

Riverwood Weddings



gold coast hinterland
boutique wedding venue

On The Day Coordination

If you want to be an involved Bridal Couple who organises everything themselves and arranges all your own chosen suppliers for your perfect day to come together, but you just need on the day set-up styling and coordination, then Riverwood Weddings venue coordinator Carmen offers an on the day package for DIY couples requiring assistance (without blowing the budget!).

Totally fine to hire in your own suppliers and custom your styling to suit your taste, needs and requirements. Riverwood does not restrict or dictate your choice of desired vendors. We can assist with providing Wedding Industry services/suppliers and suggesting such things as caterers, florists, stylists, musicians etc. Just let us know if you are stuck with anything and we can point you in the right direction.

On the Day Coordination Package responsibilities include:

- Development of a detailed wedding day run sheet timeline for all contracted vendors and provide to the vendors 14 days prior to the event via email
- Act as main contact for the day, supervise and coordinate all on the day suppliers from 8am
- Set-up Ceremony and Reception sites to Couples specifications with all items provided by the couple to the venue prior to event day. Up to 6 hours set-up allocated from 8am
- Finishing touches to Ceremony and Reception areas (light candles, name cards, seating chart etc...)
- Move any items required between Ceremony and Reception back end, not intrude on guests.
- Assist photographer to ensure bridal couple gets all photographs desired, manage time between Ceremony and photo session to run smoothly
- Direct wedding party and couple as necessary
- Troubleshoot questions/concerns that arise on the day behind the scenes
- Oversee flow of Reception (speeches, first dance, cutting of the cake, first dance etc...) and cue important moments so caterers, band etc.. runs to time – total of 8 hours allocated for running of Reception up until venue closes and last guests depart (12am midnight or thereabouts)

Please note that the services listed above do not include any running of any wedding related errands such as picking up or delivering items/attire, flowers, supplies or equipment, documents etc and handling, setting-up or serving food and or beverage.



The on the day coordinator understands that her role is to assist, advise and coordinate. The couple will make all the final selections and decisions of suppliers/services required for the event. The on the day coordinator will use her judgement when taking action in regard to changes, weather, tardiness, non-performance etc, based on the time limitations and/or your wishes.

Couple responsibilities:

- The couple is responsible for paying suppliers directly, the on the day coordinator does not accept any form of commission from any suppliers suggested.
- All suppliers/services contracts will be between the couple and the supplier/service provider.
- Ensure adequate bar and floor staff/waiters are hired as the on the day coordinator is not responsible for service of food and drink.
- The couple is responsible to pay the on the day coordinator as per this contract by the due date. In the event that the payment is not received then the on the day coordination will null and void and the on the day set-up and coordination falls to the couple.
- The couple is to ensure all supplier/services deliveries of items required are provided to the venue prior to the morning of the event by no later than 10:00am.
- The couple are responsible for any additional costs incurred such as replacement of damaged goods, maintenance and delivery fees if items aren't delivered/collected at agreed times.
- Any additional items needed on the day of the wedding (such as re-supply of alcohol) must be purchased by the couple. The On the Day Coordinator can do this on your behalf with the use of a credit card being provided by the couple if so desired.

Change / Cancellation:

Any changes to wedding event date or cancellation of wedding must be made in writing and agreed to and signed by all parties.

In the event that the couple is forced to change the date of the wedding, then the on the day coordinator will do their best to ensure they are still available if the venue Riverwood is re-booked for the new date agreed to also. The wedding couple agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferrable are the sole responsibility of the wedding couple. There may also be additional charges and beyond those set in the original contract. The wedding couple further understand that last minute changes can impact the quality of the event and that the on the day coordinator is not responsible for these compromises in quality. The on the day coordinator will always do her best to find and suggest/recommend the top suppliers whenever possible however they cannot be held responsible for any suppliers/service providers performance and or product.

Cancellation by couple:

In the event of a full cancellation within 7 days of event date, 50% of the total fee will be retained and 50% refunded to the couple.

