



## Pop Up Weddings Bayside Booking Form

**Partner 1 Full Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Partner 2 Full Name:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **FB tag:** *we need this for your photo teasers* \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Preferred Wedding Date/s:** \_\_\_\_\_

**Wedding Package:**  Elope with PopUp Weddings Bayside \_\_\_\_\_ *Please list location/s here*

Straddie Elopement  Lawn at the Lighthouse  Golf Course at Redland Bay

Beachside at Stradbroke Island  Your Lighthouse wedding  Lawn at Fiction  Lighthouse Luxe

Fiction Fairytale  Redland Bay Bliss  Cleveland Memorial Hall  A Straddie Sunset  Pash N Pop

Turn your Mon-Thur package into a Fri-Sun wedding

**Total number of guests:** \_\_\_\_\_ Adults \_\_\_\_\_ Children (2-12 years)

**Dietary Requirements:** *Please list guest name and requirement* \_\_\_\_\_

**Ceremony Time:**  3pm (May/June/July)  3.30pm (April/Aug/Sept)  4pm (Mar/Oct)

4.30pm (Jan/Feb/Nov/Dec)  6am (for 8am breakfast reception)  10am (for 12pm lunch reception)

3.30pm for Stradbroke cocktail & elopement  2.30pm for Stradbroke sit-down

The times above have been designed by our photographer to ensure the best outcome for photography. Slight amendments can be made to suit Mon-Thurs elopements & cocktail packages - refer to wedding timelines on last page.

### PLEASE SELECT YOUR INCLUSIONS

Please refer to the information pack at [www.popupweddingsbayside.com.au](http://www.popupweddingsbayside.com.au) This style guide will help you decide on the options available to you with your chosen package. Don't forget that the items in this inclusions section are based on the base number of guests included in your wedding package.

**Hire bouquet choice:**  Pink Passion  Blush & Bling  Diamonds & Pearls  Something Blue

Ivory Beauty  Popup Pink

**Cake/Cup cake Choice:**     Dreamy Drip    Chocolate Lace    Coastal Creme    From the Heart  
 Semi nude    (Please advise Simone 2 weeks before wedding if you wish to use your own cake topper and supply it to her 1 week prior.)

**Cake/Cup cake Flavour:** (choose 2 only)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Choc Mud         | <input type="checkbox"/> Choc Peppermint Mud        | <input type="checkbox"/> White Choc Mud with Raspberry Swirl              |
| <input type="checkbox"/> Choc Kahlua Mud  | <input type="checkbox"/> White Choc Mud & Coconut   | <input type="checkbox"/> White Choc Mud with Strawberry Swirl             |
| <input type="checkbox"/> Choc Baileys Mud | <input type="checkbox"/> White Choc Mud & Rosewater | <input type="checkbox"/> White Choc Almond & Raspberry                    |
| <input type="checkbox"/> Jaffa Mud        | <input type="checkbox"/> Choc Peppermint Mud        | <input type="checkbox"/> White Choc Mud & Choc Chip                       |
| <input type="checkbox"/> Marbled Mud      | <input type="checkbox"/> Red Velvet                 | <input type="checkbox"/> Musk Flavoured Mud                               |
| <input type="checkbox"/> Cherry Ripe Mud  | <input type="checkbox"/> Caramel Mud                | <input type="checkbox"/> Hazelnut (Choc mud with hazelnut meal & Nutella) |
| <input type="checkbox"/> White Choc Mud   | <input type="checkbox"/> Citrus Mud                 |   |

Tiered Cakes:

Top tier flavour: \_\_\_\_\_

Bottom tier flavour: \_\_\_\_\_

From the Heart cake:

Cutting cake flavour: \_\_\_\_\_

Cupcakes flavour: \_\_\_\_\_

**Ceremony Styling:**    Hired styling options below are **included** in all packages. Excluding the Redland Bay Golf Club packages. A ceremony styling option can be added for \$380.

