Please fill out all the below and email to us at least 4 weeks before your wedding, send to:

admin@thecovejervisbay.com.au

hello@thecovejervisbay.com.au

**CONTACT DETAILS**

|  |  |
| --- | --- |
| Partner One Name |  |
| Partner One email |  |
| Partner One mobile |  |
| Partner Two name |  |
| Partner Two Email |  |
| Partner Two Mobile |  |
| Best Man Name |  |
| Best Man Number |  |
| Maid of Honour Name |  |
| Maid of Honour Number |  |
| Coordinator name (if any) |  |
| Number |  |
| Best Contact During Wedding |  |
| Number  |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| What date is the wedding |  |
| How many attending ceremony and reception |  |
| How many guests staying onsite |  |
| Are there guests staying in other accommodation? |  |
| Numbers in Glamping Tents |  |
| Numbers in 1, 2 & 3 Bedroom Cabins |  |
| Numbers in 7-Bedroom House |  |
| How many attending breakfast held by the Cove (if included) |  |
|  |  |

**ARRIVAL DAY DETAILS**

|  |  |
| --- | --- |
| Arrival Date |  |
| What time are you arriving? |  |
| What time are your guests arriving? (check-in from 4pm) |  |
| How many people are helping you set up on arrival day? |  |
| Are you having a welcome gathering on the arrival date? |  |
| If so, which area/space are you planning on using?  |  |
| What vendors involved? (if any) |  |
| What time? |  |
| Number of People: |  |
| Details of gathering: |  |
| Music: |  |
| Is there anything in particular that we need to be aware of? Caterers, water access, power access etc for this gathering? |  |

**CEREMONY**

|  |  |
| --- | --- |
| What day is the ceremony? |  |
| Time? |  |
| Where will you be holding your ceremony? |  |

**COCKTAIL HOUR**

|  |  |
| --- | --- |
| What time is cocktail hour? |  |
| Where will it take place? Marquee, Village Green or BBQ Pavilion? |  |
| Do you require ice?  |  |

\*We can provide bags of ice for $6/bag. Please let us know in advance if you need them and how many would you need.

**RECEPTION**

|  |  |
| --- | --- |
| Where are you having your reception? Marquee, Village Green or BBQ Pavilion? |  |
| Are you having a cocktail style reception, or seated dinner? |  |
| Are you using any of the outdoor furnishings located on the property? |  |
| Are you using the tree cocktail bar? |  |
| What time does your reception start? |  |

**YOGA**

|  |  |
| --- | --- |
| Would you like a complimentary yoga class? |  |
| What day? |  |
| What time? |  |

\*This is generally done at 8am wedding morning, on the waterfront or sandbar (dependant on tides).

**WEDDING COORDINATOR**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**PHOTOGRAPHER**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**VIDEOGRAPHER**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**CELEBRANT**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**MARQUEE/TIPI TENT/TEMPORARY INSTALLATIONS**

|  |  |
| --- | --- |
| Company name |  |
| Where is it going?  |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Bump out time (***must be collected on the day of your check-out at the latest****)* |  |

**CAKE**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**FLORIST**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Bump out time |  |

**STYLIST**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Bump out time |  |

**TRANSPORT/MINI BUS FOR GUESTS**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**CATERING**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**BAR STAFF**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**MUSIC**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Band (How many member and instruments playing) **\*Please be aware that drums are not allowed** |  |
| DJ \*They will be using our speakers |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Bump out time |  |

**PHOTO BOOTH**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**MOBILE BARS/CARAVANS**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Bump out time |  |

**MC**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

\*Let him/her know to go to reception on arrival

**COOL ROOM**

|  |  |
| --- | --- |
| Company name |  |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Bump out time |  |

**OTHER**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**OTHER**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**OTHER**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**OTHER**

|  |  |
| --- | --- |
| Contact Name |  |
| Email |  |
| Phone |  |
| Day arriving onsite |  |
| Time arriving onsite |  |
| Insurance Policy name/number |  |

**ARRIVAL DAY DELIVERIES**

|  |  |
| --- | --- |
| Name of supplier |  |
| Contact person |  |
| Number |  |
| Approx. time of delivery |  |

|  |  |
| --- | --- |
| Name of supplier |  |
| Contact person |  |
| Number |  |
| Approx. time of delivery |  |

**IMPORTANT NOTES**

**BAGS OF ICE**

We can provide bags of ice for $6/bag. Please let us know in advance if you need them and how many would you need.

**MASSAGES**

Call Amber on 0411 478 878 if you would like to book any spa services.

**RECOVERY BREAKFAST**

Recovery breakfast will be served the morning after the wedding between 8.30-10am in the BBQ Pavilion if you have this as an inclusion in your wedding package.

**MUSIC**

Please note that music needs to be turned off at 10:00pm during the week and 10.30pm on weekends.

**GUESTS**

Guests not staying at the property must vacate the premises no later than 11.30pm.

**TRANSPORT**

Transport must be organised for the guests who are vacating the premises and they are to be collected from Reception – the designated pick up area.

**BOND**

The $3000 bond is due 7 days prior to the wedding date and can be transferred into our account or paid by credit card. Card surcharge of 2.6% visa and MasterCard and 2.9% for American Express. If we do not have it in our account 7 days before, we will need to process this from the credit card provided in your wedding contract.

**PROHIBITIONS**

Please be aware of the following things banned at the venue:

* Candles: please check with the venue prior to arrival
* Confetti: if you want your guest to celebrate after the ceremony, please consider natural flower petals
* Sparkles
* Jet skis
* Boat: please check with the venue prior to arrival due to limited parking
* Portable speakers: check with the venue

**ANYTHING ELSE?**

Is there anything else you believe we should know?

**We look forward to having you and helping you create an amazing wedding day at The Cove Jervis Bay!**

Signature