

CLAREMONT

Country Estate & Nature Reserve

Wedding and Function Booking Agreement Form

(This form to be completed and returned with a signed copy of our terms and conditions with the appropriate booking deposit)

I wish to confirm a provisional booking as follows

Date of function _____

Type of function _____

Venue selection _____

Approx start & finish times _____

Expected guest numbers _____

Organiser's name/s _____

Full mailing address _____

Phone (daytime) _____ Fax _____

Phone (evg) _____

Phone (mobile) _____

E-mail _____

Method of payment _____

(cash, bank cheque or credit card only – Personal cheques not accepted unless payment is made in advance)

I agree to the terms and conditions as stated and that I am liable for the payment of any charges + GST incurred by, or on behalf of, myself at Claremont Country Estate.

Signature _____

Date _____

Name (please print) _____

CLAREMONT

Country Estate & Nature Reserve

Wedding Order of Proceedings

Date of event _____

Couple's name _____

Contact person(s) _____

Phone (daytime) _____ Fax _____

Phone (evg) _____

Phone (mobile) _____

E-mail _____

Mailing address _____

What we need from you:

We would appreciate your help in finalising your order of proceedings. Outlined below are some things for you to consider with a table for you to complete and return 30 days before the wedding. We will assist you in finalising these details as required.

GENERAL	
<ul style="list-style-type: none">Accommodation, eg rooms required	<ul style="list-style-type: none">Time of ceremony
<ul style="list-style-type: none">Setting for ceremony	<ul style="list-style-type: none">Type of wedding celebration meal
<ul style="list-style-type: none">Florist	<ul style="list-style-type: none">Celebrant
<ul style="list-style-type: none">Photographer and/or video	<ul style="list-style-type: none">Entertainment
<ul style="list-style-type: none">Cake	<ul style="list-style-type: none">Decorations
<ul style="list-style-type: none">Number of guests	<ul style="list-style-type: none">Catering/menus
<ul style="list-style-type: none">Beverages	<ul style="list-style-type: none">

KEY ARRIVAL TIMES	
• You and/or others doing decorations	• Florist
• Cake	• Celebrant
• Photographer	• Video
• Guests	• Bridal party
• Groom & bride arrival (if ceremony at Claremont)	• Entertainment
• Other	

IF CEREMONY AT CLAREMONT – THE FOLLOWING TIMES	
• Commencement	• Completion

IF PHOTOGRAPHS AND/OR VIDEO, TIMES	
• Commencement	• Completion

IF ENTERTAINMENT, TIMES	
• Commencement	• Completion

KEY TIMES FOR RECEPTION	
• Beverages	• Starters (generally 30-45 mins)
• If appropriate, usher to dining venue (generally 15 mins)	• Entrée (generally 45 mins)
• Mains (generally 60 mins)	• Dessert (generally 30-45 mins)
• Cake (generally 30 mins)	• Tea & coffee

FORMAL TIMES	
• MC to announce arrival of married couple	• Speeches
• Toasting	• Cake cutting
• Bridal waltz	• Other

KEY DEPARTURE TIMES	
• Bride and groom	• Guests

OTHER TIMES	
•	•
•	•
•	•

All the above information is requested 30 days prior to Wedding date