- Chandelier Luxe    Bamboo Beach    Circle of Love    Boho Dreams    Vintage Doors

**Reception Styling:**    Styling options below are **included** in all packages.

- White Birdcages    Dried Florals    Fresh Flowers    Crystal Ball    Beach    Vintage Books  
 Secret Garden    Gold & Bling    Green & Copper

**Please detail your wedding theme e.g. colour/s:**

\_\_\_\_\_

**Other optional extras / or notes to mention:** As outlined on our website [www.popupweddingsbayside.com.au](http://www.popupweddingsbayside.com.au)

1. e.g. If Redland Bay Golf Club wedding, Gazebo or Arbour ceremony / If Lighthouse lawn ceremony, arbour in front of lighthouse or water or under tree

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Unless otherwise listed in your chosen package, listed below are INCLUDED in your package are:

Civil celebrant / Base legal ceremony ♥ 2 hour photography package ♥ Pre-wedding coordinator ♥ 1 hair & make up at Cleveland Salon

## WOULD YOU LIKE ANY OPTIONAL EXTRAS? (For more details [www.popupweddingsbayside.com.au](http://www.popupweddingsbayside.com.au))

All packages include GST. Any additions below will incur GST

- Additional cake \$6 per guest**
- Location for bride's hair and makeup:**  
Location address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Salon hair and makeup trial \$130**
- Two extra hours photography \$240** (For getting ready or reception photos, travel fee may apply outside Redlands)
- 30 page leather wedding album \$500**
- Engagement shoot \$250 or \$350 with your trial hair and makeup** (Redlands locations)
- Wishing well hire \$60:**  Card box  Vintage suitcase  White wishing well  Timber wishing well  
(Including delivery)
- Lawn games hire package \$120**
- Wedding rehearsal with celebrant \$120**  **Personalised ceremony \$75**
- Live acoustic music - Contact Jo Doyle Music POA**
- DJ / MC service - G&M Event Group** - see business website for details
- Transportation:**  **Kandid Kombi \$220 2hr or \$300 3 hr** (Redlands only)  **Roaring Twenties** - POA
- Photobooth:**  **Kombi photo booth or Open air photo booth by Romana \$300 3 hr or \$350 4 hr**
- Fresh flowers:**  **Glenys Mercer Design package number** \_\_\_\_\_
- 25% off Hampton Fine Jewellery and Design rings**
- Video highlight:**  **By Romana \$350-\$500** (your photographer) **or**  **By Dan Hodgson \$1200+** - see his website

**How did you hear about us?**  Facebook tag  Facebook post  Facebook sponsored post

Venue Showcase  Bridal Expo  Other \_\_\_\_\_

**ORIGINAL COPIES OF YOUR IDENTIFICATION** are required for legal purposes, please check the boxes below for paperwork you have access to. You will need these for your meeting with your celebrant.

- Original birth certificate with photo ID** (ie, Drivers license, proof of age card) **OR**
- Passport** (expired accepted, but a cancelled passport is not)
- Dissolution paperwork** (if applicable – from last marriage only)

## Terms and conditions:

Payment of booking fee is due in order to secure the client's nominated date and suppliers. For elopement, cocktail packages and Monday to Thursday weddings a \$700 non-refundable booking fee is required. For other packages and weddings held Friday - Sunday a \$2,999 non-refundable booking fee is required to confirm booking. Booking fees are considered a reservation fee to secure the client's chosen wedding date and selected vendors included in the package. Final payment of the balance is due one calendar month before wedding date. Early and progress payments are available upon request.

Any changes the clients choose to make to this agreement, such as additional guest numbers, adding optional extras etc. must be discussed with Pop Up Weddings Bayside via email and final changes submitted via an amended booking form and resend to Pop Up Weddings Bayside. All changes must occur before final balance is paid and cleared in the bank account one calendar month before the wedding date. Client changes to key Pop Up Weddings Bayside vendors including venue, photographer, celebrant, hair and makeup artist, cake decorator and stylist / decor hire are not permitted once booking is confirmed.

