

# Weddings at The Courthouse...

## FREQUENTLY ASKED QUESTIONS

*Our weddings are a huge part of the rich tapestry of cherished memories that the beautiful Heritage Listed property holds for so many, and we warmly invite you to join us in this space.*

*Whilst we have tried to make our wedding brochure clear and uncluttered, we wanted to answer all of your questions (even some you hadn't thought of) as sincerely and openly as possible, so there's no surprises and nothing hiding to inform your consideration. Planning & preparing for your wedding day is so much more enjoyable when you have a team of supportive professionals who all genuinely want the same outcome as you do, Your Perfect Wedding Day...*

*If your question is not addressed in this extensive list, it's only because we hadn't thought of it and would be happy to answer it for you. These FAQ's are a guide only, though some responses are mandated by local & state legislation, many are general responses. Please feel free to ask your specific questions as it relates to your wedding.*

### Ceremony Q's

#### CAN I HAVE MY WEDDING CEREMONY ONLY AT THE COURTHOUSE RESTAURANT?

*Our manicured, waterfront garden is available exclusively for our Courthouse Couples*

#### WHAT TIMES ARE AVAILABLE FOR CEREMONY?

*Morning ceremony times can start from 10am and Afternoon ceremony times can start from 4:30pm You can discuss bringing these times forward by half an hour with your coordinator either by extending the time (refer to brochure for fees) or by bringing forward the conclusion of your reception by half an hour.*

#### CAN I CHOOSE ANOTHER TIME FOR THE CEREMONY?

*There are so many benefits to having the ceremony & reception at the same place, but it can also add some time constraints for you, as your guests are with us the entire time. I'm sure you'd agree that more than 6 hours from arrival to departure in the same place is within the limits of what we can ask of them. This is why the times are set to correspond with day or evening receptions.*

#### WHAT IS INCLUDED WITH THE CEREMONY PACKAGE?

*Four rows of 4 guest chairs on each side of the aisle, 32 white Tiffany chairs total, a signing table & two chairs Exclusive use of the garden from half an hour before the ceremony time up to the conclusion of your reception.*

#### CAN I ORGANISE ADDITIONAL CEREMONY STYLING?

*Absolutely! As pretty as the setting is with the manicured lawn and the water views, adding your personal styling touches to maintain your chosen theme, or create your outdoor room is lovely. Discuss your inspirations with your coordinator*

#### CAN I ORGANISE AN INDEPENDENT STYLIST FOR CEREMONY?

*Of course. We ask that they liaise with our coordinator for set up times & any other ways in which we can support them*

#### *CAN I ORGANISE MY OWN CEREMONY DECORATIONS?*

*We would discourage anything that would add to your responsibility on the day, so you can focus on being a beautiful bride, but if you have family or friends that can do this for you, once again, we ask that they liaise with your coordinator for times. Discuss this option with your coordinator at your first planning appointment.*

#### *HOW MANY CHAIRS ARE AVAILABLE FOR GUESTS?*

*Four rows of Four Tiffany chairs on either side of your aisle. A total of 32 guest chairs*

#### *CAN MY GUESTS BE SERVED DRINKS BEFORE THE CEREMONY?*

*There will be a Water pitcher available before the ceremony begins, but no other drinks are served until after the ceremony and after the group & family photos.*

#### *CAN MY GUESTS/BRIDAL PARTY BRING DRINKS?*

*No drinks can be brought onto our premises. If the bridal party has drinks for the photo sessions, we are happy to hold onto them until the conclusion of your reception.*

#### *WHERE DOES THE BRIDE ENTER FOR CEREMONY?*

*Garden Ceremony: You will enter via the Garden Gates and walk down the aisle to your selected position*

*Courtyard Ceremony: You will enter via the Front Verandah of the restaurant and walk down the aisle to your selection position in the Courtyard.*

#### *CAN WE BRING IN OUR OWN CEREMONY MUSIC?*

*Absolutely, live or pre-recorded, we will make sure there is power supply and anything else that is needed by performer. If recorded, you will need to bring in your own device and ask someone to be responsible for it, including when to press play!*

