

ATLANTIC GROUP®

Atlantic Group – NEW EO

**WO Nick & Charlie Theodossi
Gardens House Marquee
Saturday, 5 March 2022**

Signage Required:	WO Nick & Charlie Theodossi	Event Number:	5067
Date:	Saturday, 5 March 2022	Event Manager:	Emma Jolly
Time:	16:00 PM - 00:30 AM	Function Style:	Wedding Ceremony & Reception
Contact on Day:	Charlie-Elise Dempsey	Minimum Spend F&B:	\$0.00
Contact Number:	0402732666		

Number of Guests: 160 Adults

Running Sheet

CLIENT NOTES

Bride: Charlie
Groom: Nick
Contact on the Day: TBC
Family Background: Italian

Person Responsible for collections of - TBC
Alcohol / Wedding Cake / Gifts / Envelopes/ other left over items

Styling: Jessie Chalmers - Ruby + James
Stationary: Jess - Studio Silver
Flowers: Nat - Wild Floss
Linen: Event Art & Table Art
Hired furniture: HTH
Rigging & Draping: Jeremy - Open Air
Wedding Cake: Lisa VZ - Get Caked by Lisa
Ceremony Entertainment: Toby - Toby & Tobi
Reception Entertainment: Rutherford

FRIDAY 4TH MARCH

Rigging to be placed and hung in the marquee for backdrop to the bar. This has been signed off by the bride for the Friday wedding.
Linen to be delivered to GH

SATURDAY 5TH MARCH

BUMP IN SCHEDULE

09:00 - Venue access to commence
- Stylist onsite
- EM onsite to assist with set up
- AG team to have the tables set with table linen
- HTH team onsite with delivery of all items
- Florist onsite to commence set up
10:00 - AG team to deliver all beverages. place in cool room to ensure they are chilled in time for the event.
13:00 - AG staff onsite to commence set up of Ceremony chairs & bar
15:00 - Tables to be set.
- Plates to be set and ready for seafood station.
- Toby & Tobi (Ceremony entertainment) onsite for set up.
- Rutherford team onsite for set up in marquee.
15:30 - AG team briefing.
- ALL staff & chefs to be present

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- 15:45 - Staff on standby for guest arrival
- Champagne & beers to be served to guests on arrival.

EVENT RUNNING SCHEDULE

- 16:00 - Guests arrive
 - Champagne & beers to be served
 - Rosewater towels to be available should it be a hot day
- 16:15 - Glen (ice sculpture) to arrive onsite for set up.
- 16:30 - Ceremony commences - back of the house by the tree.
 - AG team to set up seafood station on 3 x HTH food stations
 - Stylist photographer onsite to capture set up images.
- 17:00 - Ceremony concludes
 - Guests move to the front of the house.
 - Seafood station opens
 - Please ensure a staff member / chef is behind the station serving guests
 - Canapé service to commence
 - Champagne, wines & beers to be served and roamed. Staff to use AG bar for service.
 - Bridal party goes for photos.
- 18:00 - Breads / butter / chilli placed on tables. Waters to be pre-poured
 - Bridal party returns to GH. Please ensure that there are canapés reserved for the Bridal party.
- 18:15 - Guests ushered into the marquee
 - Cakes to be placed out for guests to see on arrival into the marquee.
- 18:30 - Guests seated
 - AG to napkin each guest. Offer beverage / top up.
- 18:45 - Bridal party entrance
- 18:55 - Bride & Groom entrance
 - Cake cutting
- 19:10 - SHARED ENTREE SERVED
 - All to be placed down the middle of the tables.
 - Plates to be cleared thereafter.
 - Main plates to be set, per guest for shared mains.
- 20:00 - 2 x speeches to commence (parents)
- 20:20 - SHARED MAINS SERVED
 - Sides to be placed out at the same time.
 - All to be placed down the middle of the tables.
 - Plates to be cleared thereafter.
- 21:15 - 2 x speeches (BM & MOH)
- 21:30 - Bride & Groom speech
 - First dance to commence straight after
- 21:45 - DESSERT CANAPES SERVED
 - Pre cut cake to be available from the trolley.
 - Spirits to be available from the main bar.
- 22:00 - Cocktails to be available from the main bar.
- 23:00 - SUPPER SERVED
 - Whiskey / gin cart to open
- 00:15 - Last drinks called
- 00:30 - Event to conclude. Guests depart
 - Bump out / pack down to commence

SUNDAY 6TH MARCH

BUMP OUT SCHEDULE

- 10:00 - Stylist onsite to collect items
 - HTH onsite to collect items
 - Florist onsite to collect all items

** ALL items must be bumped out before the next event **

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Catering Menu

Cake

Cotton cheesecake, three variety berries.

