

WEDDING PLANNING GUIDE

CONTENTS

The Planning Process ---- 3

Wedding Checklist ---- 5

Hamptons Wedding Package Inclusions ---- 6

Optional Upgrades ---- 7

Menu ---- 9

Beverage Package ---- 13

Additional Meal Information ---- 14

Wedding Experience Dinners ---- 15

Recommended Timing ---- 16

Recommended Suppliers ---- 17

Warrandyte Photo Locations ---- 20

Local Accommodation ---- 21

Guest List & Seating Floorplan ---- 22

Important Booking Terms ---- 26

Frequently Asked Questions ---- 27





THE PLANNING PROCESS

Congratulations on your engagement and booking your wedding at Bramleigh Estate!

Our friendly and experienced creative team is looking forward to working with you every step of the way to help you create your dream wedding. We are always here to assist you, offering you our professional advice and guidance across every aspect of your special day. Please don't hesitate to contact your wedding coordinator if you have any questions.

Please also consider following our Instagram, Facebook, Pinterest and YouTube pages for ideas and inspiration from recent weddings held at the estate.

Along the Way | Wedding Experience Dinner

We hold a number of Wedding Experience Dinners through the year. You will be invited to attend one complimentary dinner closer to your wedding day.

Six Months Prior | Progress Payment

We require a second payment of 50% of the estimated balance of your event. This is due six months before your wedding date as outlined in your Event Contract.

Three Months Prior | Final Details Meeting

We will hold a Final Details Meeting with you during business hours, two-three months prior to your wedding date. At this meeting, we will discuss all the finer details for your day, including any rehearsal and item drop off requirements. We do not require your final numbers at this time, however we do make many important decisions such as menu, decoration selections and a schedule for the day. Your wedding coordinator will email you a Final Details Worksheet four months prior to your wedding and this worksheet must be returned to us two weeks prior to your meeting to give your wedding coordinator time to prepare.

Following your Final Details Meeting we will email you your Final Details sheet, Running Sheet, Guest List spreadsheet template and Floorplan template.





Three Weeks Prior | Guest List & Floorplan

Your Guest List, any dietary requirements, and Floorplan must be returned to us at least three weeks prior to your wedding. We recommend that you request guest RSVPs six weeks prior to your wedding date, as this will give you sufficient time to finalise your guest numbers.

Once final guest numbers and seating arrangements have been confirmed, we are able to make minor adjustments to accommodate an increase in guest numbers, however we are unable to reduce guest numbers once full payment has been made, or issue refunds for a decrease in guest numbers.

Two Weeks Prior | Final Payment

After submitting your guest numbers you will receive your final invoice. Your final payment is due no later than 15 business days prior to your wedding date.

Payments can be made via direct deposit, Visa or Mastercard credit cards, debit cards, cheque, bank cheque or cash.
Please quote your wedding date in format DDMMYY with direct deposit payments.

One - Two Weeks Prior | Rehearsal & Item Drop Off

An optional 45-minute rehearsal can be scheduled during business hours one to two weeks prior to your wedding date. It is important that you request all those involved be present and on time. You will need to test the music at your rehearsal and your officiant must be present.

At this time you will drop off all the items for your day including your place cards (please envelope table by table, with the top card being position 1 to match your Guest List Spreadsheet and Floorplan), your bonbonniere and any other items including cake knives, champagne glasses, menus, ceremony booklets etc. Please clearly label your items with your name and wedding date. Cakes may only be delivered on the day of the event.



WEDDING CHECKLIST

- ☐ Select your wedding party members
- ☐ Set your wedding budget - download our free **Wedding Budget Template** online
- ☐ Book your photographer
- ☐ Book your videographer
- ☐ Book your ceremony officiant
- ☐ Book your reception entertainment
- ☐ Go dress/suit shopping
- ☐ Send out save the dates (optional)
- ☐ Book your florist
- ☐ Book your makeup artist
- ☐ Book your hair artist
- ☐ Book your wedding cake
- ☐ Book wedding day transport
- ☐ Book your stationery artist
- ☐ Shop for wedding party attire
- ☐ Select accessories - jewellery, hair pieces, shoes
- ☐ Pick and order bonbonniere
- ☐ Purchase wedding rings
- ☐ Book honeymoon
- ☐ Book wedding night accommodation
- ☐ Send out invitations - RSVP date should be six weeks before your wedding, ask for any dietary requirements
- ☐ Book hair and makeup trial
- ☐ Progress Payment due - six months prior
- ☐ Decide on ceremony songs - entrance, two for signing, exit - and readings
- ☐ Decide on reception songs - entrance, first dance, cake cutting etc.
- ☐ Confirm menu, upgrades, decorations, speeches, running sheet, supplier details etc. and list on Final Details Worksheet
- ☐ Meet with Wedding Coordinator for Final Details Meeting - three months prior
- ☐ Final Guest List due - three weeks prior
- ☐ Dress/suit fitting
- ☐ Final payment due - 15 days prior
- ☐ Confirm all details with your suppliers
- ☐ Ceremony rehearsal and item drop off
- ☐ Clean engagement ring
- ☐ Wedding pampering - manicure, pedicure, tan, etc.

HAMPTONS WEDDING PACKAGE INCLUSIONS

CEREMONY

Complimentary ceremony onsite with options of indoor or outdoor location

100 white Americana chairs

Handcrafted Hamptons arbour

Signing table with white linen and two chairs

Microphone and PA system

VIP host to coordinate music timing

RECEPTION

Exclusive usage of venue on the day

Personal VIP host

Exclusive VIP retreat

Five- or six-hour package (based on minimum guest numbers)

Complimentary Wedding Experience Dinner

Chef's selection of hot and cold canapés

Three-course gourmet meal with two choices per course, served alternately

Two complimentary side dishes, one hot and one cold

Hosted bar service for your entire reception - domestic beer, boutique Yarra Valley Wines, soft drink and mineral water

Freshly brewed coffee and selection of teas

Fresh white floral centrepieces with greenery on silver stands

Skirting and linen for the head table

Cake plinth and cake knife

Wedding cake cut and bagged and served on platters for guests to take home

Selection of napkin colours and rings

Children's high chairs

Wishing well for cards

Lectern and microphone for speeches

In-house music system with device connectivity

Large dance floor

On-site parking

* Please refer to your Event Contract for further details about inclusions specific to your event





OPTIONAL UPGRADES

PRE-RECEPTION GRAZING BOARD **Small** (100 guests) $1,200 **Medium** (100 - 180 guests) $2,800 **Large** (180+ guests) $3,500

A stunning sharing board with a selection of cured meats and cheese, marinated vegetables, dried fruits, nuts, dips, olives, crackers and freshly baked Turkish bread. Perfect for guests to graze on between your ceremony and reception.