All paperwork to meet legal requirements must be lodged with your celebrant a minimum of one month before the wedding date. We suggest you organise a scheduled meeting.

If delay or hold ups occur (outside our vendors control) Pop Up Weddings Bayside reserve the right to commence the ceremony 30 minutes from the scheduled ceremony time. A ceremony can commence and legals completed afterwards if needed. However, please note that this will impact plans after the ceremony such as photography and food, Pop Up Weddings Bayside and suppliers cannot be held accountable due to delays outside their control.

Clients who choose to book and use their own suppliers eg: for videographer, fireworks, car company etc. do so at their own discretion and must alert Pop Up Weddings Bayside of the booking/s. Pop Up Weddings Bayside take no responsibility for their service on the day, but will work towards a friendly collaboration.

All styling items included in this agreement are included on a hire basis only, and therefore must remain on site. Should any items be removed or damaged the client agrees to compensate Miss Weddings for any losses. Amount / charges to be determined based on said loss and replacement options. Upon confirmation of styling options with Miss Weddings, your credit card details will be collected, and only used should any damages / missing items occur. The client will be notified before any charges are made.

In the event of cancellation, the booking fee or amounts paid to date are non-refundable. It shall be liquidated damages to Pop Up Weddings Bayside in the event of a breach of contract by client. The client shall also be responsible for payment for any materials charges incurred up to time of cancellation.

In the event the clients request to postpone services, a request to postpone must be in writing and occur at least 2 months before booked date (for elopement or cocktail packages) or at least 3 months before booked date (for sit down or other packages). A postponement can be rescheduled within one calendar year of original date and subject to availability of suppliers. Pop Up Weddings Bayside reserve the right to charge additional fees, should the rescheduled date incur additional cost, e.g. seasonal foods, supplier price increases etc. Pop Up Weddings Bayside will work towards a new date suitable to all parties involved.

Should an unlikely event arise, resulting in the wedding not being able to go ahead (that is neither the client's nor Pop Up Weddings Bayside's fault) Pop Up Weddings Bayside will happily transfer the booking (including all vendors) to another date (within one calendar year of original date) free of charges and fees.

The client hereby grants to Pop Up Weddings Bayside and associates, the irrevocable and unrestricted right to use and publish photographs of this wedding. Imagery of the wedding may be used for editorial, trade, advertising and any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same. The client hereby releases Pop Up Weddings Bayside and its associates and assigns from all claims and liability relating to said photographs.

## Confirmation of Terms and Conditions:

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Partner 1

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Partner 2

\*Please complete all details and email to [hitched@popupweddingsbayside.com.au](mailto:hitched@popupweddingsbayside.com.au)

## Disclaimer:

\*Wet Weather options for ceremony at the Lighthouse is the Gazebo, Function Room at Stradbroke Island Beach Hotel and Redland Bay Golf Club, Covered deck area at Elysium, Inside hall for Redlands Memorial Hall and a park gazebo for an elopement package.

\*Extreme weather conditions such as wind, rain and/or storms will be at the discretion of the Pop Up Team and suppliers in consultation with bridal party or close family member to ensure couple and guest safety. Please nominate a contact person in the event we need to contact someone one the day.

Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Details:** White Brick Road / Suncorp Bank / BSB 484 799 / A/C 60 395 48 38  
Please use invoice number as reference

**BONUS OPTIONAL SERVICE:** We believe that more couples should know about our product and services... So we would be thrilled if you shared the love... and we would love to spoil you for it!

**How? Please see below...**

- ☐ Plug, plug, plug us! Share the Pop Up Wedding Bayside love before your day and we will bring the champers and chocolates to your hair and makeup session. Simply tag us @popupweddingsbayside as many times as you can and shoot us screen shots to show us!
- ☐ Send us an awesome FB and Google review and we'll treat you to two 8x12in photographic enlargements.
- ☐ Join Facebook wedding and bride groups such as **Brisbane Brides To Be**. Not only are FB groups a source of inspiration and advice leading up to your day, but if you post an amazing post-wedding review on the page we will even pop the above mentioned enlargements into either white or black frames for you! Don't forget to mention us by tagging us @popupweddingsbayside - and send us a screen shot so we know to treat you!

