

WEDDING TOOLKIT

2023



Victoria Park



CONGRATULATIONS

ON CHOOSING YOUR WEDDING VENUE!

We are thrilled to be a part of your special day and are committed to making your wedding planning process as stress-free and enjoyable as possible.

We've created this Wedding Toolkit to help guide you through all aspects of your wedding planning and what to expect with our Venue Planner, catering, styling and more.

Our team of experts are here to help you create the wedding of your dreams, and we hope that this toolkit will serve as a valuable resource for you throughout the planning process.

We look forward to creating your wedding with you!



CONTENTS

What To Expect From Us	4	Venue Information	16
Key Items You Need To Provide To Your Planner	4	Bridal Retreat	16
Contact On Your Wedding Day	4	Our Gift To You	16
Wedding Checklist	5	Delivery Times	16
Wedding Venue Information	6	Parking & Transport	16
Venue Map	7	Place Cards, Guest Menus & Favours/Bonbonnieres	16
Marquee	8	Styling & Decorations	17
Ballroom	9	Reception Extensions	18
Garden Marquee	10	B.Y.O Alcohol	18
Alabaster	11	Wedding Cake	18
Quartz	12	Dietary requirements	18
Reception Service Times	13	Children's Meals	18
Ceremonies	14	Contractor Catering	18
Rehearsals	15	Photography	19
PA Systems	15	Photography In The Parklands	19
Flower Petals	15	Drones	19
Pets	15	Accommodation	20
The Courtyard	15	Entertainment	20
Terrace	15	Pyrotechnics & Fireworks	20



WHAT TO EXPECT FROM US

Your dedicated Venue Planner will be your direct point of contact at Victoria Park while planning your wedding. They will prepare for you:

A draft Run Sheet and Floorplan
— 7 months ahead of your wedding

Invitation to a one-on-one planning meeting
— 1–2 months prior to your wedding date.

KEY ITEMS YOU NEED TO PROVIDE TO YOUR PLANNER

- Menu and beverage selections
- Suppliers contact information and what they are providing (celebrant, photographer, photobooth, styling, cake, music, etc)
- Important guest details (parents of the couple, bridal party names, MC etc.)
- Guest numbers and dietary requirements
- Completed seating list on our Victoria Park template provided by your Venue Planner

CONTACT ON YOUR WEDDING DAY

Whilst your Venue Planner will oversee the pre-planning and will assist with all arrangements prior to your wedding, they will not necessarily be present on the day of your wedding. During the planning process, you will be provided with a Run Sheet that will document all scheduling and arrangements made for your wedding and will be signed off by you once you are happy with everything documented.

This Run Sheet is then discussed at length during a handover meeting with our Executive Chef and your Function Manager who will be by your side throughout your big day.

Your Venue Planner will provide you with your dedicated Function Manager one (1) week prior to your wedding day. Any questions you have prior to your arrival are best directed to your Venue Planner.

WEDDING CHECKLIST

Planning your wedding will be one of the biggest events of your life.
We hope this checklist will help your Wedding Planning and your Wedding Day run smoothly.

8 MONTHS BEFORE YOUR WEDDING

- Order your wedding cake
 - Book a photographer and videographer
 - Book a florist
 - Book a DJ or band
 - Register for your wedding gifts
-

6 – 7 MONTHS BEFORE YOUR WEDDING

- Your Victoria Park Wedding Planner will be in touch to discuss initial details
 - Finalise your guest list
 - Send invitations (ensure RSVP is at least 4 weeks prior to wedding)
 - Arrange transportation from the ceremony to reception
 - Begin planning and booking your honeymoon
 - Order your wedding bands
 - Ensure 50% of venue payment is finalised
 - You will receive the first draft of your run sheet
-

4 MONTHS BEFORE YOUR WEDDING

- Begin looking over our Event Styling catalogue
 - Book hair and makeup (including trial)
 - Purchase gifts for your wedding party
 - Reserve wedding attire for the groom and groomsmen
 - Purchase ceremony and reception accessories
 - Arrange wedding attire for the bridesmaids & groomsmen
-

3 MONTHS BEFORE YOUR WEDDING

- Meet with your wedding planner to discuss details of your day and any styling requirements
- Ensure 75% of venue payment is finalised

