



PANORAMA HOUSE WEDDING CHECKLIST

ON BOOKING YOUR WEDDING

- Now that you have booked your reception with us, the next step will be to confirm your ceremony (if you haven't done so already) whether it be in a church, at the beach, in a park, or here with us at Panorama House. If you are having your ceremony at Panorama House, you will need to book a time for the outdoor or indoor ceremony starting time within 6 weeks of leaving your initial deposit to confirm your ceremony booking.

6 MONTHS BEFORE

- Part payment of \$1500 per room is required as per the terms and conditions form. This amount will be deducted from your final invoice.

3 MONTHS BEFORE

- If you haven't already done so, please contact our Functions Coordinator to arrange your wedding menu tasting and selection (if required). Panorama House wedding tastings are by appointment only and at a cost of \$50pp, including a 3-course meal and beverages. NB: Menu tastings are available on Thursday evenings only. All menu choices must be finalised at least one week prior to your wedding tasting.

- Contact our Functions Coordinator to be provided with your **final confirmation form**.

Try to answer as many questions as possible, if you require help with some of the questions refer to the most frequent asked questions on the back of this form or

Email, ring panorama house and speak the wedding coordinator.

2 MONTHS BEFORE

- Confirm with our preferred/additional wedding suppliers that all arrangements are in place and finalised, i.e. – photographer, videographer, entertainment, DJ/MC, centrepieces or flowers, placecards & bonbonniere, wedding cake.
- Contact Carl from Bodyrock Disco to confirm and finalise all music and MC requirements for the night, including song listings and entrance songs.

2 WEEKS BEFORE

- **CONFIRM FINAL WEDDING RECEPTION NUMBERS** with our Functions Coordinator and finalise all extras to be included, so final invoice can be issued.
- Please provide your Functions Coordinator with your signed Final Confirmation Form.

You can do this via email, fax or in person.

- Compile final Wedding Table Arrangements & Guest List. When completing the form, place your guests on relevant tables in accordance to your reception floor plan. The tables numbered on your Wedding Table Arrangements & Guest list correspond with your floor plan.
- If necessary, finalise printing arrangements for your table place cards.
- Make an appointment with our Functions Coordinator for the Wednesday/Thursday between 2pm & 5pm for the week of the wedding to bring in all Floor Plans, Wedding Arrangements, Guest Lists & an alphabetical copy of the guest list.

THE WEDNESDAY/ THURSDAY BEFORE (BETWEEN 2pm & 4pm only)

- Bring in all place cards, bonbonniere and paperwork (guest listing, floor plan & table planners), wishing well & all other wedding items.
- Pay the final balance for your wedding no later than the Wednesday/Thursday prior to your wedding. All package prices are quoted in cash (see Terms & Conditions Form signed when initial deposit was paid). Should you wish to pay by an alternative method (EFT, VISA, Mastercard, AMEX, cheque or Direct Deposit), please be aware a **1.5%** surcharge will apply.
- Centre pieces if done by you must be unwrapped, free of sticky labels and arranged for immediate placement on tables. Please note we do not assemble centre pieces.
- Place cards, if done by you, must be organised in envelopes per table. Place cards will be placed clockwise around the table. Refer to the Panorama House floor plan you have been provided with.
- Bonbonniere, if not one per person, must also be delivered per table. Your guest list must indicate who is to receive bonbonniere or advise male/female if they are different.

AFTER YOUR WEDDING

- We suggest to take everything from your wedding that night, Any items not immediately taken after your wedding reception must be collected the following day before 9:00am.

PREFERRED WEDDING SUPPLIERS

The following are preferred suppliers for weddings at Panorama House

CENTRE PIECES & DECORATIONS

Splash Occasions
Christine
P: 0416 041 761
E: chris@splashoccasions.com.au

OR

FLORAL ARRANGEMENTS

Elizabeth Gibson Floral Designs
Elizabeth
P: 0417 068 280
E: elizabethgibsonflorist@y7mail.com

DJ & MC

Bodyrock Disco
Carl
P: 02 4283 4545
M:0439 390 145
E: bodyrockdisco@bigpond.com

WEDDING CAKE

Tonitto Cakes
Laurence
P: 02 4275 1977
E: info@tonittocakes.com.au

OR

WEDDING CAKE

Jenny McCarthy
Jenny
P:02 97741107
E:jennyMcCarthycakes@bigpond.com.au

ADDITIONAL SUPPLIERS

The following suppliers are unfortunately not included in Panorama House wedding packages; however we have compiled this list of additional local suppliers for your convenience.

