Wedding Planner

Thank you for your enquiry regarding your Wedding day Function.

Sketches provides a spectacular venue for small to medium size weddings. We are very proud of the service we deliver and look forward to making your special day an extra special day.

Following is a Wedding Planner we have designed to help answer all those big and small queries, to help remind you of the finer points that put the finishing touches to your memorable day. It is a notepad of sorts that is useful for you as well as us!

Please fill in this planner over time as you organise your big event, make a copy and send us a copy! From there we can work together to make your special day and extraordinary day!

We look forward to talking to you soon.

The Sketches Team

Sketches
3143 Hampton-Esk Rd RAVENSBOURNE QLD 4352
P 07 4697 8777 F 07 4697 8797 info@mountainresort.com.au
WWW.MOUNTAINRESORT.COM.AU

The Wedding Party

Bride: _____ *Ph:* _____

Groom: _____ *Ph:* _____

Postal Address: _____

_____

Email: _____

Date of Wedding: _____ *Time of Ceremony:* _____

Time of Reception: _____

No. of Wedding Party: _____ *No. of Guests:* _____ *Total:* _____

Please include DJ, Photographer etc. (If you are feeding for catering purposes)

Contact Person: _____ *Ph:* _____

Name of Master of Ceremonies: _____

Photographer: Yes / No Name: _____

Celebrant/Priest: Yes / No Name: _____

Beautician: Yes / No Name: _____

Hairstylist: Yes / No Name: _____

**We have names available of a number of recommended Celebrants, Photographers, Beauticians and Hairstylists that have serviced previous weddings at Sketches.*

Ceremony

Location of Ceremony: _____

Seating Required: Yes / No *Signing table: Yes / No*

No. of chairs: _____ *Covers: Yes/No (Standard White)*

Sashes: Yes / No Colour: _____

Red carpet: Yes / No *Lighting:* _____

Marquee Required: Yes / No *What sort:* _____

Music at Ceremony: Yes / No *If yes please describe*_____

Post ceremony drinks: Yes / No *What sort:* _____

Nibblies: Yes / No _____
(Canapés, Spring rolls, quiches, mix 'n mingle platter)

Platters, what sort: _____

Reception

No. of people at Bridal Table: _____ *No. of people at other tables:* _____

Square or Round tables: _____ *Table Linen:* _____

Flowers: _____ *Lectern:* _____

Centrepieces: _____ *Table Numbers:* _____

Wishing well/Gift Table/other: _____

Background Dinner music: Yes / No Who supplies: _____

PA System for Speeches: Yes / No Juke Box: _____

Live Music: Yes / No Band/Group: _____

Dance floor: Yes / No Cake table & stand: _____

Lighting and Decorations: Yes / No Type: _____

We have a range of fairy lights, bamboo garden flares and spot lights.

Special Requirements: _____

_____

_____

_____

_____

_____

_____

Food and Beverage

You are invited to meet with our Chef to discuss your special catering requirements. Sketches have a number of suggested menus or you can design your own.

Canapés: Yes / No Type: _____

Courses: 1 / 2 / 3 / 4 Dining Style: Cocktail / A la Carte / Buffet

Menu Selection: _____

Vegetarian Guests: Yes / No How Many: _____

Gluten Free Guests: Yes / No How Many: _____

Allergies: Yes / No Other: _____

Wedding Cake: Yes / No Designer: _____

Cutlery/Glassware: _____

Drinks

Bar Tab: Yes / No Limit: $*_____

Alcohol: Yes / No Details: _____

Package: _____

If you choose to have your own selection,
Please discuss this with your Function Co-ordinator.

**Our house selection of Beer, Wine, Spirits and soft drinks will be served.*

Finer Points:

We can supply decorations for you if you wish. We can also set your tables under your direction. Why not make a note of what your decorative ideas are!

_____

_____

_____

Accommodation Required: *Yes / No*
We have a range of fully self-contained cottages that are available to you and your guests.

_____

_____

_____

_____

Your guests can enjoy a round of golf, tennis or just relax in their own Chalet.

For your convenience we have added Terms and Conditions should you choose Sketches as the venue for your wedding.

