

## WEDDING INFORMATION GUIDE

### Complimentary inclusions when holding your wedding at Crown:

- **Food and beverages** (the cost varies depending on the menus chosen).
- **Tables & dance floor**  
The function room set with banquet round tables, a standard size dance floor and a head table.
- **Crown linen**  
Your tables will be dressed with overlays, showplates and napkins available in a variety of colour options.

Overlays and table runners are included as standard table decoration. Overlays are available in white check, black check and brown/gold pattern. Table runners are available in pink stripe or green stripe.

Additional overlays, table runners and centrepieces are also available at an additional cost. Your Event Manager will be happy to discuss these options with you.

Crown chair covers are available at \$4.00 per chair cover and come in white, gold, black and ivory.

***All items are strictly subject to availability.***

- **Bridal party table**  
The bridal party table / head table dressed with Crown linen. Please note, no more than 16 guests may be seated on a head table.
- **Crown cutlery, crockery and show plates**  
The tables set with Crown silver cutlery, Crown crockery (white) and Crown showplates.
- **Cake table**  
A cake table and cake knife provided complimentary.
- **Bridal party dressing room**  
A complimentary bridal room is offered for the bride and bridal party to use as a dressing room / lounge.
- **Photographs on the premises**  
Photographs on the Crown premises may be arranged, please ask your Sales Executive or Event Manager.
- **Table plan boards**  
Table plan boards at the entrance of the room may also be provided.
- **Lectern and microphone**  
A lectern and microphone is available complimentary.
- **Accommodation for the bride and groom**  
Upon confirmation of your function at Crown and a minimum food and beverage spend of \$15,000.00 we are happy to offer the bride and groom a complimentary night's accommodation on the night of the wedding. *(Strictly subject to hotel availability. The choice of hotel and grade of hotel room is subject to minimum spend requirements)*  
  
A discounted accommodation rate can be arranged for your guests who choose to stay in house at one of Crown's 3 hotels.

**Additional costs to consider:**

- **Room Hire**  
Dependant on the number of guests, a room hire may apply. For example should your guest numbers fall below 200 guests for a wedding in the River Room, a room hire may be applicable. Alternatively, an upgraded menu or beverage package may be selected as a supplement.

- **River Room Balcony / Security Officers**  
If the River Room balcony is used during the wedding reception, a security officer must be present to ensure the safety of your guests as well as others.

The following hourly rates apply for a security officer for minimum 4 hour engagement:

Monday to Sunday	\$47.00 per hour (total of \$188.00 per officer)
Public Holidays	\$52.00 per hour (total of \$208.00 per officer)

Security officers must be booked at least 3 days prior to your event. Please discuss this with your Event Manager.

- **Children's meals**  
Children's meals, for children 12 years and under, may be provided at \$52.00 per child to include a three course meal and soft drinks.
- **Meals for suppliers**  
Dinner for the band members (if applicable), photographers and professional video photographers should also be considered.
- **Surcharges**  
For all functions that extend past midnight, a surcharge of \$4.00 per person per hour or part thereof will be charged for the guaranteed number of attendees.
- **Centrepieces**  
Table centrepieces are a personal choice, Crown can provide a limited selection such as candelabras and table mirrors. Alternatively, you may like to source your own supplier, e.g. your preferred florist.
- **Chair Covers**  
Chair Covers are an additional cost (Crown may supply these at \$4.00 per cover and are available in white, gold, black and ivory). Crown chair covers are specifically designed for our banquet chairs, however you may source a preferred supplier.
- **Cakeage options**  
The following charges apply for the service of wedding cakes supplied by the client:
  - If you wish for the cake to be cut and placed on one platter per table, no cost applies.
  - If you wish for the cake to be cut and placed in individual bags or boxes, a charge of \$4.50 per person applies (all bags or boxes must be supplied by the client).
  - If you wish for the cake to be cut and served on individual plates with a standard garnish, a fee of \$4.50 per person applies.
  - If you wish to serve your wedding cake in place of a dessert from the Crown Banquet menus, this cost will be included in the cost of the main course you select.

