



COOLIBAH DOWNS  
PRIVATE ESTATE

FAQ  
BOOKED COUPLES

# CEREMONY



## GENERAL

### Q: CAN WE HAVE A REHEARSAL?

We offer a complimentary 1 hour use of the chapel or gardens for your rehearsal, this is available within our operating office hours. Times are subject to availability. We recommend having your rehearsal inbetween the 2 weeks prior to your wedding.

### Q: WHAT TIME SHOULD I TELL MY GUESTS TO ARRIVE?

Please ask your guest's to arrive 30 minutes before the scheduled commencement time of your ceremony. Our Wedding Coordinator will usher your guest to the ceremony site about 10 -15 minutes prior to the brides arrival.

### Q: CAN I SUPPLY MY OWN ARBOUR/HEAVY ITEMS FOR THE CEREMONY?

Yes, you're more than welcome to bring in your own. Please let us know if advance so that we can remove our wooden arbour. Unfortunately we won't be able to relocate your arbour or heavy items after the ceremony, so if you wish to have them in your reception, you'll need to organise a family member or friend to do this for you.

## GARDEN

### Q: WHAT HAPPENS IF IT RAINS?

Should you choose an outdoor ceremony on the lawn or in our gardens we will also book our chapel as your wet weather back up.

### Q: WHAT ARE MY MUSIC OPTIONS FOR A GARDEN CEREMONY?

We suggest you provide your own PA system for all garden ceremonies. Generally your celebrant will provide a portable speaker however, if this is not possible we can arrange to hire in a portable speaker for you at a small fee. There is connection to power at all of our garden ceremony locations.

### Q: HOW MANY CHAIRS ARE INCLUDED IN MY GARDEN CEREMONY?

30 white tiffany chairs are included, you may add more for an additional cost.

## CHAPEL

### Q: HOW LONG IS THE CHAPEL'S RED/WHITE CARPET & AISLE?

The red/white carpet in our chapel is 12.7m. The length from the chapel front entrance to the alter is 15.2m.

### Q: WHAT ARE MY MUSIC OPTIONS FOR THE CHAPEL?

You can bring your own laptop/phone/iPad. We do supply the AUX cord. Please nominate a friend to control the music. You will need to supply your own iPhone to AUX convertor.

# PLANNING & COORDINATION

## Q: WHEN ARE FINAL NUMBERS & PAYMENTS DUE?

Final numbers and payment is required 14 business days prior to the function date.

## Q: WHEN DOES MY VENUE HIRE START AND END?

The venue hire included in our Infinity & Silver collections is 8 hours & Ceremony only 2 hours. You may choose to also extend your venue hire at your finals appointment. The venue hire starts when guests arrive (30 minutes prior to your ceremony) and ends no later than 11.00pm Fri/Sat or 10.00pm Sun-Thurs. We allow 30 minutes after these times for guests departure.

## Q: WHAT'S YOUR DISABLED ACCESSIBILITY LIKE?

There are no stairs at our garden ceremony locations or Chapel. We have one ramp entry into the Homestead and 2 ramp entrance points for the marquee. Once in the reception space, everything is on the same level. At the back of the Homestead verandah there is a disabled/accessi marquee. Once in the reception space, everything is on the same level. At the back of the Homestead verandah there is a disabled/accessible bathroom.ble bathroom.

## Q: WHEN CAN WE MEET TO DISCUSS THE DETAILS OF OUR WEDDING?

4-3 months prior to your wedding date, we will email your Wedding Finals Checklists to be completed on your behalf and emailed back to us within 30 days. The checklist confirms your wedding collection, menu, decorations and wedding day timings etc. Then approx. 2 months prior to your wedding date: We will arrange a final onsite appointment to go over the checklist and familiarise again with the property along with our style of operation.

## Q: WHAT SUPPORT DO I GET ON MY WEDDING DAY?

We provide you with full support on the day of your wedding. The wedding planning team at Coolibah Downs Private Estate provides a pre-planning service prior to and on the day of your wedding to ensure the smooth running of the entire day. This includes coordinating of vendors, setting up your reception, setup and coordination of ceremony (if applicable), drinks and food timing.

## Q: DO I NEED A MASTER OF CEREMONIES (MC)?

We would highly recommend it! A master of ceremonies is usually a family friend that is required to liaise with our supervisor to ensure a smooth flow to your wedding reception. At the beginning of the function our supervisor will brief your MC with the specific timings we require them to assist with e.g. when guests are required to move to the ceremony site, when guests are to move inside and be seated at the reception, announce speeches, announce cutting of the cake, announce conclusion time and remind guests to leave quietly. Our supervisor will direct and liaise with your MC and our chef throughout the function to ensure that the timing of the speeches, formalities and coordination of the service flows with the delivery of the food and everything is kept on time.