2 MONTHS BEFORE YOUR WEDDING

- Select guests who will present at your ceremony
 - Select your MC
 - Record your RSVPs and any dietary requirements
 - Confirm and lock in wedding styling, flowers, entertainment and bridal party flowers
-

1 MONTH BEFORE YOUR WEDDING

- Contact guests who have not sent an RSVP
 - Collect wedding bands
 - Plan your seating chart and floor plan
 - Give music selection to your band / DJ
 - Final wedding dress fittings
 - Find your something old, something borrowed and something blue
 - Create a wedding day itinerary plan for your bridal party
 - Finalise menu and beverage selection with your Wedding Planner
-

3 WEEKS BEFORE YOUR WEDDING

- Confirm access and delivery times for entertainment, cake and suppliers.
-

2 WEEKS BEFORE YOUR WEDDING

- Final run sheet due
 - Final guest numbers, seating plan and floor plan due
 - Dietary requirements and bridal party pre-selection menu due
 - All final details due to Wedding Planner
-

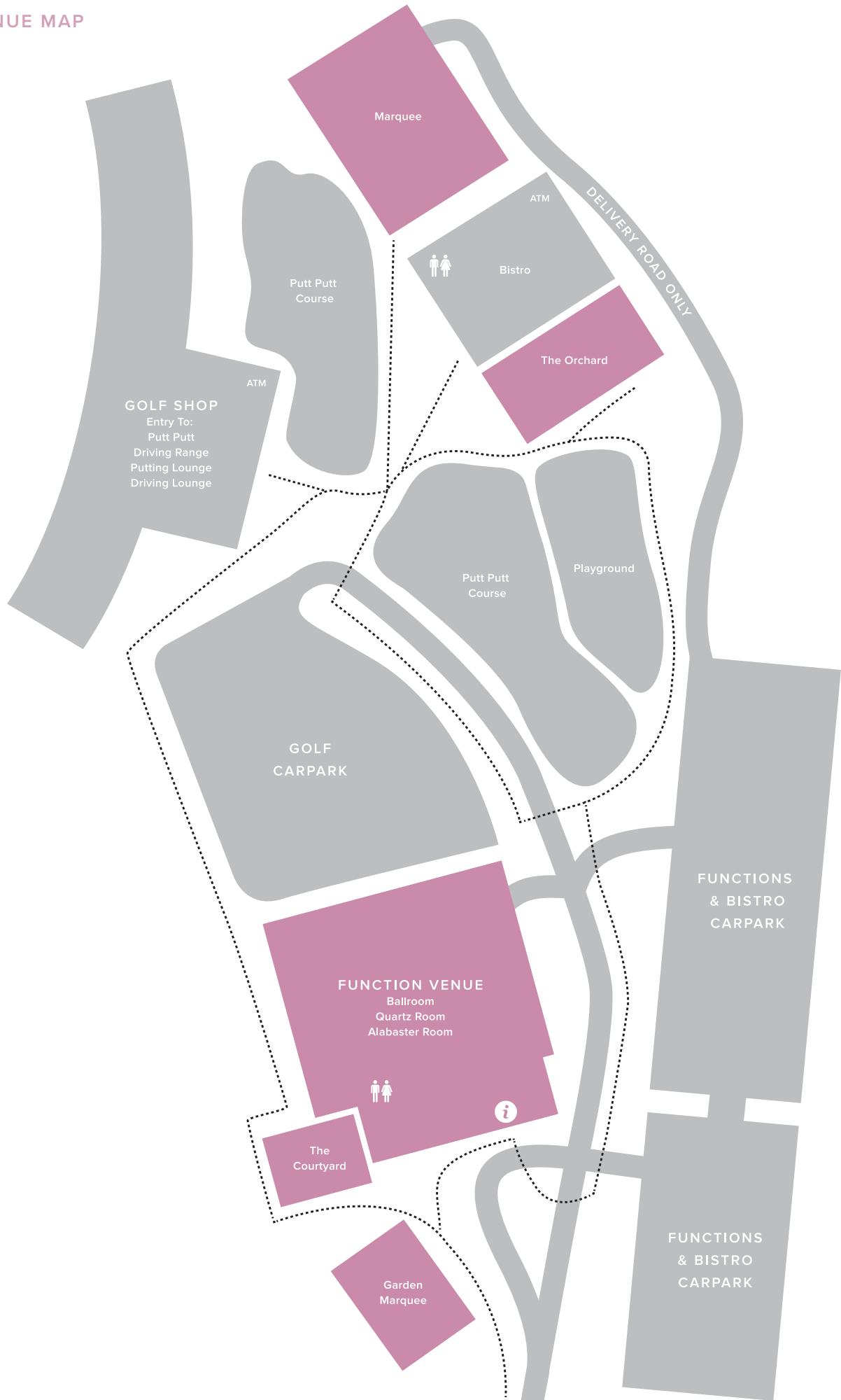
THE WEEK BEFORE YOUR WEDDING

- Final meeting with your Wedding Planner
- Deliver favours, signing book, decorations etc to Victoria Park
- Final payment due (Victoria Park should be holding 100% of anticipated spend)



WEDDING VENUE INFORMATION

VENUE MAP



MARQUEE



CAPACITIES:

368 seated on oval tables
(plus 12pax Bridal Table), 700 cocktail

DIMENSIONS:

30m L x 14.5m W,
pre bar: 9m x 10m, height 3.2m

DANCE FLOOR DIMENSIONS:

7.2m x 4.8m

CEILING HEIGHT:

5.5m in centre and 3.2m around edges

CHAIRS:

White Tiffany

TABLES:

The Marquee can use Long or Oval tables. The Oval tables are included in your wedding package.

OVAL TABLES:

1.5m W x 2.4m L oval table
(Marquee only) – up to 12pax
(10 with charger plates)

CAKE TABLE:

80cm diameter, 73cms tall round cake
table/laptop table

LONGS:

1.8m x 1.1m trestle table – up to 3 pax per
