



Book Barn Supplier Venue Information

Welcome to Bendooley Estate, we are delighted to be working with you to create a truly memorable event for our couples.

CEREMONY SET-UP

- The ceremony location is situated in the private gardens of the Berkelouw family home. When entering the property, please be mindful of the homestead adjoining the ceremony location as this is a private residence. Please watch for children and animals as you enter.
- Access to the ceremony site is via the red gravel 'private' driveway, which is accessible via the road leading towards the cottages.
- Cars may be parked temporarily on the private driveway whilst unloading, then moved to the Book Barn carpark until the ceremony has concluded and wedding guests have left the area.
- Bendooley staff will arrange for the ceremony chairs to be in position by midday on the day of the wedding.
- The noise level of all PA systems, bands and DJ's will be at the discretion of Bendooley staff and will be monitored by a decibel meter.
- As per our terms and conditions with our couple, flower petals or confetti are not permitted at the ceremony location.
- If florists are installing flowers or signage on the gate opposite the Book Barn, please ensure the gate is kept closed until half an hour prior to the ceremony commencing.

BOOK BARN (RECEPTION)

- All suppliers will have access to the Book Barn for the reception set-up from 3.30pm on the day of the wedding.
- Access to the Book Barn for floral or fairy light installations is from 7.30am via the loading dock, and must be completed by 9.00am. All installations and styling into the ceiling must be bumped out at the conclusion of the reception.
- When installing florals into the ceiling, drop sheets must be used.
- All installations must be above head height to ensure the safety of guests and staff throughout lunch service and wedding reception.
- A custom build Floral Prep Room is located at the rear of the Book Barn loading dock for florists to utilise throughout the day. Please ensure this room is kept clean and the bins provided are used.
- If the 'Floral Prep Room' is utilised, please ensure that the floor is swept, all benches are wiped down and cleared of any foliage or flowers and that bins are emptied after use.
- Florists styling with candles in their reception set-up, must light all candles prior to departing the premises. All candles must be in a glass sleeve or hurricane candle holder. Candles must be lit by the florist/stylist during the set-up. Candle sticks are not allowed at the Book Barn, unless in a glass sleeve.
- All deliveries and unloading of equipment (band, florist, stylist, cake etc.) must be made via the loading dock at the rear of the Book Barn. Vehicles must be moved from this area immediately after unpacking.
- The loading dock at the rear of the Book Barn is a delivery dock, therefore must remain clear of all equipment and is not to be used for decorations or flower preparation.
- Suppliers should provide all of their own equipment required for the event, including trolleys for transporting equipment, vases, extension cords, table for DJ if specific style is preferred, ladders, cake stands etc.

FURTHER INFORMATION

- It is a policy of Bendooley Estate that all suppliers involved with a function here must provide evidence of current Public Liability Insurance cover. Please email Kelly a copy of your policy prior to the function - kelly@bendooleyestate.com.au
- Please direct any questions to Kelly MacNamara via the above email address or phone 4868 8788.