<i>Office Use Only</i>	<i>Availability</i>	<i>Deposit</i>	<i>Paid in Full</i>	<i>Invoice number/s</i>
<i>Couple</i>				
<i>Venue</i>				
<i>Photography</i>				
<i>Hair and Makeup</i>				
<i>Cake</i>				
<i>Styling</i>				
<i>Celebrant</i>				
<i>DJ/MC</i>				
<i>Vocalist</i>				
<i>Florist</i>				
<i>Transport</i>				
<i>Videographer</i>				
<i>Photobooth</i>				

**Extra Notes:**

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Please feel free to contact any of our suppliers for additional details or to add  
Optional Extras to your Pop Up Package

**COORDINATOR:**

Stef 0413 385 798 ♥ [www.whitebrickroad.com.au](http://www.whitebrickroad.com.au) ♥ FB & Insta /WhiteBrickRoad

**PHOTOGRAPHER:**

Romana 0400 759 407 ♥ [www.romana.com.au](http://www.romana.com.au) ♥ FB & Insta /RomanaSaeheng

**HAIR & MAKEUP:**

Suzie 0413 167 998 ♥ [www.aneyeforstyle.com.au](http://www.aneyeforstyle.com.au) FB & Insta /AnEyeForStyleBrisbane

**STYLIST:**

Melissa 0439 311 305 ♥ [www.missweddings.com.au](http://www.missweddings.com.au) ♥ FB & Insta /MissWeddings

**CELEBRANT:**

Ketrina 0424 479 896 ♥ [www.civil-celebrant-brisbane.com.au](http://www.civil-celebrant-brisbane.com.au) ♥ FB & Insta /Civil.Celebrant.Brisbane

**CAKE:**

Simone 0417 719 565 ♥ [www.cakesbysimone.com.au](http://www.cakesbysimone.com.au) ♥ FB & Insta /Cakes-by-Simone

**VENUES:**

[www.lighthouserestaurant.net.au](http://www.lighthouserestaurant.net.au) ♥ FB & Insta /TheLighthouseCleveland

[www.redlandbaygolf.com.au](http://www.redlandbaygolf.com.au) ♥ FB & Insta/redlandbayweddings

[www.stradbrokehotel.com.au](http://www.stradbrokehotel.com.au) ♥ FB & Insta/stradbrokehotel

[www.fictionbar.com.au](http://www.fictionbar.com.au) ♥ FB & Insta/fictionbarrabybay

[www.elysiumlakeside.com.au](http://www.elysiumlakeside.com.au) ♥ FB & Insta/the.elysiumlakeside

**TRANSPORTATION:**

[www.kandidkombi.com.au](http://www.kandidkombi.com.au) ♥ FB & Insta/kandidkombi

[www.roaringtwenties.net.au](http://www.roaringtwenties.net.au) ♥ FB & Insta/roaringtwentiesvintagecarhire

**PHOTO BOOTH:**

[www.kandidkombi.com.au](http://www.kandidkombi.com.au) ♥ FB & Insta/kandidkombi

[www.romana.com.au](http://www.romana.com.au) ♥ FB & Insta /RomanaSaeheng

**FLORIST: FLORIST:** [www.glenysmercerdesign.com/](http://www.glenysmercerdesign.com/) ♥ FB & Insta/glenys.mercer.design