side (additional costs involved)

GIFT TABLE/COFFEE STATION:

1.5m x 0.75cm

Your Bridal Table will use 1 x Standard
Trestle Table for every 3 guests (e.g. an
8pax bridal party will use 3 trestles, a
10pax bridal will use 4 trestles)

STANDARD INCLUSIONS/AV:

Centrepieces & AV inclusions
(already in tool kit)

BATHROOM LOCATION:

Bistro

“THINGS TO THINK ABOUT”

Florals, seating list, place cards,
menus (optional), Music (DJ or Band),
Additional styling items

ROTUNDA:

3.1m high x 3.2m wide

BALLROOM



CAPACITIES:

220 seated on round tables
(plus 10pax Bridal Table),
218 seated on long tables, 550 cocktail

DIMENSIONS:

32m L x 12m W, Terrace: 27.5mL x 6m W

DANCE FLOOR DIMENSIONS:

6m x 4.8m

CEILING HEIGHT:

4.8m

CHAIRS:

Timber Bentwoods

TABLES:

The Ballroom can use round or long tables. The Round tables are included in your wedding package.

ROUND TABLES:

1.8m diameter banquet rounds
– up to 10pax (8 with charger plates)

CAKE TABLE:

80cm diameter, 73cms tall
round cake table/laptop table

LONGS:

1.8m x 1.1m trestle table – up to 3 pax
per side (additional costs involved)

GIFT TABLE/COFFEE STATION:

1.5m x 0.75cm

Your Bridal Table will use 1 x Standard Trestle Table for every 3 guests (e.g. an 8pax bridal party will use 3 trestles, a 10pax bridal will use 4 trestles)

STANDARD INCLUSIONS/AV:

Centerpieces & AV inclusions
(already in tool kit)

BATHROOM LOCATION:

Back right-hand corner

“THINGS TO THINK ABOUT”

Florals, seating list, place cards, menus (optional), Music (DJ or Band), Additional styling items

GARDEN MARQUEE



CAPACITIES:

90 seated on round tables
(plus 10pax Bridal Table),
100 seated on long tables, 120 cocktail

DIMENSIONS:

20m L, 10m W

DANCE FLOOR DIMENSIONS:

5m x 4m

CEILING HEIGHT:

4.8m

TABLES:

The Garden Marquee can use round or long tables. The Round tables are included in your wedding package.

