. in bridal party (incl. B&G) |   |
|  | No. of guests (excl. Bridal party) |   |
| **Additional Ceremony Services** | **Description of Service requested** |  |
| Photographer |   |  |
| Videographer |  |  |
| Hair & Make-up |  |  |
| Entertainment |  |  |
|  |  | No. |
| Additional Floral Arrangements | Bamboo Archway - Floral decoration or draping Yes/No |   |
|  | Bridesmaids Posies  |   |
|  | Flower Girls Posies  |   |
|  | Groomsmen Buttonhole flowers or Neck Ei's  |   |
| Food & Beverages | Welcome drinks  |   |
| Seating Arrangements | Additional Guest Seating |   |
|  | Additional Guest Seating with chair covers  |   |
| ***Wedding Reception Details*** |  |
| Reception Packages |  |  | No. |  | No. |
| Buffet |  | Pacific Fusion |  | Adults |  |
|  |  | Island Feast |  | Child |   |
|  |  |  |  | Infant  |   |
| Additional Decorations | Chair covers \_\_\_\_\_\_\_\_\_\_\_Chair Sashs \_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Floral Table Centrepieces \_\_\_\_\_\_\_\_\_\_\_ Head Table oasis \_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  Small oasis \_\_\_\_\_\_\_\_\_\_\_ |  |
| Wedding Cake |   |  |
| Entertainment |   |  |
| Other |  |  |
| For office use |  |  |
| Reservation No.s | Accommodation Res # Wedding Res#  |  |
| Deposit Details |   |  |
| Method of Payment |   |  |
| Date Received |   |  |
| Amount Paid |   |  |

**Policies & Conditions**

**Payment for Wedding Ceremonies & Receptions**

To secure your wedding date, we ask for a deposit of -

* $750.00 to secure your booking if booking

Note: This deposits is non-refundable. Your booking will be confirmed back to you in writing.

Further payments are due as follows -

1 month Prior

* We ask for an accurate indication of numbers and final menu choices.
* We ask for a further deposit of 50% of the estimated costs of the event.

7 Days Prior

* Final numbers and payment of the balance of the estimated costs is due.

Final payment of any additional costs incurred on the night, such as additional beverage, last minute services included etc. can be settled following the function.

**Cancellation policy for weddings**

Wedding Ceremony and Reception

* Wedding deposits are non-refundable.
* Any cancellations within -
	+ 30 days of the event receive a 50% cancellation fee
	+ 7 days of the event a 100% cancellation fee