PRE-RECEPTION BEVERAGE PACKAGE $22.00pp

For any spare time between your ceremony and reception, this package includes one hour of additional beverage service.

PLATTERS

These platters add a special touch to your day and are served at guest tables to compliment your menu choices.

SEAFOOD PLATTER Market Price

Choose a selection of either one, two or three items from oysters, mussels, tiger prawns, Tasmanian bugs, hot smoked salmon, kingfish ceviche, octopus tentacles, smoked eel, smoked salmon gravlax.
Served with dipping sauces, side salad and lemon.

ANTIPASTO PLATTER $12.50pp

A selection of cured meats, marinated vegetables, olives, dip, crackers, lavosh and freshly baked Turkish bread.

CHEESE & FRUIT PLATTER $12.50pp

A selection of fine local and imported cheeses with grissini sticks and crackers, dried and fresh fruits – perfect to add to dessert.

FUNCTION EXTENSIONS

Extend to 5½ hours $14.50pp
Extend to 6 hours $29.00pp

OPTIONAL UPGRADES

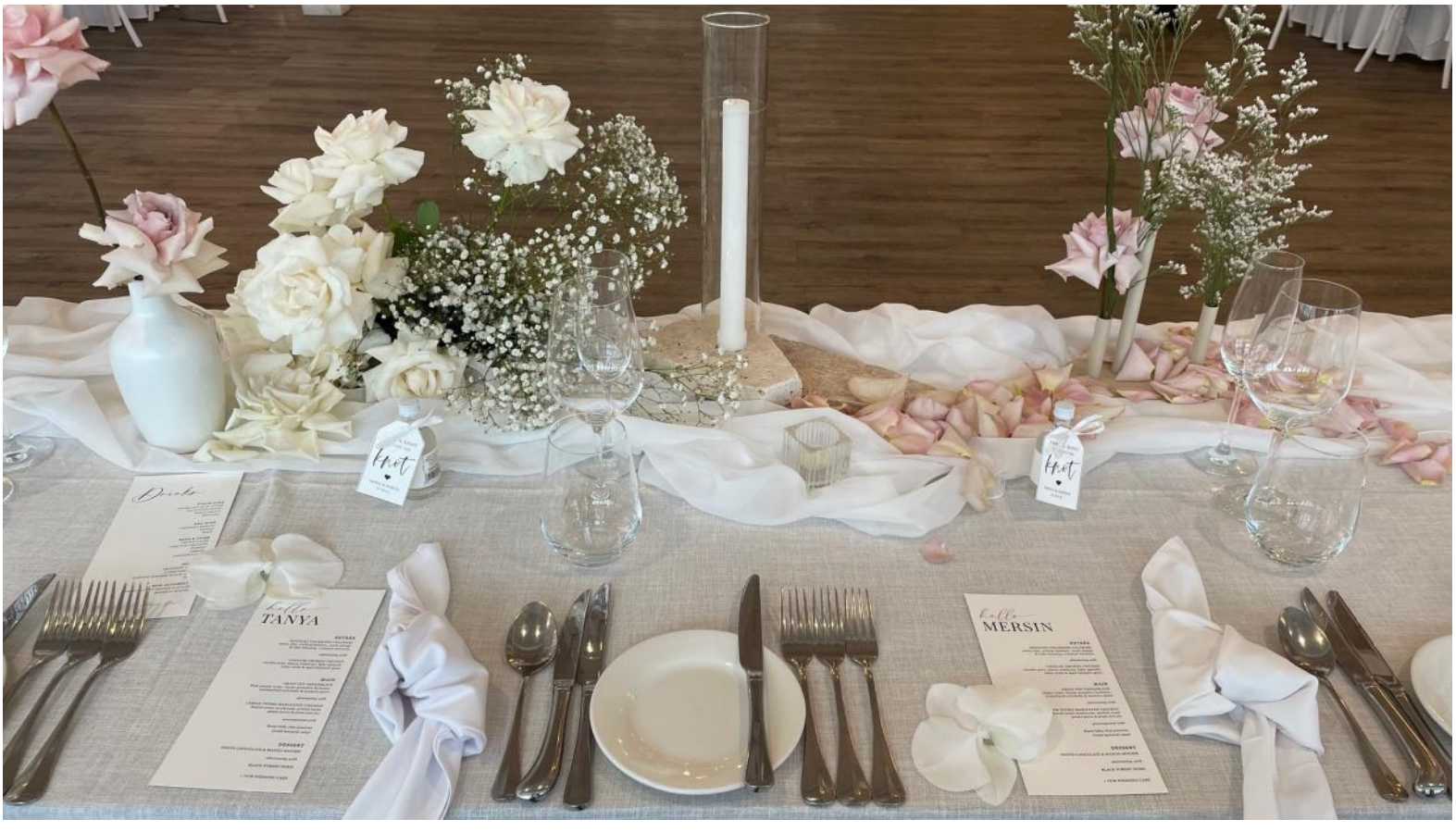
SPIRITS PACKAGE UPGRADE
Basic spirits - vodka, scotch, bourbon, whisky, gin $19.00pp

SIGNATURE HAMPTONS COCKTAIL $16.00 per drink
Enjoy our signature cocktail - vodka, peach schnapps, cranberry, lemon and mint.

PERSONALISED DRINK STIRRERS $6.00pp

DE BORTOLI WINE BONBONNIERE $12.95pp
Leave us in charge of your bonbonniere! With a selection of three wines:

King Valley Prosecco
Petit Moscato
Woodfired Heathcote Cabernet Sauvignon



ENTREE

Shichimi Togarashi Calamari (NF/Slightly Spicy)
Asian slaw - Pickled bamboo - Sweet mango & lime dressing - Creamed molasses

Tempura Scallops (NF)
Squid ink & black garlic cream - Yuzu vinaigrette seaweed salad - Ancho chilli jam

Maple & Hickory Baked Huon Salmon (GF/NF)
Local beets - Garden beans - Wasabi sour cream - Green tomato relish

Gnocchi Smoked Chicken (NF)
Garden peas - Cherry tomatoes - Baby spinach - Salsa verde - Aged balsamic glaze

Smoked Duck Breast (GF/NF)
Goats curd mousse - Kale & roast capsicum salad - Balsamic beet chutney

Crispy Pork Belly (GF/NF)
Celeriac & fresh garden greens remoulade - Hoisin mascarpone cream - Calvados goji berries

Asian Style Rare Beef Salad (GF/DF/NF)
Tatsoi horiatiki salad - Bean shoots - Yuja tea balm - Coriander chilli dressing

Gnocchi Borlotti Beans (NF/V)
Primavera vegetables - Heirloom tomatoes - Smoked caciocavallo - Black garlic pesto





MAINS

** Mains served with two shared sides dishes, one hot and one cold*

Crumbed Barramundi (NF)
Chilli garlic crab mash - Oyster glaze - Lemon dill cream

