

WEDDING FORM

Additional information needed for the completion of wedding contract. Your General Policy Guideline is not your contract. Submission of completed wedding form is subject to the terms & conditions as outlined under deposit/payment policy (weddings) of GPGA and must be read in conjunction with this form.

Name of Bride & Groom.....

Email Address Tel #.....

Date of Reception.....Time of Ceremony (*max. 2 hrs prior to reception time*).....

Name & location of church.....

Decorator's name Contact number

Cake person's name..... Contact number.....

Name of contact person on event day*..... Contact number.....

*(*This person should not be a member of the Bridal Party & should be able to make decisions on your behalf)*

Please detail your menu items below in accordance with directives outlined on your Wedding Package

Menu Details: (*It is not recommended that 2 of the same type meat be selected for your menu*)

F O O D S E R V I C E D E T A I L S	Appetizer _____	Dessert _____
	Entrees/Meat 1 _____	2 _____
	Accompaniment _____	
	Additional Requests _____	

Food service Style (*Buffet ☐ Plated ☐*). **Minimum of 30 persons for buffet service. If required for less than 30, a charge of US\$40.00 is applicable.**

Total number of persons attending event..... (*Confirmed #s 48hrs prior to event date*)

Food service time..... (*Please provide copy of program to assist our Banqueting team*)

Number of Vegan..... or Fish only, meals required?it is recommended they are seated together.

Number of children under 10years old (*Discounted cost of USD13.50 plus taxes per child*).....

Bar type required (if any)? confirm bar opening time (*All bars are limited to a specific \$ value*)

Will wines be taken in?number of bottles what time should they be served.....?

N.B Corkage fee is charged at US\$4.00 per bottle (non-refundable) 1 bottle serves 5 persons

Will cake be served as dessert? **Required 24 hrs prior to event and must be pre-sliced.**

Will menu tasting be required? (*Applicable per person cost will be charged*)

Color scheme of Wedding? (*Coloured napkins can be provided – conditions apply*)

Will an area for dancing be required? (*Dependent on capacity of room & numbers confirmed*)

Will overlays/runners be used? (*Required 24hrs prior to event*)

Audio Visual equipment required: ☐ Flip chart; Microphones Wired ☐ / Wireless ☐; ☐ Multimedia projector; ☐ Screen; ☐ Other

The number of tables required..... # of persons to be seated

Number of persons for head table.....Number of reserved tables.....

Additional Request.....

Please include videographer(s), musicians & decorator in total to be catered to if they will be attending reception.

Appointments are required to meet with Wedding Coordinator following deposit payment.

Name: _____ Signature: _____ Date: _____