NB: Please note contact details for the following suppliers have been provided for your convenience and the companies are not directly affiliated with the Panorama House. We take no responsibility for their actions and do not guarantee the quality of their services. However, we do appreciate any feedback you may have on their services.

PHOTOGRAPHER

Jason Cole	Jason W: www.colestudios.com.au P: 02 42271710
------------	--

CAR HIRE

Versace Car hire	W: Versacelimos.com.au P: 1300006617
------------------	--

Hummer Limousines	W: www.hummerlimos.com.au P: 02 9748 6875
-------------------	--

Warrigal Charters	W: warrigalcharters@yahoo.com.au P: 0414 725 538
-------------------	--

PHOTO BOOTH

Yanni	W: www.snapqube.com.au P: 0426 507 545
-------	--

FIREWORKS

Khaled	W: www.elitefireworks.com.au P: 0417 436 194
--------	--

CELEBRANT

Robyn Foster	W: www.celebrationsbyrobyn.com.au P: 0412 503 935
--------------	--

ACCOMMODATION

After a busy day of wedding celebrations, there is no better way to end your wedding day than with a romantic accommodation package for just the two of you. There are a number of luxurious accommodation destinations within a short distance from the Panorama House Restaurant, designed to suit all tastes and budgets.

WINDMILL MOTEL WOONONA
7 mins

491 Princess Hwy Woonona
P: 02 42848766

NOVOTEL NORTHBEACH
15 mins

2 Cliff Rd, North Wollongong
P: 02 4226 3555

MEDINA 15 mins

19 Market St, Wollongong
P: 02 4250 5000

BEST WESTERN 15 mins

6-10 Gladstone Ave, Wollongong
P: 02 4222 4000

PANORAMA HOUSE
6 ROOMS ON PREMISES
P: 02 42 683388

SAGE HOTEL WOLLONGONG
15 mins

60-62 Harbour St, Wollongong
P: 02 4201 2111

BULLI CARAVAN PARK
7 mins

1 Farrell Road Bulli
P: 02 42855677

PLEASANT HEIGHTS B&B 15 mins

77 New Mount Pleasant Road,
Wollongong
P: 02 4283 3355

RYDGES 15 mins

112 Burelli St, Wollongong
P: 02 4220 7800

Headlands Austinmer
P: 02 42001099

FREQUENTLY ASKED QUESTIONS

HOW MUCH IS IT TO EXTEND MY PACKAGE?

It is \$500 per hour for Room Hire & \$500 per hour for a Beverage Package. The DJ/MC is an additional \$100 per hour.

WHAT HAPPENS IF I NEED TO CHANGE THE DATE OF MY FUNCTION?

Should you need to change the date of your wedding; a NEW deposit of \$600 is required, which will be deducted from your final payment.

IS MY DEPOSIT REFUNDABLE?

Unfortunately, all wedding deposits taken at Panorama House are non refundable.

WHAT HAPPENS IF I HAVE TO CANCEL MY WEDDING?

As per the Terms & Conditions form signed when paying the initial deposit, Panorama House must be notified if all cancelations in writing or email. Should you cancel your wedding less than 3 months before the date, no deposit will be refunded and 50% of the final balance due is to be paid. Should you cancel less than 1 month before the wedding date, 100% of the final balance is to be paid.

WILL THERE BE OTHER FUNCTIONS HAPPENING AT THE SAME TIME?

Panorama House reserves the right to book other functions in the same room up to an hour before the scheduled function commencement time & an hour after the scheduled finishing time. Additionally, the venue reserves the right to book concurrent functions in adjoining rooms at any time.

WHAT IS THE AGE LIMIT FOR CHILDREN?

Children's meals are available for children 4- 12 years at a cost of 50% of the adult price.

WHAT IF A GUEST IS A VEGETARIAN OR HAS A SPECIAL DIETARY REQUIREMENT?

If you have people among your guests who are vegetarian or have a special dietary requirement, they will be catered for at no extra cost. Please advise our Functions Coordinator at least 2 weeks prior to the event to ensure that we can cater to these requirements. Should this not be organised prior too, there will be a charge on the night.

DO YOU HAVE WHEELCHAIR/DISABLED ACCESS?

Panorama House does have wheelchair access to the building & designed disabled toilets are available.

WHAT TYPE OF PAYMENTS DO YOU ACCEPT?