Lemon Thyme Marinated Chicken (GF/DF/NF)
Seared oyster mushroom - Pickled sweet potato puree - Pinot noir jus

Ginger & Orange Confit Duck (GF/DF/NF)
Cranberry crushed russet potatoes - Asparagus spears - Marsala pan gravy

Sichuan Pepper Pork Striploin (DF/NF)
Lime braised tri-quinoa - Steamed broccolini - Wild berry jus

Marsala Braised Lamb Shank (GF/DF/NF)
Idaho potato & celeriac mash - Roast beet puree - Rosemary jus

Slow Cooked Rump of Lamb (GF/DF/NF)
Sumac dill sweet potato - Glazed beans - Pickled mushrooms - Red wine jus

Grain Fed Beef Tenderloin (DF/NF)
Pink pepper crust - Thyme pumpkin hummus - Caramelised artichoke - Madeira glaze

Gnocchi Piemontaise (NF/V)
Forest mushrooms - Heirloom tomatoes - Crumbed ricotta - Wilted tatsoi

SHARED FEASTING MAINS

** Shared Feasting Mains served with two shared sides dishes, one hot and one cold*

Braised Pork Scotch Roast (GF/NF)
Roasted root vegetables - Confit garlic - Fried sage - Pink Murray River salt flakes

Slow Roasted Lamb Shoulder (GF/NF)
Mint tzatziki - Confit garlic - Fried rosemary - Maldon sea salt flakes

Roasted Beef (GF/NF)
Roasted vegetables - Confit Garlic - Fried thyme - Maldon sea salt flakes

HOT SIDES

Steamed Butter & Green Beans (GF/DF/NF/V)
Rocket pesto - Garlic crisps

Cauliflower Quattro Formaggio (GF/NF/V)
Salsa verde - Korean pepper

Roast Baby Chat Potatoes (GF/DF/NF/V)
Pink Murray River salt - Fried marjoram

Feta Parsley Mash (GF/NF/V)
Truffle oil - Sumac spice

Lemon & Manuka Honey Roasted Japanese Pumpkins (GF/DF/NF/V)
Olive crumbs - Roasted cumin

COLD SIDES

Greek Horiatiki salad (GF/NF/V)
Tomato - Cucumber - Capsicum - Kalamata olives - Feta - Pickled radish

Asian Slaw (GF/DF/NF/V)
Garden greens - Japanese mayo - Korean pepper

Poached Pear & Granny Smith Apple (GF/NF/V)
Mesclun leaves - Blue cheese cream

Crisp garden greens (GF/DF/NF/V)
Mizuna, tatsoi, green & red oakleaves - Cucumber - Carrot - Red onion - Ponzu vinaigrette

Herbed Lemon Pearl Couscous (DF/NF/V)
Roasted veggies - Cucumber - Tomato

DESSERT

Black Forest Dome (NF)
Macerated berries - Passionfruit glaze - Manuka honey flakes

Valencia Orange & Almond Cake (GF)
Mascarpone vanilla cream - Fresh berries - Green lime dust

Lemon Tart (NF)
Dehydrated blood orange - Dark chocolate peta crispies - Midori cream

Chocolate Tart (NF)
Berry compote - White balsamic crisps - Stone fruit coulis

White Chocolate & Mango Mousse (NF)
Wild berry glaze - Chocolate soil - Lemongrass powder

Chocolate Gateaux (NF)
Passionfruit balm - Kaffir lime powder - Vanilla cream

Chef's Choice of Three Mini Roaming Desserts

May include items such as Lemon Meringue Tartlet - Coconut Raspberry Pastry - Salted Caramel Tartlet

GF - Gluten Free DF - Dairy Free NF - Nut Free V - Vegetarian

All dishes are seasonal and may be subject to change





BEVERAGE PACKAGE

The following beverages are served to your tables for the duration of your wedding reception.

BEER

Crown Lager

Carlton Draught

Peroni

Furphy

VB

Cascade Light

WHITE WINE

Prosecco

Moscato

Semillon Sauvignon Blanc

RED WINE

Cabernet Merlot

Shiraz Cabernet

CIDER

Somersby Apple Cider

Somersby Pear Cider

SOFT DRINK

Assorted Soft Drinks

Mineral Water

JUICE

Orange Juice

Apple Juice

Cranberry Juice







ADDITIONAL MEAL INFORMATION

Children's Meals

Children aged 2 - 12 years old are supplied with your selection from the following three-course children's menu at $55.00 per child. Please select one dish for entrée, one dish for main course, and one dessert.

ENTRÉE & MAIN

Pasta – choice of Penne or Gnocchi
with Beef bolognaise, Napolitana with vegetables or Cream cheese with vegetables
Fish and chips with salad and tomato sauce
Crumbed fried chicken fingers with chips, salad and tomato sauce
Crumbed chicken schnitzel with chips, salad and tomato sauce
Mini brioche beef burgers with chips, salad and tomato sauce
Turkish bread chicken sandwich with chips, salad and tomato sauce

DESSERT

Vanilla ice cream with chocolate sauce
Mini chocolate gateaux with berry compote

Teenager Meals

Teenagers aged 13 - 17 years old are supplied with the same meal as your adult guests and are priced at $85.00 per person.

Supplier Meals

Any suppliers requiring a meal, for example your band or videographer, are provided the same three-course meal as your guests at $85.00 per person. We provide soft drinks and fruit juice to all suppliers; however, we **DO NOT** allow alcohol to be consumed by suppliers or entertainment during an event.

Please note that Children, Teenager and Supplier prices only apply once you have reached the minimum adult numbers specified on your event contract.

Dietary Requirements

All dietary requirements are catered for individually. Dietary meals are our chef's choice and will be tailored specifically for that guest's needs. Please discuss with your coordinator any special requirements you may have and please note we don't cater for food dislikes. All guest dietary requirements must be noted on your Guest List Spreadsheet and it's always a good idea to remind guests to inform you about their dietaries on your invitations.

Cultural/Religious Requirements

Please inform your wedding coordinator of any cultural or religious menu requirements that you or your guests may have.

WEDDING EXPERIENCE DINNERS

In the 3 to 6 months prior to your wedding you will receive an invitation from your coordinator to attend a complimentary Wedding Experience Dinner.

Upon arrival on the night, enjoy pre-dinner drinks and canapés, followed by a sit down three-course dinner featuring a selection of our most popular dishes. The aim is to give couples an idea of quality, portion size and presentation of our Hamptons menu.

Throughout the evening we will serve our standard beverage package and offer the same level of exceptional and consistent service provided to every wedding.

Each couple is invited to attend one group dinner, with the below number of complimentary tickets included. Additional tickets are available for $100 per person.