ROUND TABLES:

1.8m diameter banquet rounds
– up to 10pax (8 with charger plates)

CAKE TABLE:

80cm diameter, 73cms tall round cake
table/laptop table

LONGS:

1.8m x 1.1m trestle table – up to 3 pax per
side (additional costs involved)

GIFT TABLE/COFFEE STATION:

1.5m x 0.75cm

Your Bridal Table will use 1 x Standard
Trestle Table for every 3 guests (e.g. an
8pax bridal party will use 3 trestles,
a 10pax bridal will use 4 trestles)

CHAIRS:

White Tiffany

STANDARD INCLUSIONS/AV:

Centrepieces & AV inclusions
(already in tool kit)

BATHROOM LOCATION:

Ground floor main function building

“THINGS TO THINK ABOUT”

Florals, seating list, place cards,
menus (optional), Music (DJ or Band),
Additional styling items

ALABASTER



CAPACITIES:

80 seated on round tables
(plus 10pax Bridal Table),
78 seated on long tables, 120 cocktail

DIMENSIONS:

14.2 m L x 15.7 m W

DANCE FLOOR DIMENSIONS:

7.3m x 4.1m

CEILING HEIGHT:

2.7m

CHAIRS:

Timber Bentwoods

TABLES:

The Alabaster Room can use round or long tables. The Round tables are included in your wedding package.

ROUND TABLES:

1.8m diameter banquet rounds
– up to 10pax (8 with charger plates)

CAKE TABLE:

80cm diameter, 73cms tall round cake table/laptop table

LONGS:

1.8m x 1.1m trestle table – up to 3 pax per side (additional costs involved)

GIFT TABLE/COFFEE STATION:

1.5m x 0.75cm

Your Bridal Table will use 1 x Standard Trestle Table for every 3 guests (e.g. an 8pax bridal party will use 3 trestles, a 10pax bridal will use 4 trestles)

STANDARD INCLUSIONS/AV:

Centrepieces & AV inclusions
(already in tool kit)

BATHROOM LOCATION:

Ground floor main function building

“THINGS TO THINK ABOUT”

Florals, seating list, place cards, menus (optional), Music (DJ or Band), Additional styling items

QUARTZ



CAPACITIES:

40 seated on round tables
(plus 8pax Bridal Table),
36 seated on long tables, 80 cocktail

DIMENSIONS:

9.5m x 10.8m

DANCE FLOOR DIMENSIONS:

4.6m x 3.6m

CEILING HEIGHT:

2.8m

CHAIRS:

Timber Bentwoods

TABLES:

The Alabaster Room can use round or long tables. The Round tables are included in your wedding package.

ROUND TABLES:

1.8m diameter banquet rounds
– up to 10pax (8 with charger plates)

CAKE TABLE:

80cm diameter, 73cms tall
round cake table/laptop table

LONGS:

1.8m x 1.1m trestle table – up to 3 pax per
side (additional costs involved)

GIFT TABLE/COFFEE STATION:

1.5m x 0.75cm

Your Bridal Table will use 1 x Standard
Trestle Table for every 3 guests (e.g. an
8pax bridal party will use 3 trestles,
a 10pax bridal will use 4 trestles)

STANDARD INCLUSIONS/AV:

centrepieces & AV inclusions
(already in tool kit)

BATHROOM LOCATION:

Ground floor main function building

“THINGS TO THINK ABOUT”

Florals, seating list, place cards,
menus (optional), Music (DJ or Band),
Additional styling items

RECEPTION SERVICE TIMES

The below food service times are non-negotiable for your wedding and are designed to ensure a smooth flow for your event.

If your reception starts at a different time to those listed above, your Venue Planner will adjust the meal service times accordingly.

Please note: Food service timings will be confirmed approximately 2 weeks out from your wedding date. There may be instances where service times may need to be adjusted slightly (5–10 minutes either side) to suit the overall kitchen service to our venue.

5:00 PM START	5:30 PM START	6:00 PM START
Guest arrival, beverage package begins	Guest arrival, beverage package begins	Guest arrival, beverage package begins
—	—	—
5:30 PM Bridal Entry	6:00 PM Bridal Entry	6:30 PM Bridal Entry
—	—	—
5:40 PM Entrée service	6:10 PM Entrée service	6:40 PM Entrée service
—	—	—
6:40 PM Main service	7:10 PM Main service	7:40 PM Main service
—	—	—
7:40 PM Dessert service	8:10 PM Dessert service	8:40 PM Dessert service
Cake service (for 2-course packages)	Cake service (for 2-course packages)	Cake service (for 2-course packages)
—	—	—
8:40 PM Plattered cake service (for 3-course packages)	9:10 PM Plattered cake service (for 3-course packages)	9:40 PM Plattered cake service (for 3-course packages)
—	—	—
10:00 PM Guests Depart	10:30 PM Guests Depart	11:00 PM Guests Depart