### **Additional costs to consider continued...**

- **Entertainment**

Entertainment or a band is not provided by Crown, you may source a preferred supplier.

Crown recommends the following agencies:

- Instinct Entertainment Specialists  
Ph: 03 9645 7866  
Website: [www.instinctmusic.com](http://www.instinctmusic.com)
- Encore Entertainment  
Ph: 03 9909 7444  
Website: [www.encorent.com.au](http://www.encorent.com.au)

- **Decorations**

Decorations in the room, such as flowers are the responsibility of the client, as this is a personal touch to the reception. You may source your own supplier or you may use Crown's preferred florist.

Crown Banquets has appointed Flowers Vasette as our preferred florist. Applying their talents to your event will ensure it is both special and individual.

Please note that you are under no obligation, and Crown Events does not require you to use Flowers Vasette for your floral requirements.

Flowers Vasette  
247 Brunswick Street, Fitzroy  
Contact: Trish Johnston  
Ph: 03 9419 4988  
E-mail: [shop@flowersvasette.com.au](mailto:shop@flowersvasette.com.au)

- **Photographer / video person**

- **Limousines / transportation**

Crown recommends Hughes Limousines, Ph: 1300 30 66 44

- **Invitations / Accessories**

- **Wedding Co-ordinator**

- **Wedding Cake**

- **Additional audio visual equipment and labour such as TV, screens, DVD etc.**

Crown recommends Staging Connections. This national award winning company ensures the availability of the latest technology, equipment and highest standards of customer service.

For further assistance with your audio-visual requirements and quotations

Ph: (03) 9292 7469

E-mail: [StagingConnections@crownmelbourne.com.au](mailto:StagingConnections@crownmelbourne.com.au)

## **Audio Visual**

State-of-the-art business and audio-visual facilities and expert theming are all available within Crown, to ensure your event flows smoothly.

For assistance with your audio-visual requirements and quotations, please contact a Staging Connections representative on (03) 9292 7469.

A Contractor Supervisor is required when the client or the external contractor is undertaking activities including (but not restricted to):

- Use of Crown's in house audio visual system
- Use of Crown's electrical equipment
- Access to ceiling or roof catwalk
- Use of laser effects
- Use of pyrotechnics and aero technics
- Lighting production
- 3 phase power is required

## **Contractor Supervisor ("CS") Charge**

The CS is a Crown Occupational Health and Safety requirement to safeguard Crown fittings and monitor work practices by external contractors employed by the client to ensure safety for all guests, staff and contractors.

Should you choose to utilise an external Production/Audiovisual Company (Contractor) please factor the cost of the CS charge into your event budget. The hourly rate for a CS is \$82.50 per hour (or \$128.00 per hour on public holidays) for a minimum 3 hour call. This charge will be added under the audio visual section of your banquet event order. The duration of the CS requirement for your event will be confirmed by Crown once your external contractor work is confirmed with your event manager.

## **Tested and Tagged Electrical Equipment**

### **IMPORTANT NOTE**

In accordance with Australian Standard 3760 all portable electrical equipment brought onto Crown premises by clients, their guests and their contracted suppliers must have been tested and tagged by a licensed electrician, and the tag must be valid.



## **Booking Confirmation Procedures**

Upon confirmation, we will issue a Crown Events & Conferences Agreement with our General Terms and Conditions and a deposit schedule and forward to you to sign.

An initial deposit of 10% of the estimated charges or \$2,000.00, whichever is greater, will be required to confirm the space.

For all events or functions being held within 30 days of this proposal, full payment is required prior to your event. In the absence of a Crown Events & Conferences Agreement, a Booking Agreement outlining the payment details will be sent to you.

## **Event Manager**

Once you have returned the signed Crown Events & Conferences Agreement, General Terms and Conditions and paid the requested deposit amount, an experienced Event Manager will be appointed to assist you in organising those final details with Crown.

It is our goal to exceed your expectations and working closely with your Event Manager will help ensure the success of your event here at Crown.