Contract Minimum Spend	**Complimentary Tickets**
Below $35,000	2
$35,000 and above	6







RECOMMENDED TIMING

As each wedding is unique we allow you to choose the timings of your reception and ceremony. The most important factor to consider is the lighting for your photographs, and this should be discussed with your photographer prior to planning the rest of your event timings. You should also consider the weather and what day of the week you are holding your wedding.

We recommend a minimum of one hour for photos. Below are our suggestions for the most appropriate timings.

Spring/Summer Weddings (Daylight Savings)

In the warmer months we recommended a later ceremony so that your guests and your photographs are not in the hot sunshine.

4.00pm Guests arrive

4.15pm Ceremony

5.00pm Cash Bar / TAB / Beverage Package Upgrade

6.00 - 11.00pm Reception

Autumn/Winter Weddings

In the cooler months it is likely to be chilly and dark outside quite early therefore we highly recommend an earlier wedding. This will ensure that your guests are comfortable and warm and you will not miss out on stunning photographs on our expansive deck and grounds.

3.00pm Guests arrive

3.15pm Ceremony

4.00pm Cash Bar / TAB / Beverage Package Upgrade

5.30 - 10.30pm Reception

Sample Spring/Summer Timing

4.00pm	Guests arrive
4.15pm	Ceremony
5.00pm	Cash Bar / TAB / Beverage Package Upgrade
6.00pm	Pre-Dinner drinks and canapés on the deck/foyer
6.30pm	Guests to be seated
6.45pm	Wedding Party introductions
7.00pm	Entrée served
	Cake Cutting followed by First Dance
8.00pm	Mains served
8.45pm	Speeches
	Followed by Parents Dance
9.30pm	Dessert served
10.40pm	Bouquet Throw &/or Garter Toss
10.45pm	Farewell Circle/Archway
11.00pm	Function concludes and guests depart

RECOMMENDED SUPPLIERS

Our recommended supplier list is a highly curated list of the best in the business who've worked extensively at our venue and provided exceptional service to our couples. We highly recommend placing these suppliers at the top of your list too!

Photographers

Ash Hughes Photography | ashhughesphotos.com | Mention Bramleigh Estate for 10% discount

Ashley K Weddings | ashleykweddings.com

Bhargav Boppa Wedding Photography | www.bhargavboppa.com

Bright Light Weddings | brightlightweddings.com | Mention Bramleigh Estate for complimentary engagement photoshoot OR extra hour coverage on wedding day PLUS 10% discount on combined photo & video packages

Jessica Abby Photography | jessicaabbyphotography.com.au | Mention Bramleigh Estate for extra hour in Champagne Package

Lost in Love | www.lostinlovephotography.com

Shevan J Photography | www.shevanj.com

Silas Chau | www.silaschau.com | Mention Bramleigh Estate for 10% discount

Single Soul Weddings | singlesoul.com.au | Mention Bramleigh Estate for $1200 discount on 8-hour photo & video package

Videographers

Aldin Ortinez | www.aldinortinez.com | Mention Bramleigh Estate for $1000 discount

Bright Light Weddings | brightlightweddings.com | See inclusions in listing above

C2 Films | www.c2films.com.au

Jiang Visuals | jiangvisuals.com | Mention Bramleigh Estate for 10% discount

Single Soul Weddings | singlesoul.com.au | Mention Bramleigh Estate for $1200 discount on 8-hour photo & video package

Stu Art Video Productions | www.wedding-videomelbourne.com.au | Mention Bramleigh Estate for $200 discount

Turbo 360 | www.turbo360.com.au

Florists

Angel's Floral & Event (Faux Florals) | www.angelsfloralevent.com.au

Debbie O'Neill | debbieoneill.com.au

Floretta | www.floretta.com.au

Flowers St Germain | www.flowersstgermain.com

Foxy Evergreen Flowers | www.foxyevergreen.com.au | Mention Bramleigh Estate for complimentary throw posy

Helen Dillon | pdillon@iprimus.com.au

Sassafras Flower Design | sassafraswedding.com.au | Complimentary throw posy for full wedding parties

Sugar Bee Flowers | www.sugarbeeflowers.com.au

RECOMMENDED SUPPLIERS

Event Decorations & Styling

Always Eventive | alwayseventive.com.au | Use code BRAM10 for 10% discount on hire range and signage

Cloth and Confetti | clothandconfetti.com | Mention Bramleigh Estate for 10% discount on hire range

Event Merchant Co | www.eventmerchantco.com.au | Use code Bramleigh10 for 10% discount on hire range

Full de Bloom | www.fulldebloom.com.au | Mention Bramleigh Estate for 15% discount

Heather's Floral Designs (Candle Hire) | www.heathersfloraldesigns.com.au

Kerr Events | www.kerrevents.com.au | Mention Bramleigh Estate for best available rates

Table Art Event Hire | tableart.net.au | Mention Bramleigh Estate for 10% discount on hire range and $50 discount on delivery and pick up

Celebrants

Andrew Redman | www.andrewredman.com.au | Mention Bramleigh Estate for $200 discount

Christine Kha | www.christinecivilcelebrant.com.au | Mention Bramleigh Estate for best available rates

Danielle Binaisse | www.melbournecelebrantdanielle.com.au

Elisa Westein | elisawestein.com.au

Matt Finch | mattfinchcelebrant.com.au

Sally Hughes | celebrantsallyhughes.com.au | Mention Bramleigh Estate for a complimentary bottle of Moet & Chandon

Simone Sullivan | www.simonesullivancelebrant.com

MCs

Tim Manger | 0400 161 078

Cakes

Crème De La Cakes | www.cremedelacakes.com.au | Mention Bramleigh Estate for 50% discount on delivery

Mad About Cakes | madaboutcakes.com.au | Mention Bramleigh Estate for 10% discount on cake order

Pastel and Bloom | pastelandbloom.com.au

T. With Cake | www.twithcake.com.au

Torte By Mirjana | www.tortebymirjana.com

Wedding Stationery

Giant Invitations | giantinvitations.com.au | Mention Bramleigh Estate for minimum 15% discount

Paper Jam Studio | paperjamstudio.com.au | Mention Bramleigh Estate for 10% discount

Paper Lust | paperlust.co | Mention Bramleigh Estate in chat/email for 15% discount

RECOMMENDED SUPPLIERS

Bands & DJs

Baker Boys Band | bakerboysband.com.au

Fiction Coverband | www.fictioncoverband.com.au | Mention Bramleigh Estate for free semi-acoustic set

Hey Jack | www.heyjack.com.au

Jack and Jordan | www.jackandjordan.com

Melbourne Entertainment Co. | www.melbourneentertainmentco.com.au

PHP Weddings DJ | www.partyhireproductions.com.au | Mention Bramleigh Estate for best available rates