#### *IS THERE WHEELCHAIR ACCESS TO CEREMONY?*

*The garden and the external path that leads to it are all on one level so wheelchair access is available, however they will need to go back around that path and enter via the front of the restaurant when it is time for guests to enter the dining room, as there are several steps leading up from the garden to the dining room.*

#### *IS THERE BRIDAL CAR PARKING AVAILABLE?*

*We cordon off 3 car park spaces directly in front of the gate entrance for the bridal car to deliver our bride*

#### *WHAT HAPPENS IF IT RAINS?*

*We will move the ceremony set up to the courtyard area, so you will still have the same outlook of the bay with the clear blinds & roof providing shelter for you and your guests*

#### *CAN I ORGANISE A WEDDING REHEARSAL?*

*Yes, your celebrant may request this and can schedule this in with our coordinator. It is important the time is carefully allocated to suit you and your bridal party, your celebrant and any other vendors, with the availability of our venue.*

#### *CAN I HAVE MY FURBABY ATTEND THE CEREMONY?*

*Of Course! They are part of your family and with some careful navigating, there is no reason they cannot share this with you. Allocate someone to be responsible for them (including picking up any doo), and have them taken home before any food and drinks can be served. Guide and Service Dogs are allowed to remain for as long as they are in service.*

#### *IS A MARRIAGE CELEBRANT INCLUDED?*

*No, we have a list of professionals at a range of price points that we can recommend, but this is a very personal decision between you as a couple.*

*IF I HAVE A CHURCH SERVICE OR ALTERNATE CEREMONY VENUE, HOW ARE THE AVAILABLE TIMES AND PACKAGES ALTERED?*

*When this happens, you have the luxury of setting the ceremony/service time at any time of the day to be followed by the reception time. The package prices are not affected as you are still using our garden exclusively for your pre-dinner drinks and canapes. Every evening Reception Package includes 5.5 hrs duration, Every lunch Reception Package includes 4.5 hrs duration. We encourage you to discuss the times carefully with your coordinator to ensure enough time has been allocated for photos & travel etc.*

## *Reception Q's*

*CAN I BRING THE CAKE IN THE DAY BEFORE?*

*We cannot accept any perishable items, including the wedding cake until the day of the wedding. It is worth noting here too that any food items brought in, including the wedding cake, must be supplied by a registered supplier. This is one of those mandated requirements that is out of our hands unfortunately, so gone are the days of homemade wedding cakes lovingly gifted from relatives.*

*WHEN DO I NEED TO BRING MY ITEMS FOR SETUP?*

*We need to have your floorplan, placecards and any other items that need to be put out, at least the day before. If you have a rehearsal booked in within a few days of the wedding, this would be an ideal time to bring them in and save an extra trip. It also allows enough time to notice if anything has been left behind.*

*AM I RESPONSIBLE FOR SUPPLIER MEALS?*

*Any professionals who are onsite during the dinner period will need to be provided with a meal. We have separate pricing for this in the wedding brochure, so you are not paying for the full package for them. This is a courtesy we ask you to extend to the people who are providing you a service, and is standard practice.*

*IS THERE ACCOMODATION NEARBY FOR GUESTS?*

*Yes, there is a range of local accommodations, please refer to the List of Preferred Suppliers for more details*

*WHAT IS THE LATEST TIME I CAN EXTEND THE RECEPTION TO?*

*The premises is licensed until Midnight, which means 11:30pm would be the latest time you can extend to. This also means that you are using the full available hour of extension at the end, so your ceremony time cannot be earlier than 4:30pm.*

*CAN I CREATE MY OWN BESPOKE PACKAGE?*

*Absolutely! You are welcome to select meals & drinks from the restaurant's full A-la-Carte menu & wine list, and discuss the endless styling options with our coordinator. If anyone can bring your vision to life, it's our talented Carol!*