CEREMONIES

CEREMONIES

THE COURTYARD

Standard inclusions:

- 50 x timber bentwood chairs
- 1 x registry table
- 1 x water station

Arbour Dimensions

2.4M x 1.8M

TERRACE

Standard inclusions:

- 50 x chairs (the same chairs that are offered in that room)
- 1 x registry table

1 x water station

FAQS

Can I have a wedding Ceremony rehearsal?

Wedding Ceremony Rehearsals are permitted in your preferred ceremony space for a maximum of 30 minutes and subject to availability of that space. Should you wish to guarantee a specific time or day, fees may apply.

Is a PA System included?

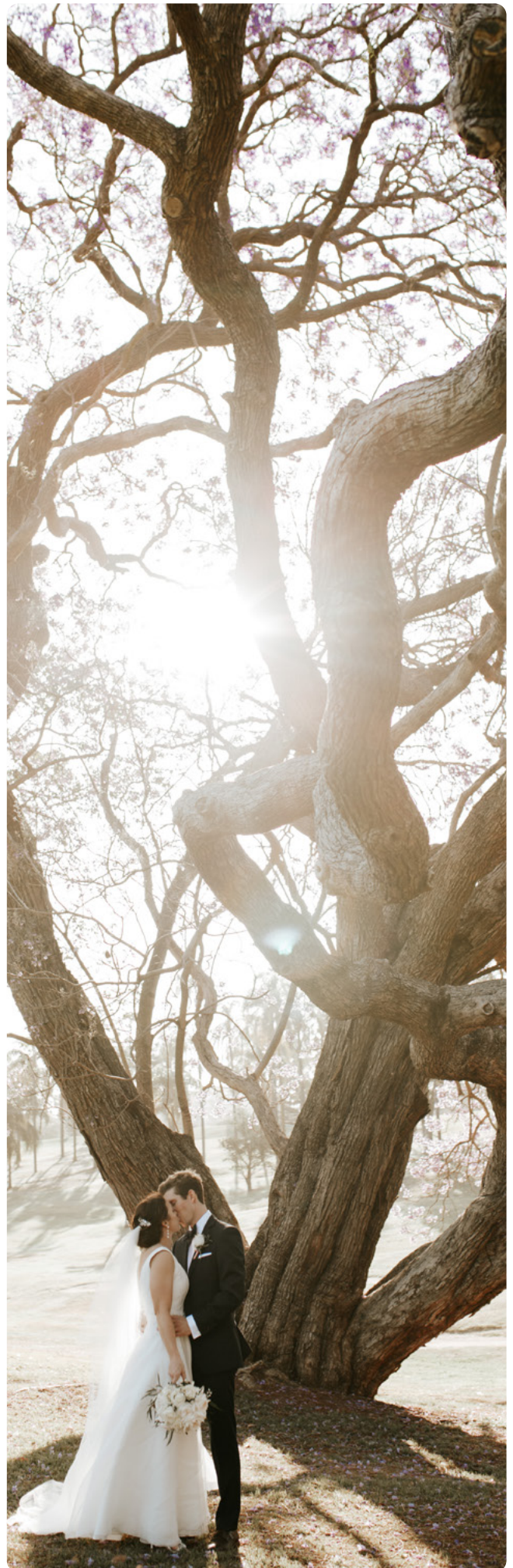
We will always have a backup Bluetooth speaker that is available for your ceremony. Your celebrant will usually bring their own speaker system and this is always recommended.

Flower Petals:

No faux flower petals or biodegradable confetti are allowed during your ceremony however Victoria Park allow a small number of real petals to be used as they decompose into our gardens.

Pets

Victoria Park is a pet friendly business and your pet is welcome to attend your wedding ceremony if it is being held in one of our outdoor courtyard or terrace areas. Pets are not allowed inside your reception venue so we suggest you arrange a family member or friend to take your pet home after the ceremony and photos.