# FOOD & BEVERAGES



*Marquee Reception*

## **Q: DO YOU OFFER VENDOR MEALS?**

Vendors at your wedding may be served a main & non-alcoholic beverages. However should they wish to take part in the function, be served as one of the guests, and seated at the tables with guests then they will be counted as the full cost of an attending adult guest (as per your chosen package).

## **Q: WHEN DOES THE BAR CLOSE?**

The bar must close 30 minutes prior to the completion of the function – 11.00pm for Fri/Sat functions and 10.00pm for Sun-Thurs functions. Please note we have a responsible service of alcohol policy.

## **Q: DO YOU HAVE A RESPONSIBLE SERVICE OF ALCOHOL POLICY?**

If there is anyone of your guests that you feel may cause a problem on the night/day it may be wise to mention this in advance. Rest assured, there is plenty of alcohol for everyone but we must adhere to the responsible service of alcohol policy to ensure your guests are safe and having a great time!

## **Q: DO YOU OFFER MENU TASTINGS?**

We host group menu tastings yearly! Keep an eye out on our social media for our next menu tasting.

## **Q: DO YOU CHARGE TO CUT THE WEDDING CAKE?**

Included in our packages, we serve your wedding cake on our dessert buffet for your guests to enjoy at their own leisure. If you wish to have your dessert plated with raspberry couli & cream and served to your guests at their table, a charge of \$3,50 per person applies.

## **Q: CAN I SUPPLY MY OWN CATERERS/ALCOHOL?**

In order for us to continue our good reputation with food - outside catering & BYO alcohol during your wedding is strictly not allowed. Should you wish to consume food & beverages in the accommodation outside of your venue hire time, you are more than welcome to!

## **Q: DO YOU CATER FOR DIETARY REQUIREMENTS?**

Yes! We cater for all special dietary requirements. Our commitment is to make your guests with these special requirements feel appreciated and well cared for. To achieve this, our chefs will either modify your chosen menu to suit or individually prepare menu alternatives. There is no additional cost for this service.

**Q: I WOULD LIKE TO USE MY OWN MUSIC FOR THE WEDDING, WHAT DO I NEED?**

We have a PA system available for our Marquee Receptions. You can bring your laptop/iPad/Phone to play through our system. We supply an aux cord, but no adapters. You can also connect via Bluetooth.

**Q: WHAT DOES MY MUSICIAN/DJ NEED TO BRING?**

Your DJ or musician must connect to our sound system. We have surround sound speakers & a sound ceiling so all they will need to bring is their mixer, any instruments or microphones they may need and an XLR male input cable.

**Q: DO I NEED TO SUPPLY MY OWN STATIONARY?**

Whether you wish to have place cards, menus, favours or signage at your wedding is completely up to you, but the client is responsible for supplying these.

**Q: DO YOU SUPPLY WISHING WELLS?**

We supply our timber wishing well, acrylic wishing well or bird cage wishing well with our Infinity collection and any packages with styling added on. It's best to organise in advance who will be taking charge and collecting any gifts or cards after the wedding. Coolibah holds no responsibility for any damaged or missing items.

**Q: DO WE HAVE TO CLEAN AT THE END OF THE NIGHT?**

Definitely not! Our staff will take of everything. If you won't be taking your decor with you the night of, please ensure you pick it up the next day as we aren't able to hold onto your items.

**Q: CAN I BRING MY OWN DECOR?**

Yes! Our wedding planning team will meet with you before your wedding to discuss. Our Infinity collection (as well as any packages with styling added on) includes the set-up of all decor & similar items. For all other packages, you're more than welcome to start setting up from 10.00am onwards on the day.

**Q: DO YOU SUPPLY A CAKE KNIFE?**

We supply a complimentary cake knife, but you're more than welcome to bring one in if you like.

**Q: WHEN CAN MY STYLIST ACCESS THE VENUE FOR SET-UP?**

Prior to your wedding day, we will advise when access can be provided. Generally this is allowed anytime during the day of your function, depending on availability. Your Wedding Coordinator will confirm a time at your finals appointment.



# DECOR & ENTERTAINMENT

# ACCOMMODATION



## Q: CAN I GET READY ONSITE?

Yes! We have our Homestead (sleeps 6) available for you and your bridesmaids to get ready in. We also have our Barn (sleeps 4) for the groom & groomsmen to get ready in. Both our accommodation locations have fully fitted kitchens, bedrooms & bathrooms. You can also add on the Twin Unit next to the Barn to sleep an extra two guests. Please contact your wedding coordinator to book these in for your special day!

## Q: CAN I BOOK OUT THE ACCOMMODATION THE NIGHT BEFORE THE WEDDING?

As we offer exclusive use of the estate, in some cases this is not possible as there may be a wedding booked that night. We will notify you at your final appointment (3 months before the wedding) whether we can offer you our accommodation the night before.

## Q: DO YOU HAVE ANY OTHER NEARBY ACCOMMODATION?

Check out our [Valentine Villa here on our AirBnb.](#)

*Click here for more info.*



# More Questions?

## Get in touch with us



### Email

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