Cancellation by on the day coordinator:



Should the on the day coordinator be unable to perform for any specific tasks on the day of the wedding, due to illness or hospitalisation, then a replacement person shall be provided to conduct associated tasks to the best of their ability. Full cancellation of this service will be preventable at all costs and in the event that the on the day coordination is not conducted as per outlined in this contract then all monies paid shall be refunded in full without hesitation.

This agreement can only be modified in writing and all changes must be agreed to and signed off on by all parties involved, or by the acknowledgement of email received by all parties.

Fees and payment:

Total on the day coordination fee is quoted as follows based on individual couples requirements stipulated:

- Furniture provided and delivered and bulk items set-up by furniture hire company. On the Day coordinator to oversee.

Set-up Ceremony and Reception sites to Couples specifications with all items provided by the couple to the venue prior to event day. Up to 6 hours set-up allocated: - All décor items required for Ceremony set-up ie: signing table, chair/s, aisle runners, flowers etc.. that are all *provided by the couple*, are set-up on the day by the on the day coordinator (as stipulated by the couple). * Riverwood Hire has some timber tables available at additional small hire fee cost - Any large bench seating required between Ceremony and Reception are moved by the on the day coordinator, back end and not disturbing guests or photos.

- All small décor items required for Reception set up ie: guest book/wishing well table, cake table, seating chart, candles, name cards, centrepieces etc.. required for all tables including the bridal table and all items *provided by the couple*, are set-up on the day by the on the day coordinator. * Riverwood Hire has some timber tables available at additional small hire fee cost * Specifications for set-up and styling consulted with couple prior to the event by way of in-person meeting or skype meeting (2 meetings allocated). Layout plans finalised week prior to event by all parties.

Oversee flow of Canapes/Reception and cue important moments so caterers, band etc.. runs to time – total of 8 hours allocated for Ceremony: - Once Reception commences, if an MC is nominated, then the on the day coordinator ensures all Reception duties such as speeches, first dance, cutting of the cake, first dance etc.. all runs to time allocated and scheduled so dinner and catering service/bar service/music service/entertainment service is not delayed or runs over time (to the best of their ability) as additional charges may be incurred to the couple if these services are delayed for extended periods of time. If there is no MC nominated then the on the day coordinator takes on these duties herself and acts as MC for proceedings. Running schedule for Reception is finalised week prior to event and copies issues to caterer, musicians, photographer, videographer etc... and all incoming vendors for timing of deliveries and bump-in / bump-out

Additional pack – down on the day following the event for clean up of rubbish, debris and removal from the property of all rubbish. Stacking of all furniture items ready for collection / bump-out by associated companies. Up to 4 hours allocated for pack-down.

Total of up to 18 hours on the day plus taking over 2 weeks prior to the event coordinating with vendors.



Quote price: under 50 guests - \$600.00 ; under 70 guests \$800.00 ; under 100 guests \$1,100.00

final price dependant on anticipated final guest numbers

50% Payment of the above sum is required at time of signing this document to secure your booking and the balance is due 30 days prior to event date.

Payment details for EFT:

Account name: Kumara Holdings Pty Ltd ATF Kumara Trust
Bank: Bank of QLD
BSB: 124-176
Account number: 22452745
Ref: datesurname ie - 12CLARKE

I, bride _____ and the groom _____
(print name in full) (print name in full)

Agree in whole to this contract between ourselves and Carmen Kennedy of Riverwood Weddings for on the day coordination services provided as an extra to our wedding booking at Riverwood Weddings.

Date: _____

Bride signature: _____

Groom signature: _____

Carmen Kennedy signature: _____

Riverwood Weddings operates under proprietary of Kumara Holdings Pty Ltd ATF Kumara Trust, registered as 27 Equestrian Drive, Maudsland QLD 4210.

Carmen Kennedy

Riverwood Weddings

boutique wedding venue

gold coast hinterland

www.riverwoodweddings.com

hello@riverwoodweddings.com

0402 671 911