All package prices are quoted as **cash** (see Terms & Conditions Form signed when you left your initial deposit). Should you wish to pay by an alternate method (EFT, VISA, Mastercard, AMEX, Cheque or Direct Deposit), please be aware a **1.5%** surcharge will apply.

WHEN DO I MAKE THE FINAL PAYMENT?

The Final Invoice is to be settled on or before the Wednesday or Thursday prior to the weekend of your function.

WILL I NEED TO PAY FOR A MEAL FOR THE PHOTOGRAPHER, DJ, BAND ETC?

Yes, however all service people in attendance at your wedding will be charged at 50% of the total adult price. (The same as children.)

WHEN WILL I NEED TO PROVIDE MY FINAL NUMBERS FOR MY WEDDING?

Confirmation of numbers & menu changes is required no later than **14 days** prior to your event. After this time, no downward adjustment in the total catering cost is possible, but you can increase final numbers if required.

HOW MANY PEOPLE CAN I SEAT PER TABLE?

Tables can seat between 8 to 12 guests.

WHEN WILL I NEED TO SPEAK TO THE CAKE DESIGNER, DECORATIONS PERSON & DJ/MC?

You will need to confirm with our preferred wedding suppliers that all arrangements are in place and finalised at least 2 months prior to your function.

HOW MUCH IS IT TO REMOVE ANY INCLUSIONS FROM MY PACKAGE? (per adult)

Canapés -	\$1	Alcohol -	\$5
Desserts -	\$1	Beverage Package -	\$10
Centrepieces-	\$1.50	DJ & MC -	\$150 off total bill

DO I GET TO TRY THE FOOD BEFORE THE WEDDING?

Panorama House wedding tastings are by appointment only at a cost of \$50pp. This includes a 3 course meal & beverages. Menu tastings are available on Thursday evenings only. All menu choices must be finalised at least one week prior to your wedding tasting.

HOW MANY PEOPLE CAN SIT ON THE BRIDAL TABLE?

Our Bridal Table can seat between 2 to 24 guests.

WHAT TIME DOES THE BRIDAL PARTY WALK INTO THE RECEPTION ROOM?

Generally, the bridal party will enter the room 30 minutes after the commencement of the function.

WHAT TIME ARE ENTREES USUALLY SERVED?

Entrees are generally served 45 minutes after the commencement of the function.

WHEN DO WE HAVE SPEECHES/CUT THE CAKE/ BRIDAL WALTZ?

These are usually done after desserts.

HOW MUCH DOES IT COST TO INCLUDE SPIRITS IN MY PACKAGE?

It costs \$9 per adult to add basic spirits to your package for 5 hours.

CAN WE GET ACCESS TO OUR ROOM FOR SETTING UP?

Panorama staff will set up all your wedding items for you(name tags, bom bom,etc),but if you require to do anything else yourself one hour before the function starts is good to come in.

CAN WE HAVE OUR OWN M.C?

Yes

CAKE KNIFE IS IT PROVIDED?

Yes, we provide a plain Panorama House knife.

HOW LONG DOES MY CEREMONY GO FOR? Ceremonies are booked for 1 hour at a cost of \$750. If you require an extra half hour, this will incur an additional fee of \$250. We at Panorama House do book back to back ceremonies so if you require any additional time in between for decorating/ packing up decorations, this must be organised at the time of booking your ceremony.

WHAT DO MY GUESTS DO BETWEEN THE CEREMONY & THE START OF THE RECEPTION?

Panorama House’s Cocktail Bar is open all day for your guests to purchase drinks.

If you are looking to provide your guests with food and beverages we have the following options available **(Food platters consist of 20 pieces of food items per platter)**

Mini Pizza’s	\$25 per platter	Mini spring rolls (V)	\$25 per platter
Gourmet Pies	\$25 per platter	Sausage Rolls	\$25 per platter
Beef Meat balls	\$25 per platter	Salt N pepper Calamari	\$25 per platter
Mixed Sandwiches	\$25 per platter	Fish Cocktails	\$25 per platter
Satay Chicken Skewers	\$29 per platter	Prawn Cutlets	\$30 per platters
Mixed Vegetarian Platter	\$30 per platter	Mixed Meat Platter	\$30 per platter
Pumpkin & Ricotta Arracini Balls	\$25 per platter		
Spinach & Feta Filo Triangles	\$28 per platter		

BEVERAGE OPTIONS

- Juices, Soft Drinks, Tea & Coffee: \$5.00pp
(1 hour)
- Local Beer, Wine & Champagne: \$10.00pp
(1 hour)

NB: These options have to be pre arranged with us 2 weeks prior to your event.