Terms and Conditions

CONFIRMATION OF BOOKING| A Deposit is required within seven (7) days of receiving and accepting the quote together with a Signed Function Agreement to confirm your booking. This amount will be credited to your account. On receipt of the deposit your Event will be confirmed.
A GUARANTEED FINAL NUMBER of Guests attending the function is required 21 days prior to the commencement of the event. This is the minimum number of guests for which you will be charged, whether or not they attend the function.
ACCOMMODATION CONDITIONS | A deposit is required to block book the required accommodation for the date. A rooming list is required two (2) weeks prior to the Group arrival date. One night's accommodation will also be charged for any guest who fails to show on the scheduled arrival date. Block group bookings will be released two (2) weeks prior to proposed conference date if rooming list is not received.
ENTERTAINMENT | Resort Management reserves the right to control the quality, style and volume of any entertainment booked.
EXHIBITIONS/DISPLAYS | To maintain the high standard and condition of our rooms, no items are to be attached, pinned or glued to the wall surfaces or curtains in any pre-function or function rooms.
INSURANCE | Resort Management will take all reasonable care to protect the property of its guest, but accepts no responsibility for the loss or damage to merchandise or other property in the Resort, prior to, during or after the function. We recommend that organisers take out their own insurance.
MENU/PRICE VARIATIONS | Every possible effort is taken to maintain menus and prices, but these are subject to change at the Resort Management's discretion without any notice.
ROOM CHANGES | Resort Management reserves the right to change a function room where it deems necessary. However, every effort will be made to choose an alternative Function Room comparable to that originally chosen, and to notify the organiser as soon as possible.
ALCOHOL | Sketches Mountain Resort practices Responsible Service of Alcohol, as specified in the Liquor Control Reform Act 1998. Sketches Mountain Resort reserves the right to cease service of alcohol in line with the above Act. Where a dispute arises the alcohol server will be the sole arbitrator. No refund of beverage packages will be made should service be stopped due to intoxication. Unless otherwise agreed upon by Resort Management, no alcohol is permitted to be brought onto the property.
CONDUCT OF GUEST | Resort Management reserves the right to remove any guest from the premises if they behave in an unreasonable manner.
SMOKING | Smoking is not permitted in any of the function rooms or inside of any accommodation.
LOSS OR DAMAGE | to the Function area property, carpet, fixtures or fittings caused by the Client, Guests, Agent or Contractors before, during, or after the function will be the financial responsibility of the organiser.
ANY STATIONERY OR EQUIPMENT | used by the function will be charged for.
LABOUR CHARGES | Should your function continue past midnight a labour charge of $200 per hour will apply.
PUBLIC HOLIDAY CHARGES | Should your function be held on a public holiday, a surcharge of 20% will apply to the total function price.
PAYMENT | A second payment is due 90 days prior to the event and is calculated at 20% of the TOTAL estimated function expenditure. The Final payment is due 5 working days prior to the event.
ACCOUNTS | Our Resort Policy requires full payment of all charges on the day of the function. Beverages on consumption basis will be settled at the conclusion of the function. Account facilities may be arranged, however are subject to approval of Credit Application.
AGREEMENT | Resort Management will take all reasonable steps to ensure that the conditions of the Agreement are observed, however the Resort Management will not be responsible if it is unable to carry out the terms of the Agreement due to circumstances beyond our control, i.e. Industrial action, Government intervention etc.
CANCELLATIONS OF FUNCTIONS | Two (2) months prior to the date of the function, where the notification is provided in writing, are entitled to the deposit refunded in full. Cancellations made less than two (2) months prior are entitled to a 50% refund of the deposit, only when the space is resold. Cancellations made less than 28 days prior to the date of the function forfeit the deposit, or are charged the room hire fee regardless of whether the space is resold.

Revised as of 2 Nov 2009

I/We understand and accept and agree to comply with the terms and conditions as outlined above.

Signature:_____

Print name:_____

Signature:_____

Print name:_____

Date signed:_____

Date of the Event:_____

Received by:_____on behalf of Sketches Mountain Resort.

Malou Brown