Unplugged Entertainment | unpluggedentertainment.com.au

Bonbonniere

Chocolate Works | www.chocolateworks.com.au

Imbue Distillery | www.imbuedistillery.com

La Belle Miette | www.labellemiette.com.au

Little Favour Co | littlefavourco@outlook.com

Three Foxes Distillery | threefoxes.com.au | 10 additional Foxtails added to your order by responding to order confirmation email and mentioning Bramleigh Estate

Bridal Couture & Men's Suits

Pretty Woman | prettywoman.net.au

Raffaele Ciuca Bridal | www.raffaeleciuca.com.au

The Sposa Group | thesposagroupbride.com.au | Mention Bramleigh Estate for 10% discount

YSG Tailors | ysgtailors.com.au | Mention Bramleigh Estate for 10% discount

Hair & Makeup

A Hairstylist Secret | ahairstylistsecret.com.au

Emily Sleeman | emmysleemanhairstylist@outlook.com

Hair by Jenn Chan | @hairbyjc

Harlen Hair | www.harlenhairmelbourne.com | Mention Bramleigh Estate for 10% discount

KA Hair and Makeup | @kahairandmakeup

Lizi Hance Makeup Artist | glamourfiedbylizi.com.au

Shauna's Big Tease | @shaunas_big_tease

Shelby Makeup Artistry | @shelby_makeupartistry

RECOMMENDED SUPPLIERS

Bridal Accessories

Jeanette Maree Jewellery | www.jeanettemaree.com

Ralf Fisch Fine Jewellery | www.ralffischjewellery.com.au

Cars

Always Classic Cars | www.alwaysclassiccars.com.au | Mention Bramleigh Estate for best available rates

Blue Moon Rods | bluemoonrods.com.au | Mention Bramleigh Estate for 10% discount

Enrik Limousines | enriklimousines.com.au

Must Have Mustangs | www.musthavemustangs.com.au

Photo Booths

Big Day Little Booth | www.bigdaylittlebooth.com.au

In the Booth | www.inthebooth.com.au

Matt Jefferies | mattjefferiesentertainment.com.au | Mention Bramleigh Estate for $100 off photobooth packages

Audio Visual

PHP | www.partyhireproductions.com.au | Mention Bramleigh Estate for best available rates

Vivid | vividav.com.au

Pyrotechnic Operators

Abracadabra Events | abraevents.com.au

PHP | www.partyhireproductions.com.au | Mention Bramleigh Estate for best available rates

ShowFX | showfx.com.au

Pet Sitters

I Do Paws | idopaws.com

The Travelling Vet Nurse | www.thetravellingvetnurse.com.au

The Wedding Sitter | www.theweddingsitter.pet

WARRANDYTE PHOTO LOCATIONS

Warrandyte is an idyllic location for a wedding. Consider having your wedding photographs in the Warrandyte River Reserve with its picturesque riverside walking track or take advantage of the many romantic natural bush settings in the Warrandyte State Park.

Warrandyte River Reserve

The 8.9-hectare Warrandyte River Reserve offers a beautiful 2.2km walk through scenic Warrandyte bushland, along the southern bank of the Yarra River. The reserve extends from Andersons Creek to the Stonehouse Cafe and incorporates Stiggants Reserve, Lions Park, the Warrandyte Museum and Federation Play space. The southern boundary of the reserve adjoins the Warrandyte Township, which includes the heritage tourism precinct.

Pound Bend Reserve - Warrandyte State Park

Pound Bend Reserve is a much-loved Melbourne icon with grassy areas for picnicking and a walking track along the river which supplies access for koalas and a variety of flora.

Accessibility: Pound Road is a signposted surfaced road which heads north off Warrandyte Road. The entry gates to this site are closed after 8pm.

Jumping Creek Reserve - Warrandyte State Park

Jumping Creek Reserve provides a peaceful river setting to enjoy Warrandyte's natural scenery. There is a picturesque lookout and easy river access. We suggest using a smaller car here as access would be difficult in a limousine.

Accessibility: The entrance is directly off Jumping Creek Road and clearly signposted.





LOCAL ACCOMMODATION

The Sebel Melbourne Ringwood

96 Maroondah Highway Ringwood 3134 | *www.thesebel.com/victoria/the-sebel-melbourne-ringwood*

Inspired interior design and a warm, sophisticated palette throughout creates The Sebel Melbourne Ringwood's intimate and welcoming atmosphere. 103 rooms and apartments are each complemented by a vibrant bar and restaurant serving rustic Victorian cuisine, as well as a 24-hour concierge, round-the-clock room service, and fittings and furnishings chosen to meet the highest standards of comfort and style.

Contact Reservations Department on HB0L1@accor.com or 9874 9100 for best available rates and romantic bridal packages. Mini bus transfers can also be arranged by contacting The Sebel.

Ringwood Royale Serviced Apartments

6 Warrandyte Road Ringwood 3134 | *www.ringwoodroyale.com.au*

Modern apartment hotel with 21 luxurious one- or two-bedroom, self-contained serviced apartments with separate living area and fully stocked wine bar. Located adjacent to Eastland Shopping Centre.

Doncaster Apartments by Nightcap Plus

845-855 Doncaster Rd Doncaster 3108 | *nightcaphotels.com.au/hotels/vic/doncaster-apartments-by-nightcap-plus*

Doncaster Apartments has 36 serviced apartments including Studio, One and Two Bedroom Apartments. The Studios, featuring kitchenettes, are the perfect alternative to a hotel room. The One and Two Bedroom Apartments are ideal for families and groups looking for space and a home experience. Options available for get-togethers after the big day, including BBQ and restaurant.

Contact Reservations Department on 8848 1600 and mention that you are a Bramleigh Estate guest or use promo code 'BRAMLEIGH' online for 10% off accommodation, 10% off dining, welcome drink, parking, Wifi and bottled water.

Yarra Valley Lodge

2 Heritage Avenue Chirnside Park 3116 | *www.yarravalleylodge.com*

Yarra Valley Lodge is located on the grounds of the exclusive Heritage Golf & Country Club at the gateway to the Yarra Valley. All 102 guestrooms open directly onto a gardened terrace or private balcony and offer spectacular views. Surrounded by nature, the 120-hectare estate offers an abundance of native wildlife and flora, which can be enjoyed from the comfort of your room or along the myriad of walking tracks that surround the hotel.

Warrandyte Retreat

North Warrandyte | *www.airbnb.com.au/rooms/32073988*

Escape to a new designer Studio, and experience Warrandyte's tranquillity and views - continental breakfast included of course - with your own private viewing deck. Bright, open, and cosy. Panoramic, frameless double-glazed windows give you unbroken views of the valley to the north to enjoy in pure privacy, while the warmth of the beautiful Siberian Larch flooring permeates through your feet. The back of the studio is cut directly into the rock, giving you the perfect temperature and sound isolation all-year-round.