*CAN WE ENGAGE AN INDEPENDENT WEDDING STYLIST?*

*Of course. We only ask that they liaise closely with our coordinator, so we can navigate around the busy restaurant times and make the space and support available to them. They will be required to pack up and collect all items at the conclusion of the reception. We cannot accept responsibility for any property remaining on premises*

*CAN WE DO OUR OWN DECORATING?*

*Absolutely. If you have a reliable team of helpers to do this for you without adding any undue stress to our bride, yes of course. Once again, they will need to liaise closely with us. Please consider that all items need to be removed at the completion of the reception before you proceed with this option. We cannot accept responsibility for damage, or loss to any of our client's property.*

*CAN WE ENGAGE AN INDEPENDENT WEDDING COORDINATOR?*

*Yes absolutely. Carol has worked closely with many independent coordinators and in particular can help guide them with the specific reception details of our venue. Many opt to hire an independent coordinator for everything else and then hand over at reception time, it is entirely up to you and we will work in with your suppliers to help deliver a flawless event.*

#### *CAN WE COLLECT GIFTS/WISHING WELL CONTENTS THE FOLLOWING DAY?*

*We ask that you task a family member with the responsibility of packing up all gifts and wishing well contents at the conclusion of the reception. With prior arrangement, many of the other items can be collected the following day, but these valuables absolutely cannot remain on our premises overnight.*

#### *CAN I BRING AN OUTSIDE CATERER IN?*

*I have only been asked this once in more than 20 years but thought I would include it with these questions. No is the short answer. Unlike some venues where everything needs to be brought in, we are a fully operating, award winning restaurant, with an entire brigade in the kitchen.*

#### *CAN I SELECT ALTERNATE MEALS THAN THE WEDDING BROCHURE OFFERING?*

*You may create a bespoke package and select menu items from the restaurant's full A-la-Carte menu at the time of your wedding. No other alternative meals are available, except for dietary requirements. The dishes on offer have been especially selected because they are the expertise of our chefs, and perfectly align with the timeless elegance of our venue.*

#### *DO YOU CATER FOR CHILDREN'S MEALS?*

*Absolutely! Our youngest guests are well looked after and have their own little menu selections to choose from. Older children can select from the adult menu or the children's menu.*

#### *DO YOU CATER FOR DIETARY REQUIREMENTS?*

*Yes! If you could assist us with this to ensure a smooth & safe service of all meals during the reception, by asking your guests to notify you of any dietary requirements or allergies with their RSVP. These can then be provided with your final numbers.*

#### *CAN WE BYO DRINKS?*

*The Courthouse is a fully licensed venue and no BYO of drinks are possible*

#### *HOW MANY GUEST TABLES?*

*This number will vary depending on the final number of guests and the chosen layout of the dining room. Generally between 5 and 10 guest tables*

#### *HOW MANY GUESTS TO A TABLE?*

*Again, this number will vary depending on the final number of guests and the chosen layout. Because the tables are rectangles they can be extended as needed to seat between 8 to 12, even 14 guests to a table.*

#### *HOW MANY CAN I HAVE ON THE BRIDAL TABLE?*

*This one is entirely up to you, you can have your own Sweetheart Table for the two of you right up to as many as 12 on your bridal table. The bridal table is set according to the number in bridal party. If you have a larger bridal party speak with your coordinator about the options.*

#### *CAN WE ORGANISE OUR OWN MUSIC?*

*The musicians we have listed on our preferred vendors list are there because they are reliable and talented, and most importantly are accountable in order to remain on our list, compared to a one-off engagement if you booked someone direct. You are of course welcome to organise your own entertainment, provided it is in keeping with the quality of the venue and they adhere to the licensing noise restrictions. They will also need to liaise with your coordinator to arrange set-up and pack-up times, and anything else they may require.*

## *ENTERTAINMENT NOISE RESTRICTIONS?*

*The volume cannot exceed 80 decibels at any stage. The acoustics in the dining room are excellent and a louder range than this is not required to enjoy your celebrations. We must also respect the various ages of your guests and where you seat them, so we don't blast them. The performance professionals on our list are brilliant at creating the atmosphere without exceeding the volume levels. If you organise your own, they must acknowledge the venue has the final say, and not you as their client, so we can remain compliant with our Liquor and Music licenses, or run the risk inspectors close the music down entirely.*

