

Conference Desk: Wedding Planner

Date of Wedding: _____

Bride: _____

Groom: _____

Address: _____

Phone: _____

Fax: _____

Mobile: _____

E-mail: _____

♥ Number of People seated at the Bridal Table: _____

♥ Please list those who will be seated at the Bridal Table and what their function or relationship is: e.g. **John Smith - Master of Ceremonies (MC)**.

♥ Would you like the Bridal Table to be silver served? **Yes / No**

♥ Round Tables seating how many per Table?
_____ (please feel free to attach layout diagram if necessary)

♥ Total number of guests: _____

♥ Tables to be clothed in white linen? **Yes / No**

♥ Style of napkin fold – please ask for suggestions:

♥ Flowers to be supplied
by: _____

♥ Choice of Wedding
Menu: _____

Please note: Our menus can be selected as is or, you are welcome to “mix ‘n’ match” to suit. Any menu changes will need to be approved & re-priced by our Head Chef. All prices are subject to increase over time related to inflationary trends.

Please advise if any children will be in attendance and whether they have any special needs e.g. High Chair or Cot:

Please note: Meals for children under 12 years are charged @ 50% of the Adult per Person price. Children under 2 years free of charge.

♥ On guests' arrival would you like them to be greeted by a staff member who will offer them a drink? **Yes / No**

♥ Drinks to be offered as guests arrive: what type & Limit?

♥ Cocktail nibbles for guests on arrival?

Wine at tables during meal to be chosen and advised:

(Limit):-----

All drinks to be charged to:

♥ Spirits – Do guests pay their own way? **Yes / No**

♥ APPROXIMATE TIMINGS OF THE WEDDING CEREMONY:

Time and place where bridal couple are getting married:

----- Disco or Band Dance set up.

----- Guests to arrive at Quality Hotel Barrycourt

----- Bride and Groom to arrive and join their guests

----- Meal to commence

----- Meal to conclude

----- Dessert to be served

----- Cutting of the Cake

♥ Speeches to commence at what time?

♥ What wine is to be served with speeches (Toasting)?

♥ Wedding cake to be cut by bride and groom at:

♥ Wedding party to provide cake? **Yes / No**

♥ Quality Hotel Parnell to provide cake stand and knife?

♥ Tea and coffee station to be made available while a member of the bridal party offers cut wedding cake to the guests?

♥ Music - CD's etc. Bridal party to supply and cue for the duration of the meal:

♥ Please advise the name of the person responsible for this:-----

♥ Special Music to be played on arrival of Bride & Groom?

♥ Complimentary bridal suite has been booked for the honeymoon couple for the night of _____, please let me know if you do not wish to stay at Quality Hotel Parnell on the night of your wedding.

♥ Is a breakout/ready room with mirror required by the bridal party before entrance into the main reception area?

♥ Will the bridal party require refreshments for this room?

♥ Dance floor required **Yes / No**

- ♥ All **table plans, name cards, flowers** and the **wedding cake** are to arrive at Quality Hotel Barrycourt no later than the day before the wedding!
- ♥ Is roped off parking required for bridal cars?

- ♥ If yes, how many? _____

Final Numbers:

The final numbers expected to attend your wedding must be advised seven (7) days prior to your wedding, with final confirmation no later than 10 am, two (2) working days prior to the event. This number will constitute the minimum charge.

Payment:

- ♥ A non-refundable \$500.00 inc.gst booking fee is due on confirmation of your booking.
- ♥ Once final numbers have been confirmed and one month before the day of the Wedding 75% of known costs is then due.
- ♥ Seven days prior to the date of the Wedding 100% of known costs is then due with any further costs incurred due for payment on departure.

If you have further queries or require more information, please don't hesitate to contact me at the numbers listed below:

Ph : (09) 303 3789

E-mail :

conference@theparnell.co.nz

Fx : (09) 377 3309

Site :

www.theparnell.co.nz

Kind regards,

Josie Barreto.

Conference Co-ordinator