



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

- Couples may now book the Homestead for an overnight stay prior to the wedding. Suppliers visiting the couple at the Homestead before the ceremony should enter via the driveway located at the rear of the Book Barn car park
- Access to the ceremony site is via the red gravel private driveway, which can be reached from the road leading towards the cottages.
- Vehicles may park temporarily on the private driveway for unloading, then must be moved to the Book Barn car park until the ceremony has concluded and guests have left the area.
- Bendooley staff will have ceremony chairs in position by midday on the day of the wedding.
- The noise level of all PA systems, bands and DJs will be at the discretion of Bendooley staff and monitored by a decibel meter.
- As per our terms and conditions with the couple, flower petals and 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 remains closed until half an hour prior to the ceremony commencing.

BOOK BARN (RECEPTION)

- All suppliers will have access to the Book Barn for 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 during lunch service and the wedding reception.
- A custom-built Floral Prep Room is located at the rear of the Book Barn loading dock for florists to use throughout the day. Please ensure this room is kept clean and bins are used as provided.
- When using the Floral Prep Room, please ensure the floor is swept, benches are wiped and cleared of foliage and bins are emptied after use.
- Florists styling with candles must light them prior to leaving the premises. All candles must be enclosed in a glass sleeve or hurricane holder. Candlesticks are not permitted unless placed within a glass sleeve.
- All deliveries and unloading of equipment (bands, florists, stylists, cakes, etc.) must be made via the loading dock at the rear of the Book Barn. Vehicles must be moved immediately after unloading.
- The loading dock is for deliveries only and must remain clear of all equipment. It is not to be used for decoration or flower preparation.
- Suppliers are responsible for bringing all equipment required for the event, including trolleys, vases, extension cords, DJ tables (if specific styles are preferred), ladders, cake stands and similar items.

FURTHER INFORMATION

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

Bendooley
— Estate —