*Outdoor Cocktail wedding celebrations cannot have fully amplified music outside and must conclude by 9pm. Please discuss this carefully with your coordinator if you are considering a Cocktail Reception.*

## *General Venue & Booking Q's*

### *WHAT IS THE BOOKING FEE?*

*The Booking Fee is an upfront fee used to lock in and secure the venue on your selected date. Once paid, you will be sent a confirmation letter outlining the detail we have to date and guiding you on the next steps, your wedding is officially underway, and your planning appointments can begin! It really is a very special moment as so many other elements revolve around this date and the times. The Booking Fee also encompasses a range of things, such as exclusive use of your areas, the dining room, patio and garden are yours to enjoy for the duration of your wedding. It includes your planning appointments, set-up and day-of coordination, as well as pack-up.*

*It is important to note that once this booking fee is paid, it is non-refundable, regardless of the time, it can however be transferred to another available date should you need to postpone for any reason.*

### *IS THERE A LIMIT TO THE NUMBER OF PLANNING APPOINTMENTS I CAN HAVE?*

*Generally, 3 appointments plus the drop-off are sufficient to make all the arrangements, we find some couples can do this in one or two, whilst others require several. We do not have a limit as such but do ask that you are considerate of your coordinators time and plan and prepare for these appointments in advance, so they can be productive and collaborative and support your efforts to the highest degree.*

### *IS THERE A LIMIT TO THE AMOUNT OF PHONE & EMAIL COMMUNICATION?*

*We do understand that there will be times when you need an answer to give to one of your vendors or for yourself, so there is certainly no limit on the amount of communication. Having said that, if you can try to record your questions and ask them during one of your appointments, while the file is open and details can be recorded directly onto it, this eliminates the risk of detail getting missed. Your coordinator is highly efficient and organised, but with a busy year, lets not test her skills to that degree. It is always best to have the majority of the detail handled at the in person planning appointments and everything recorded then and there for the both of you.*

### *WHAT IS THE CANCELLATION POLICY?*

*Cancelling a wedding is always a difficult & emotional time for all, including us as we embark on this journey with you. It is not something we usually plan for or expect, so it is really important that you read and understand the policy.*

*The Booking Fee is non-refundable as already ascertained. The Deposit of \$1200 can be refunded (less 20% cancellation fee) provided we receive the cancellation notification in writing a minimum of 3 months prior, and provided the venue can be successfully rebooked for that date. If the cancellation is less than 3 months no refund can be given. If the date is not rebooked, then no refund can be given. As we held that date for you and commenced the planning with you, please don't ask the difficult question of your coordinator in these circumstances.*

### *WHAT IF MY GUESTS CAUSE DAMAGE TO PROPERTY?*

*This is very rare as most people are respectful of the environment, but in the unfortunate event damage is caused to the property, including fixtures, furniture & styling items, you will be liable to replace or repair the damage.*

### *WEDDING DEPOSIT?*

*An invoice for the \$1200 deposit will be sent with your Confirmation Letter and is due approximately 8 weeks from that date. This is an actual deposit and will be deducted from your final invoice.*

#### *WHEN IS THE FINAL PAYMENT DUE?*

*Your final payment is due 10-14 days before your wedding date. You should have your final numbers in by then, but we do understand that some late movement can occur. Last minute guest additions can be made right up 48 hours prior as we always order enough to prepare for this. However, no refunds can be given if numbers change downwards from 7 days prior onwards.*

#### *WHAT PAYMENT METHODS CAN I USE?*

*Direct Deposit is the main way, the bank details will be supplied on your invoices and within your wedding information pack. Credit Card payments can also be accepted but will incur a 2% fee.*