GUEST LIST & SEATING FLOORPLAN

Your Excel Guest List spreadsheet and PDF Floorplan will be sent to you after your Final Details Meeting with your coordinator. Floorplans are designed based on guest numbers. Images of a Guest List template and sample Floorplans are included on the following pages.

Your Guest List, any dietary requirements, and Floorplan must be emailed back to us at least three weeks prior to your wedding. Use the Guest List template to assign your wedding party and guest names against table and seat numbers. Please also indicate each person's guest type by placing a '1' in the appropriate guest type column - adult, young adult, child, baby (no meal), or supplier. Also indicate any dietary restrictions, wedding party and parent meals and highchairs. Please consider your suppliers when informing us about your guests' dietary needs. Any special requests on the night can only be accommodated after full service has been completed. The spreadsheet will total up your guests automatically in the blue summary boxes.

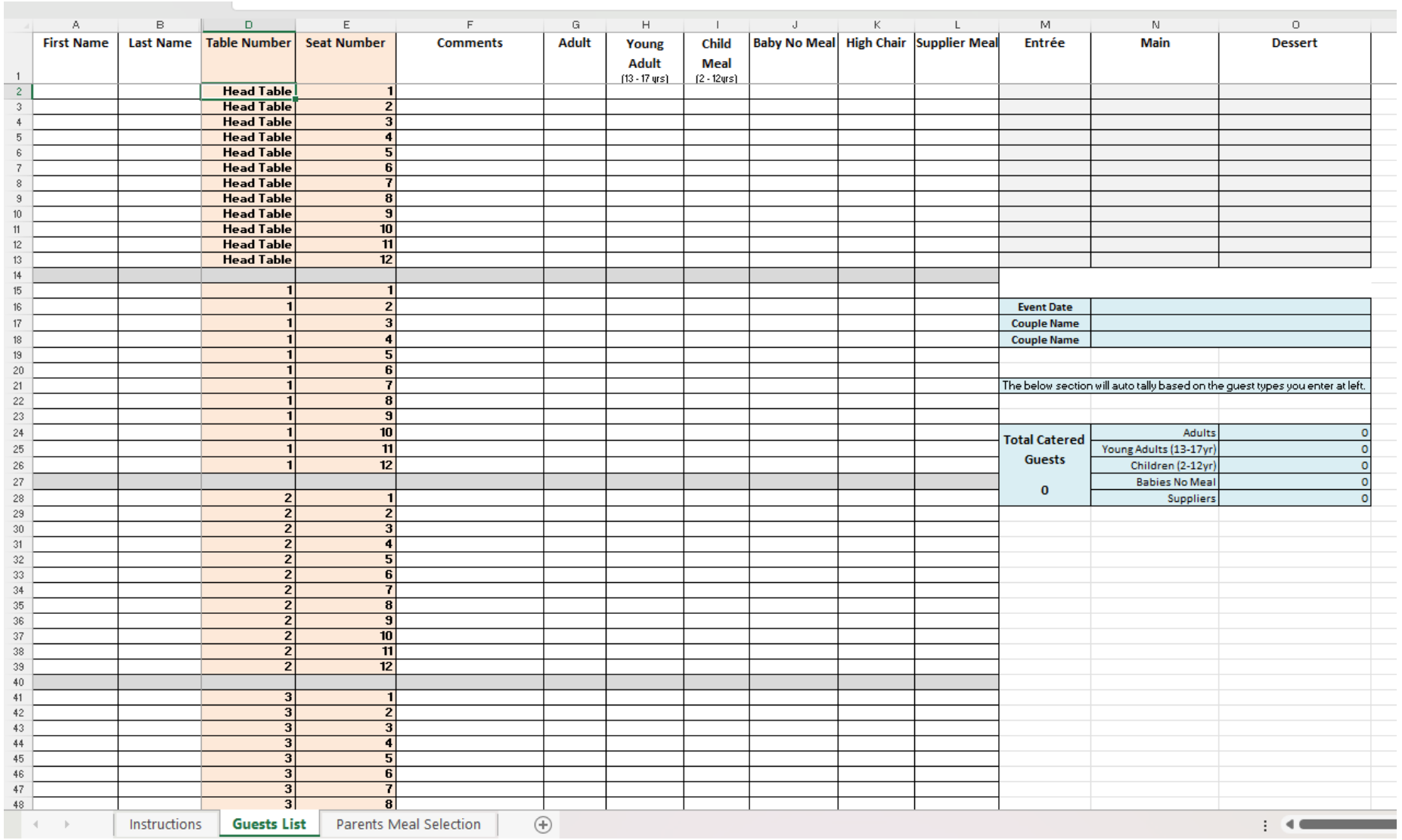
If you would like your suppliers to be seated on a separate table, please list them on a separate table on your spreadsheet. It will not matter whether this table has less than eight guests, as we will set them a smaller table if necessary.

When assigning guests to seat numbers please note that on round tables Seat Number 1 is always on the righthand side of the table, facing the deck, and numbers then proceed clockwise around the table. Please ensure that parents are seated so that they face the head table.

Once final guest numbers and seating arrangements have been confirmed, we are able to make minor adjustments to accommodate an increase in guest numbers, however we are unable to reduce guest numbers at this point or issue refunds for a decrease in guest numbers.



GUEST LIST SPREADSHEET



	First Name	Last Name	Table Number	Seat Number	Comments	Adult	Young Adult (13 - 17 yrs)	Child Meal (2 - 12yrs)	Baby No Meal	High Chair	Supplier Meal	Entrée	Main	Dessert
2			Head Table	1										
3			Head Table	2										
4			Head Table	3										
5			Head Table	4										
6			Head Table	5										
7			Head Table	6										
8			Head Table	7										
9			Head Table	8										
10			Head Table	9										
11			Head Table	10										
12			Head Table	11										
13			Head Table	12										
14														
15			1	1										
16			1	2										
17			1	3										
18			1	4										
19			1	5										
20			1	6										
21			1	7										
22			1	8										
23			1	9										
24			1	10										
25			1	11										
26			1	12										
27														
28			2	1										
29			2	2										
30			2	3										
31			2	4										
32			2	5										
33			2	6										
34			2	7										
35			2	8										
36			2	9										
37			2	10										
38			2	11										
39			2	12										
40														
41			3	1										
42			3	2										
43			3	3										
44			3	4										
45			3	5										
46			3	6										
47			3	7										
48			3	8										

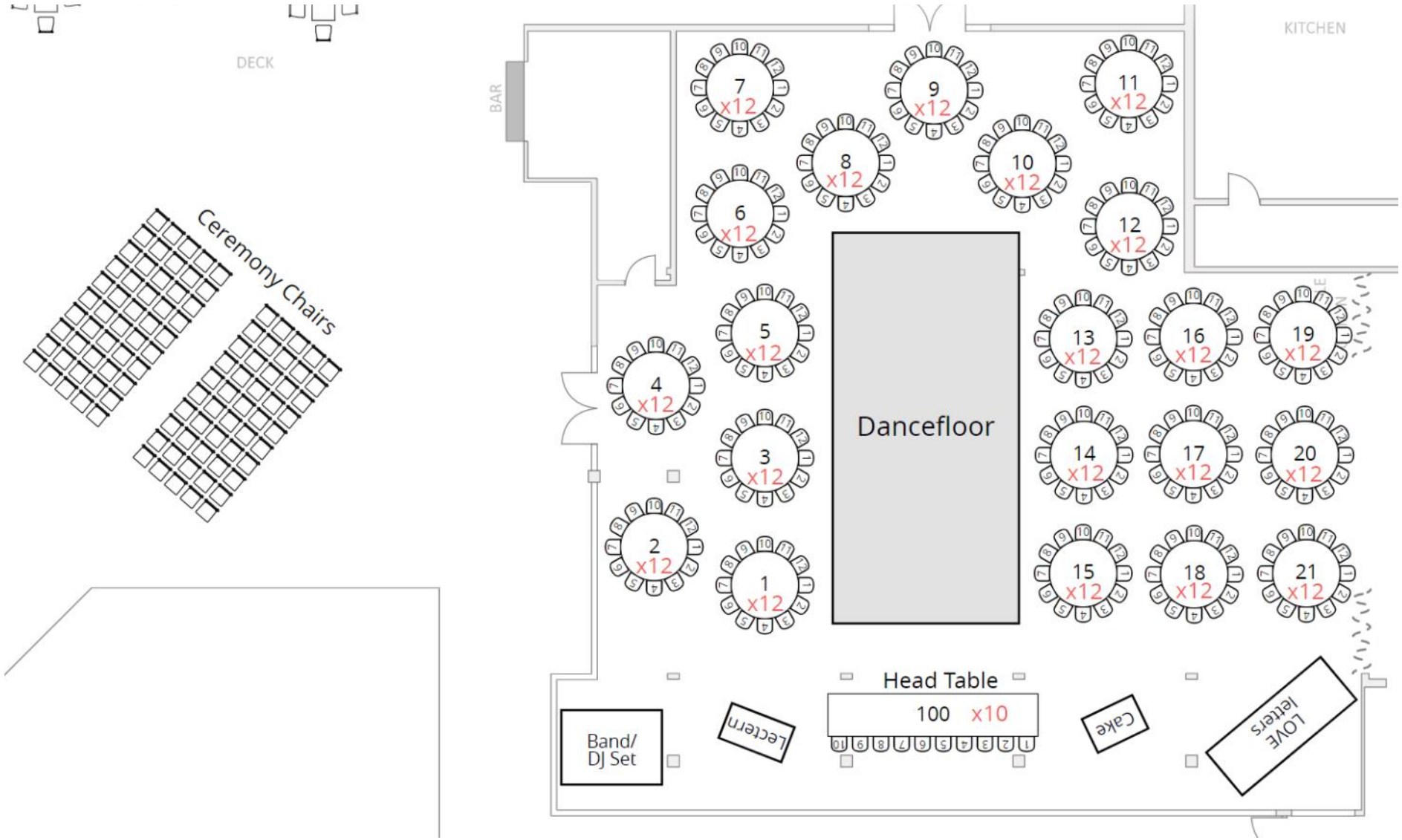
Event Date	
Couple Name	
Couple Name	

The below section will auto tally based on the guest types you enter at left.

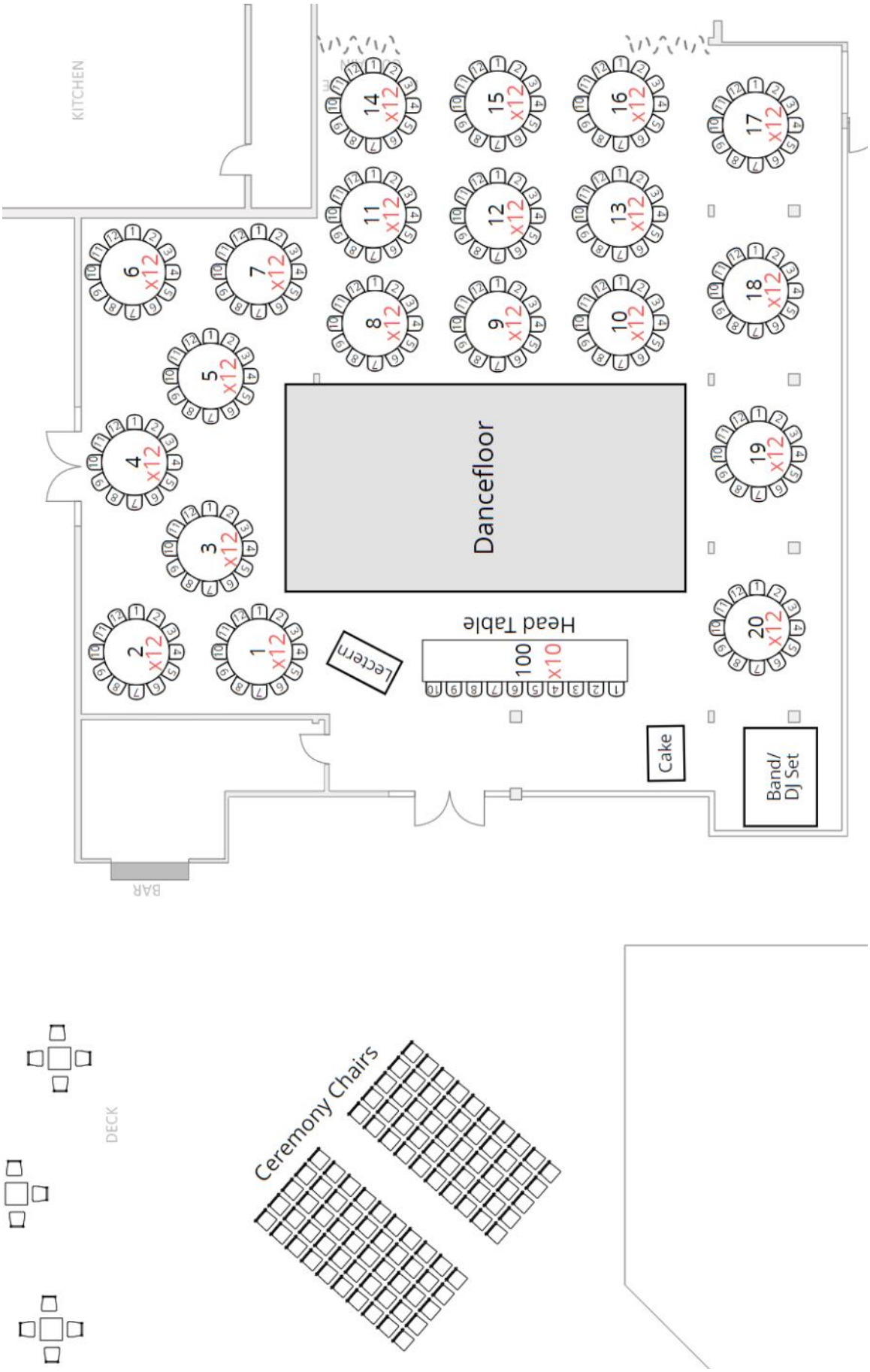
Total Catered Guests		
0	Adults	0
	Young Adults (13-17yr)	0
	Children (2-12yr)	0
	Babies No Meal	0
	Suppliers	0

Instructions | Guests List | Parents Meal Selection

SAMPLE FLOORPLAN - HEAD TABLE BY DRIVEWAY - SEATING 252



SAMPLE FLOORPLAN - HEAD TABLE BY DECK - SEATING 240



IMPORTANT BOOKING TERMS

Flower Petals & Confetti

Fresh rose petals and bubbles are permitted outside only. No confetti, rice or glitter are permitted on the property and if used at your event a cleaning fee will be incurred.

Fireworks, Pyrotechnics & Plate Smashing

Any fireworks, pyrotechnics, bubble machines, dry ice machines, sparklers or smoke machines must be agreed upon with your coordinator before booking them. Insurance and licenses need to be provided to Bramleigh Estate prior to the event. A list of approved pyrotechnic operators can be found in our Recommended Suppliers list on p20. Under no circumstances can gunpowder pyrotechnics or plate smashing occur on the property.

Sparklers are welcome subject to fire conditions on the day and are only permitted at the front of the building. We recommend using longer sparklers rather than standard party size sparklers.

External Catering

All external catering companies must provide certificates of insurance and food safety. Please discuss any catering requirements with your event coordinator. Caterers must leave the premises clean and tidy, in its original condition, with all kitchen equipment returned to the correct storage areas. A bond may be payable.

External caterers must provide their own staff for serving food, clearing tables and washing glassware.

Liquor Licensing Requirements & RSA Policy

Bramleigh Estate takes our liquor licensing agreements and Responsible Service of Alcohol requirements very seriously, and all serving staff undertake RSA training. Bramleigh Estate reserves the right to serve low-alcoholic and non-alcoholic drinks within your beverage package. If serving alcohol, we recommend limiting your event to no more than 6 hours.

Bramleigh Estate reserves the right to refuse service to any guests deemed intoxicated or under the age of 18 years and can close the bar early and/or eject patrons if deemed necessary.

If you wish to have spirits served or available for purchase, they must be served from behind the bar as mixed drinks only. No shots or doubles are permitted.

Please note that due to liquor licensing laws we are not permitted to allow guests to bring alcohol onto the premises.

* Please refer to your Event Contract for full details about terms and conditions specific to your event.





FREQUENTLY ASKED QUESTIONS

Does Bramleigh Estate provide menus for the tables?

Whilst Bramleigh Estate does not provide menus for the tables, you are more than welcome to supply your own menus and/or place cards. It's always a good idea to send any draft menu to us so we can proofread it for you.

Will Bramleigh Estate play our ceremony music?

Yes! We can download your songs and will ask you to check the song version at your rehearsal. We also provide a microphone for your officiant.

Does Bramleigh Estate provide a guest seating list?

Yes! Bramleigh Estate can print your seating list on A4 sheets of Bramleigh Estate letterhead and display them on a large mirror and easel in the foyer. Your guests' names will be listed in alphabetical order and show their assigned table number. Alternatively, you are welcome to provide a seating chart and we will display this for you. If you would like to use our mirror and easel to display your seating list, we suggest you print A1 size.

Can we have a combination of round and long tables?

Yes, you can have a mixture of long and round tables. If your numbers exceed 250 guests we suggest discussing with your wedding coordinator the best floorplan options as a mixture of tables isn't convenient for large guest numbers.

Do we have to select suppliers from your recommended list?

You may choose any suppliers you would like for your wedding, except for pyrotechnic operators who must be selected from our Recommended Suppliers list. Our suppliers are highly accredited and have worked with us extensively, so it is a great idea to start with our list when choosing vendors.

Are chairs and a signing table provided for the onsite ceremony?

We include 100 Americana chairs and a signing table for your ceremony. Additional chairs can be hired through Place Settings (www.placesettings.com.au).

When does the beverage package start?

Your beverage package begins at the start of your reception when canapes also begin. It is a Bramleigh Estate requirement that drinks are provided to guests if there is a break of 30 minutes or more between the conclusion of your ceremony and the beginning of your reception. Please choose from one of our three beverage options below. These options are also available if your ceremony is offsite.

- Cash bar (guests purchase their own drinks)
- Bar TAB (tallied drinks service and charged to a credit card)
- Drinks package (see the Optional Upgrades section p7-8)

FREQUENTLY ASKED QUESTIONS

What time should the ceremony and reception begin or is the timing flexible?

The timing is flexible. At the time of your booking we do not lock in times for your ceremony and reception as we can work this out at your Final Details Meeting three months prior to your wedding. We only host one wedding per day so you are welcome to select the time that suits you.

For more information see the Recommended Timing section on p16.

Can we have a rehearsal with our wedding party?

Yes. We can schedule a rehearsal time on a Saturday or Sunday morning one to two weeks prior to your wedding. We will test the music and familiarise your wedding party with the ceremony process. We request that all those involved – including your officiant – be present at your rehearsal.

What flowers are included in the Hamptons Package?

Our in-house florist provides round floral arrangements (white flowers with green foliage) that sit on top of a tall square silver centrepiece stand on the guest tables. The centrepieces are 80cm high and both the base and top are 24cm^2. Any additional flowers on the guest tables, head table or beams should be arranged with your own florist.

How long is the head table? My florist wants to add a garland.

Our trestle tables have lengths of approximately 1.5m, 1.8m and 2.4m. We vary the number of tables depending on how many are in your wedding party (eg, 6 people = 2 tables, 8-10 people = 3 tables and so on). Please speak to your coordinator about any floral requirements or measurements.

What are the measurements of the outdoor decking?

The main area is approximately 265m^2 (19m x 14m).

What are the measurements of the arbour on the deck?

The arbour is 2.25m wide x 2.4m high x 1.5m deep.

What are the measurements of the beam across the main entrance foyer?

The beam is approximately 4.3m long. If you are having this area styled it is best to have your florist visit the property for an inspection.

What are the measurements of the area with the lower ceiling?

We call this our library area and it measures 6.15m from the French doors to the beams and 13m from wall to wall in the other direction.