1 x blueberries

1 x blackberries

1 x strawberries

** Cake designed and created by Get Caked by Lisa. 3 x cheesecakes, of varying heights will be wheeled out to be cut FOH by couple and taken BOH to be further cut before being served **

Seafood Station

SEAFOOD STATION

served post-ceremony on the forecourt of the House.

Seafood will be displayed on top of a carefully and creatively designed ice sculpture.

Sitting within will be the following;

South Australian crayfish (halfed) + \$4,000

Whole yellow fin tuna, cut and served freshly to guests

Hiramasa kingfish

King ORA salmon

Buckwheat blini, herring, salmon roe, flying fish and wasabi pearls

Chilled large Moreton Bay bugs

Freshly shuck pacific and rock oysters with condiments

Cooked and marinated Gulf King prawns

Mount Martha black mussels & Venus Bay pipes

Japanese seaweed and roasted edamame beans

All served with accompanying condiments.

vegetarian poke bowls available

Seated Menu

SHARED STYLE FEASTING MENU

Shared Entrées

Wagyu beef bresaola, goat's curd, blushed heirloom tomatoes fig balsamic, grissini GF, NF

Fresh Elgin Street burrata with garden peas and radicchio, roasted artichoke, almond GF

Tea Smoked Duck breast, quandong gel, charred witlof, mandarin glaze DF, NF, DF

Shared Mains

16 hours slow roasted lamb shoulder, chermoula, smoked baba ghanoush GF, NF, DF

Cone Bay roasted Barramundi, smoked Almond and capers salsa, Argumato olive oil GF, DF

Moroccan spiced organic chicken, harissa beans, & yogurt dressing DF, NF

Side Dishes

Roasted garlic and rosemary chats, extra virgin olive oil, pink sea salt GF, DF, NF

Green leaf salad, white balsamic and seeded whole grain mustard dressing GF, DF

Canape Dessert

Salted caramel pie truffel

Passionfruit curd tartlet, mango moose dome

Supper

Atlantic cheeseburger, wagyu beef, gherkin, bush tomato chutney, crispy cos & chipotle aioli NF

Beer battered fries, roasted garlic aioli, smoked paprika salt NF, DF, GF

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Menu Notes

MENU TASTING -

No Menu Tasting was conducted.

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FINAL NUMBER - Monday 28th Feb

Confirmed number of attendees must be received in writing by 12.00 noon, 8 working days prior to the function.

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LATE INCREASE SURCHARGE -

Any additional numbers after final numbers are received may be charged for pro-rata as applicable and a loading fee of 25% will apply for additions less than 4 days and up to 2 working days. Within 2 working days a loading of 50% will be charged for pro-rata.

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NO SMOKING -

Smoking is prohibited in all function rooms due to State Legislation. Smoking is only permitted at the front entrance of the venue 5 meters from front entrance.

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STATION

Seafood station will be set on the 3 x HTH food stations. This is to be set with the ice sculpture AFTER the ceremony commences.

Both sculptures to be positioned on there.

1 x chef & 1 x staff member to be positioned by the station to assist guests.

All styling to come from AG.

Large white tiles to be used for plates

TABLE SET

Both entree and mains are shared.

Rough surface black plates to be set at each setting for entree. Rough surface white plates to be used for mains.

CAKE

Cakes will be set on a HTH trolley for when guests arrive. This will be cut upon bride and groom entry for AG staff to wheel out of the room after.

This is will be a station when desserts are to be roamed.

Special Dietary Requirements

SPECIAL DIETARY REQUIREMENTS

TBC by Client - Monday 28th Feb

2 x Pescatarian

3 x Vegetarian

1 x No red meat, pork or duck

3 x Coeliac

1 x No nuts

4 x Pregnant

1 x No prawns

3 x No seafood

3 x No pork

1 x GF & no pork

1 x DF & no egg

1 x No shellfish

1 x FF & LF

1 x DF

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AG will attempt to cater for all forms of communicated Dietary Requirements.

Client to advise of any allergies or special requests 72 hours (3 working days) prior to the event.

For guests who suffer from a nut allergy AG cannot guarantee that any outsourced food items are 100% safe as trace elements cannot be ruled out.