#### *CAN I HAVE FIREWORKS?*

*Our New Years Eve Fireworks display was almost jeopardised with late changes from various government bodies. If you are considering this, I strongly recommend you make your enquiries &/or applications a minimum of 9 months prior to your wedding date. Mr Fireworks is well informed on the changes and the processes and the tide times and will be able to answer any questions on this one.*

#### *IS THERE GENERAL VENUE NOISE RESTRICTIONS?*

*We are in a residential neighbourhood and find that the most disturbance comes as guests are leaving and not during the actual celebrations. Perhaps you can ask your Emcee to remind your guests to be mindful of the neighbourhood as they depart, when they are announcing your farewell.*

#### *WHEELCHAIR/DISABLED ACCESS?*

*Wheelchair access to the dining room is via the front verandah of the restaurant where there is also a ramp. One of the bathrooms has a wider entry and grab rails. These minor modifications we have added to the beautiful heritage listed property are the best we can do to give better access.*

#### *PARENT/BABY CHANGE ROOM?*

*Unfortunately, we do not have a dedicated baby change room.*

#### *SMOKING?*

*Smoking is not permitted anywhere within our grounds. We do have an ashtray right outside the garden gates though.*

#### *RESPONSIBLE SERVICE OF ALCOHOL?*

*The Courthouse Restaurant is a fully licensed venue and practices Responsible Service of Alcohol. All of our packages include drinks, and our service is generous, but we cannot serve anyone underage or any intoxicated patrons, including close relatives, regardless if the package duration is still in progress. Most people are well used to these laws, but celebrations can still sneak past safe levels, so we hope to have your support and understanding in the event we are in a position to refuse service to one of your guests. Please be assured this is a last resort option and only activated when absolutely necessary.*

#### *DO WE NEED TO HAVE A MINIMUM NUMBER OF GUESTS?*

*We do have a minimum number of 70 Adult guests for Friday & Saturday evening receptions & a minimum of 50 Adult guests for lunches and all other evenings. Please discuss this with your coordinator, as these minimum numbers can be more flexible on certain days than on others. A higher minimum number may apply for weekends in December.*

#### *DO YOU HAVE A MINIMUM SPEND?*

*No, if you meet the minimum number of guests for the day and time of your wedding, there is no minimum spend.*

#### *WHAT HAPPENS IF MY GUESTS NUMBER DON'T MEET THE MINIMUM REQUIRED?*

*We understand this can happen and not be discovered until the RSVP's are all returned. Again discuss this with your coordinator as some days can be more flexible, while the weekends we cannot. You will be charged for the minimum number of guests in this event. We hate to do this and strongly suggest a B list of guests you can invite should this happen.*

*IS THERE ACCOMODATTON NEARBY FOR WEDDING NIGHT?*

*Yes, there is a range locally, please refer to our Preferred Suppliers List or speak to your coordinator*

*DO YOU WELCOME CHILDREN AT THE WEDDING?*

*Children are always welcome at The Courthouse! The decision whether to include them is entirely yours and consideration should be given to their adequate supervision and to their safety.*

*DO I HAVE TO USE SUPPLIERS FROM YOUR LIST OR CAN I ORGANISE MY OWN?*

*All of the Wedding Suppliers on our list of preferred vendors are there because they take good care of our couples, they are reliable and consistent and very professional. We do not accept any commission from these vendors, the only way they remain on our list is to consistently deliver exceptional service to you. You are absolutely welcome to organise your own vendors. We do ask that you supply their details during your planning appointments so that we can coordinate directly with them as required.*

*ANY OTHER VENUE RESTRICTIONS WE NEED TO KNOW ABOUT?*

*Aside from already mentioned available times and choosing from our existing offerings, we try to be as flexible as possible for you. But some of the things to consider are the times of the main meals in particular, we try to have these served by no later than 12:30pm for lunch receptions and 7pm for evening receptions. Your coordinator will help you work backwards from here depending on which menu is selected. These times allow for a balanced flow of the proceedings, including plenty of time for celebrating, without feeling rushed at the end. Importantly it means that the team of chefs can produce high quality, hot meals and the entire venue team can focus on serving your wedding efficiently when they have a more accurate time.*

