



**Sue Jarvis Gallery Garden**  
24 Blackwood Lane, Gembrook 3783  
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0428 818 131

## Weddings & Events Onsite Pro Forma

Date .....

Contact Name/s .....

Address .....

.....

Mobile .....

### Event Details

Date of event ..... Rehearsal date.....

Time (hrs required, including set-up) ..... Number of guests .....

Number of people in the wedding party .....

Wedding location at SJGG Elm Site  Tree Fern Site  Other

### Services Required (please tick)

Photoshoot only \$600  Garden Wedding  Gallery for dressing/bridal party pre-service

Standard Services for a 4hour block (inc rehearsal) \$1150 (includes a booking fee of \$200) plus \$250 bond (please tick all applicable)

6 x 3 gazebo for guest standing/seating  or wedding service  30 wooden chairs

30 umbrellas  registry table & chairs  arbour for personalising by you  Toilet

onsite parking  gallery for dressing/bridal party pre-service  Onsite Manager

tea & coffee facilities (to be managed by bridal party)  to use gallery for wedding subject to incumbent weather

Other Providers we can connect you with for your special day (please tick all applicable)

Celebrant  Flowers (Wedding party, arbour, registry table)  Photography

Car Hire  Catering (Canapes & drinks prior to reception dinner or after ceremony)

Reception venues  Cake  Music service accompaniment  Accommodation providers

#### NEXT STEPS

1. Following our meeting, and understanding of your requirements, Sue Jarvis Gallery Garden will provide you with a formal quotation by email.
2. If you would like to proceed, you will need to accept our quotation, complete our booking form and accept our terms & conditions by email. We will hold the date for your wedding for **30days only** from the date of our quotation emailed to you.
3. Upon receipt of your booking deposit & bond, acceptance of our quotation & signed terms & conditions, we will forward you a personalised Sue Jarvis Gallery Garden wedding kit to implement leading up to and on the day of your wedding.