**DJ / MC:** [www.gmeventgroup.com.au](http://www.gmeventgroup.com.au) ♥ FB & Insta/gmeventgroup

**VIDEOGRAPHER:** [www.danhodgsonfreelance.com](http://www.danhodgsonfreelance.com) ♥ FB & Insta/DanHodgsonFreelance

**WEDDING SINGER:** [www.royaltymusic.com.au](http://www.royaltymusic.com.au) ♥ FB & Insta/jodoylemusic

**TIPI / MARQUEE HIRE:** [www.straddietipis.com.au](http://www.straddietipis.com.au) ♥ FB & Insta/straddietipis

**JEWELLERY:** [www.hamptonfinejewellery.com](http://www.hamptonfinejewellery.com) ♥ FB & Insta/HamptonFineJewellery

## WEDDING DAY PHOTOGRAPHY TIMELINES

We have designed the below timelines to ensure smooth transitions on your day and the best results in terms of photography. Slight adjustments can be made, but must be discussed with your photographer.

**Sit-down weddings, weekend weddings & Pop N Pash weddings:** Times are quite firm due to sunset

	3pm	3.30pm	4pm	4.30pm	6am	10am
Bride before ceremony 60min <i>Depends on location distance from venue</i>	TBA	TBA	TBA	TBA	TBA	TBA
Groom before ceremony 30min	2.30 - 3	3 - 3.30	3.30 - 4	4 - 4.30	5.30 - 6	9.30 - 10
Ceremony 30min	3 - 3.30	3.30 - 4	4 - 4.30	4.30 - 5	6 - 6.30	10 - 10.30
Family photographs 30min	3.30 - 4	4 - 4.30	4.30 - 5	5 - 5.30	6.30 - 7	10.30 - 11
Bridal party portraits 60min <i>When guests enjoy champers &amp; canapes</i>	4 - 5	4.30 - 5.30	5 - 6	5.30 - 6.30	7 - 8.00	11 - 12.00
Sunset	5 - 5.15	5.30	6	6.20 - 6.45	n/a	n/a
Mock cake and room photos	5.05	5.35	6.05	6.35	8.05	12.05
Bridal party enter reception	5.20	5.50	6.20	6.50	8.20	12.20

**Mon - Thurs weddings, elopements & cocktail weddings:** These times can be pushed back later by 30min

	3pm	3.30pm	4pm	4.30pm	6am	10am
Groom before ceremony 10min	2.50 - 3	3.20 - 3.30	3.50 - 4	4.20 - 4.30	5.50 - 6	9.50 - 10
Ceremony 30min	3 - 3.30	3.30 - 4	4 - 4.30	4.30 - 5	6 - 6.30	10 - 10.30
Family photographs 20min	3.30 - 3.50	4 - 4.20	4.30 - 4.50	5 - 5.20	6.30 - 6.50	10.30 - 10.50
Bridal party portraits 45min <i>When guests enjoy champers &amp; canapes</i>	3.50 - 4.35	4.20 - 5.05	4.50 - 5.35	5.20 - 6.05	6.50 - 7.35	10.50 - 11.35
Sunset	5 - 5.15	5.30	6	6.20 - 6.45	n/a	n/a
Bridal party enter reception	4.40	5.10	5.40	6.10	7.40	11.40
Mock cake	4.45	5.15	5.45	6.15	7.45	11.45

**Stradbroke Island weddings:** Times are quite firm due to barge timetable

3.30pm Elopement & Cocktail		2.30pm Sit-down	
ride before ceremony	-	Bride before ceremony 40min	1.20 - 2
Groom before ceremony	-	Groom before ceremony 20min	2.10 - 2.30
Ceremony 30min	3.30 - 4	Ceremony 30min	2.30 - 3
Family photographs 20min	4 - 4.20	Family photographs 30min	3 - 3.30
Bridal party portraits 50min <i>Time allows for walking to best locations</i>	4.20 - 5.10	Bridal party portraits 60min <i>Time allows for walking to best locations</i>	3.30 - 4.30
Sunset	5 - 6.45	Sunset	5 - 6.45
Mock cake and room photos	5.20	Mock cake and room photos	4.45
Bridal party join guests	5.30	Bridal party join guests	5