AG will automatically cater for 3% of total numbers in vegetarian.

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Beverage Menu

Custom Beverage Menu

BAR MENU - on consumption with minimum spend pre-paid

Champagne

\$140 Perrier-Jouët Grand Brut Champagne

White Wine

\$165 2019 Domaine Thierry Laffay - Chablis 1er Cru 'Vaillons'

\$145 2017 Josmeyer 'Le Fromenteau' Alsace, Pinot Gris

Red Wine

\$150 2019 Domaine de Bellene Cotes de Nuits, Burgundy

\$185 2017 Ten Minutes by Tractor 'Judd' Point Noir

Beer & Soft

Kirin

James Boag's light

Assorted soft drinks, still and sparkling water

Premium Spirits – on consumption for \$12 each

Johnnie Walker Black Scotch Whiskey

Chivas Regal Scotch Whiskey 12YO

Glenfiddich Single Malt Whiskey

Tanqueray Gin

Grey Goose Vodka

Cocktail

120 x Espresso Martini's

45ml Vodka

30ml Kahlua

30ml Fresh espresso

3 x Coffee bean garnish

Ice

Place vodka, Kahlua & espresso into a cocktail shaker with ice.

Shake well & strain.

Garnish with coffee beans

120 x Margarita's

40ml Tequila

30ml Cointreau

30ml lime juice

Salt

Lime

Place tequila, Cointreau and lime juice in shaker with ice.

Lime the rim of the glass for salt.

Shake ingredients well & strain over ice.

Garnish with lime wedge

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Beverage Notes

TIME EXTENSION -

No Extension Permitted

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LIQUOR LICENSE -

All Atlantic Group venues are licensed until 1.00am.

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RESPONSIBLE SERVICE OF ALCOHOL –

AG practices the responsible service of alcohol in accordance with its obligations under the liquor license. The client agrees to comply with any requests from AG limiting the servicing and consumption of alcohol.

BEVERAGES

All to be on consumption with a minimum spend already paid for.

SPIRITS

All to be on consumption and served post desserts

COKTAILS

To be served post dessert canapés

Venue Setup

Wedding Ceremony & Reception Venue Setup

GARDENS HOUSE

Refer to Floor Plan

TERRACE LAWN - CEREMONY

70 x AG Ceremony Chairs

2 x White buffet unit for bar on arrival Forecourt

Hired signing table

Easel provide by stylist- YES

Floral arranged via stylist - YES

Arch arranged via stylist - YES

MARQUEE - RECEPTION

Allocated seating

Bridal Table - 3

28 x AG Trestle tables - set in 4 x rows (refer to FP)

HTH hired chairs

Hired linen

Hired table stands

AG Standard crockery cutlery and glassware - CAVIAR PLATES

Menus provided and set by stylist - YES

Table centrepieces arranged via stylist- YES

Place cards to be supplied via stylist - YES

Bonbonniere provided by client and set by AG – YES/NO

GIFT / GUEST BOOK TABLE

Outside on the Forecourt

Stylist to supply wishing well – YES

CAKE TABLE

HTH hired trolley

Toasting glasses provided by AG – YES

Cake knife supplied by AG – YES

LINEN

All hired linen. To be delivered the day prior

PALM LOUNGE

Existing Setup

GARNET ROOM

Existing Setup

BALCONY

Existing Setup

BRIDAL SUITE

Existing furniture Iced water stations for 10 pax

Canapés and beverages to be served upon arrival of the bridal party

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WET WEATHER OPTION
TBC

Theming

CENTREPIECES - arranged via stylist
Company: Ruby + James
Contact Person: Jessie
Inclusive of: floral arrangements, table numbers, risers, menus, name tags
Bump in: Saturday 5th March
Bump out: Sunday 6th March

FURNITURE COMPANY - arranged via stylist
Company: HTH
Inclusive of: lounge furniture, tables chairs, bars, food stations, cake trolley
Bump in: Saturday 5th March
Bump out: Sunday 6th March

Entertainment

CEREMONY
Toby & Tobi
Arrival time: 15:15

RECPETION
DJ - arranged via client - Detail below TBC by client
Company: Rutherford Entertainment
Contact Person:
Phone:
Email:
Number of people:
Tagged and tested:
Bump in: TBC by EM
Bump out: TBC by EM

Photography / Videography

PHOTOGRAPHER - arranged via client
Company:
Contact Person:
Phone:
Number of people:
Arrival Time: TBC
Departure Time:
Set Up Requirements: