



WEDDINGS & CIVIL UNIONS CEREMONY REQUEST

Thank you for considering Willowtree Sculpture Garden as the location for your special day. Congratulations on taking the plunge! We'd like to know a little more about you both so that we can help manifest a wonderful day that resonates through your lives, symbolising what is valuable to you both about your upcoming union. Guest entry fees to the garden are included in Ceremony pricing. Please take the time to complete this questionnaire.

Names of Intended Parties: _____ (Primary Contact)

Primary Contact Details: Mobile: _____

Email: _____

Preferred Ceremony Time & Dates (please list 3 alternatives)

Day	Date	Start Time	Finish Time

Willowtree Sculpture Garden will anticipate guest arrival time to be 30 minutes prior to your preferred start time.

CEREMONY MUSIC

1. Will a PA (sound) system be required? Yes / No (Comes with microphone and digital device plug-in.)
2. Will there be live musicians? Yes / No (Please circle)
If 'Yes', please tell us a little about the musical ensemble (e.g string quartet, harpist, guitarist) and how they are to be used throughout your ceremony.



GUESTS

1. How many guests are you expecting at your Ceremony? _____
(For people booking Option 2, this number will determine the number of glasses provided.)
2. Please outline any special requirements in terms of accessibility (e.g. reserved parking):

ALCOHOL

Willowtree Sculpture Garden is strictly BYO alcohol only. We request that the consumption of alcohol be limited to a celebratory toast of your favourite tippie.

Will you be serving alcohol after the Ceremony? Yes / No (Please circle)

What beverages will you serve? _____

Due to licensing restrictions, representatives of Willowtree Sculpture Garden cannot serve alcohol to guests. Who are you designating as beverage attendant?

Name: _____

Wedding parties serving alcohol do so at their own risk. All alcohol must be dropped off to Willowtree Sculpture Garden by the day prior to the Ceremony.

FLOWERS

Will your florist be providing floral accents for use (apart from those carried/worn by the wedding party)?

Florist Name: _____

Florist Contact Number: _____
Your Florist will not be contacted until Ceremony Deposit has been received.

REHEARSAL

Will you need to do a Ceremony rehearsal? Yes / No (Please circle)

The space will not be dressed for the rehearsal but the garden will be made available to the wedding party and celebrant on a mutually agreed upon date at no additional cost.

CELEBRANT

Celebrant Name: _____

Celebrant Contact Number: _____
Your Celebrant will not be contacted until Ceremony Deposit has been received.

WEDDING PLANNER

Planner Name: _____

Planner Contact Number: _____
Your Planner will not be contacted until Ceremony Deposit has been received.



WEDDING PARTY

Role	Name of Person

ORDER OF EVENTS

Please outline your idea of how your Ceremony will proceed, including all important activities:

Time	Activity

Feel free to attach any other information that you feel it is important we know.
 We're here to make your day special; ask us about any special requests.



PRICE LIST

For any 2-hour period (including guest arrival and departure) between 10 am – 5 pm any day:

Option 1: Ceremony and photographs \$800

Option 2: Ceremony, photographs and champagne \$1000

After 5 pm until 9 pm any day, the above prices apply plus \$150 per hour or part thereof.

The price includes:

- Use of Amphitheatre
- Timber Benches x 10 (seats 30 – 40) – all other guests must stand
- Tin Buckets x 10 (For aisle flower posies – buxus topiary balls are included, however, flowers are not. We can give you the dimensions required so you can book flower posies with your florist for the tin buckets.)
- Styled Signing Table with 2 dressed chairs and candle
- Timber Chalkboard with your preferred welcome message to guests executed in professional calligraphy
- Timber Easel for Chalkboard
- Timber Chalkboard Arrows (for directing guests to the ceremony area)
- Drinks Station (complimentary water; BYO alcohol) – for Option 2 ONLY

Additional Extras:

Double door entrance display \$200

Ceremonial Cake Station \$100

Vintage Suitcases From \$30 each

Shepherd Hooks with hanging candle jars (set of 10) \$100

Chalkboards (various sizes) From \$30 each

Should you wish to hire Willowtree Sculpture Garden for photographs only, the charge is \$350 for a 1-hour period. Attendance at photography calls are limited to the wedding party, father/mother/siblings of the intended couple and the photographer.

HOLDING FEE

A Holding Fee of \$250 is payable at the time of booking and is refunded within 7 days of the Ceremony after inspection that no damage has been caused to the garden.

CANCELLATIONS

- Ceremonies cancelled within 60 days of the nuptial date incur no cancellation fee. The Holding Fee will be refunded.
- Ceremonies cancelled within 30 - 59 days of the nuptial date incur a 50% cancellation fee. The Holding Fee will be refunded.
- Ceremonies cancelled less than 30 days of the nuptial date are liable for the full fee. The Holding Fee will be refunded.

WET WEATHER

There is a \$500 charge for use of a fully covered marquee on the Rear Viewing Platform which will be erected in the event of wet weather. Please see Notes on the next page.



NOTES

ALCOHOL

Alcohol can only be served with the purchase of Option 2 per our Price List.

Willowtree Sculpture Garden is strictly BYO only. Wedding parties serving alcohol do so at their own risk. All alcohol must be dropped off to Willowtree Sculpture Garden by the day prior to the ceremony. All alcohol must be served by a guest/wedding party member.

A drinks station (ice buckets, glasses, tablecloth, bin for empty bottle) and complimentary water dispensers will be provided as an area from which drinks can be dispensed.

PARKING

Street parking is available on Redground Heights Road and on streets in and around Laggan Village. As Willowtree Sculpture Garden is so centrally located, all parking options will only entail a short walk.

RECEPTION

Willowtree Sculpture Garden does NOT offer reception facilities. There are two potential reception locations in Laggan village that we recommend. Both are a walk from Willowtree Sculpture Garden. These include:

Willowvale Mill Restaurant (for large functions) 4837 3319

The Pantry (for small functions) 4837 3039

Both Willowvale Mill Restaurant and The Pantry offer accommodation for small parties.

Alternatively, the Laggan Memorial Hall can be hired. This venue has some self-catering facilities, however all details must be negotiated with the Hall representative. They can be contacted to discuss your options on 4837 3244.

ACCOMMODATION

Larger groups can be accommodated at a number of hotels, motels and pubs in the area. We advise you to check Trip Advisor for recommendations. Proximate towns and villages include Crookwell (8 kms), Taralga (30 kms) and Goulburn (53 kms).

If you or members of your wedding party are planning to stay in Laggan, some local B&B style options include:

Pinn Cottage (in Crookwell) 0421 457 135

The Church (in Laggan) 0414 394 461

USE OF OTHER FACILITIES

- Bathroom facilities are available.
- Use of a dedicated room by the bridal party for up to 2 hours prior to the Ceremony can be arranged for an additional fee.
- In case of rain, a marquee will be provided. This will be located on the 'Rear Platform' overlooking the neighbouring vineyard.

WET WEATHER

Willowtree Sculpture Garden has the capacity to host your ceremony should wet weather arise. The wet weather plan provides you and your guests with a covered Marquee erected on the Rear Platform, a level raised rectangular gravelled area, overlooking the adjoining vineyard. Viewing of both Willowtree Sculpture Garden and the pretty viticultural scene is facilitated by large, decorative windows around the Marquee. Should wet weather arise, the Marquee will be erected and directions to the changed ceremony location within the gardens will be signposted accordingly. This will incur an additional fee of \$500.

Note: The \$500 fee will only be charged in the event of wet weather and where the Marquee has been erected for use. The prime contact will be alerted on the morning of the ceremony if this situation arises.