VENUE INFORMATION

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BRIDAL RETREAT

Our bridal retreat is the perfect place to have a moment with your bridal party before your ceremony or joining your guests. With a relaxed ambience the space features a lounge area plus mirrors and benchtops for touch ups between your ceremony and reception. This space is designed to be shared, so you will not have private access to this room for the duration of your wedding.

Please note: This space is for touch ups only and can not be used as a space to get ready.

OUR GIFT TO YOU

The Our Gift To You offer is available to wedding receptions that have 80 or more adult guests (teenagers, children and infants are not included in this total) as well as a minimum five-hour alcoholic beverage package.

To view the offer [click here](#).

DELIVERY TIMES

We are unable to confirm access for you until approximately 1–2 days prior to your wedding date and the delivery times must also match our operational set up requirements. If you wish to alter these times or have guaranteed access, additional fees will apply. If there is no event in the room earlier in the day, your Venue Planner can organise earlier access with you at no cost to you.

PARKING & TRANSPORT

Victoria Park has 200 complimentary car parks on site with the Herston Bus terminal a short walking distance away. We also have a Taxi phone located in our Main Functions Building foyer and outside the Pro Shop. Victoria Park Golf Complex is located on Herston Road, Herston Qld.

Please note: We are unable to reserve car parks for bridal vehicles.

PLACE CARDS, GUEST MENUS & FAVOURS/ BONBONNIERES

Victoria Park can place for you a maximum of 2 items per place setting. Labour fees will apply for any additional place setting items required to be set by the Victoria Park team. Alternatively, you can ask a family member or friend to set these for you.

If Victoria Park are setting Place Cards for your wedding they must be delivered in advance and supplied in order labelled per table and by corresponding seat number. This also includes when the place cards are doubling as favours. Our Event Stylist will set these out for you so please ensure your seating plan is correct as this is our reference for placing name cards. If Place Cards are not provided in table and seat order a family member or friend will need to set them for you. Victoria Park can do this for you however it will attract a venue labour charge.

We ask that you please provide your own printed seating list to display at your Wedding Reception so that your guests can locate their allocated tables and seats.

STYLING INCLUSIONS

All of our wedding packages include a complimentary wishing well and standard centrepiece of a 30cm tall cylinder vase with pillar candle inside surrounded by four tea light candles in glass votives. We can also offer our Oak Lab vase centrepieces in white or sand. These are subject to availability and require you to add your own fresh florals. We will also provide a complimentary welcome mirror, table number and bouquet vases for your bridal party flowers.

Contact your Venue Planner to discuss any additional fees for these styling options or to discuss the specific styling included in your wedding package. These inclusions are also noted on your contract.

You can view our in-house styling options [here](#).



RECEPTION EXTENSIONS

If you would like your wedding reception to continue later into the evening, speak with your Venue Planner about our midnight extension option. A bar tab of \$1000 to be used during this time.

Please note, your reception is a five-hour duration. If you would like the reception to extend longer than 5 hours, these same extension fees apply.

BYO ALCOHOL

Wedding Packages that include our 5-hour House Beverage Package are able to BYO spirit bottles at \$40.00 per bottle (includes glassware, mixers and ice supplied by Victoria Park) to a maximum of 1 bottle per table. Only 700–750mL bottles are permitted.

If you are interested in an alternate beverage option, such as a minimum pre-paid bar tab your Venue Planner will be able to advise you of the alternative pricing and beverage options.

Please note: Victoria Park does not allow shots at any event.

WEDDING CAKE

Cakes will need to be delivered on the day of your Wedding unless approved otherwise. For Sunday deliveries, please arrange a suitable delivery time with your Venue Planner. If your cake requires assembly then the supplier or a friend or family member will need to do this for you.

Please note: Fridge space and air-conditioned rooms are not guaranteed for storage.

Victoria Park can place cake bags/boxes on the tea & coffee table for guest self-service. If you would like your cake to be boxed/bagged individually for guests, an additional fee will apply.

DIETARY REQUIREMENTS

We can certainly cater for any dietary needs you or your guests may have. When contacted by your Venue Planner with your Wedding Run Sheet, you will also receive our seating list template which includes an area to fill-out the dietary requirements of your guests, their name and what table they are sitting at. Should your guest have a complex dietary requirement, we recommend asking your guest and providing us with a list of what they can eat.

Dietary desserts are available to pre-order for any guests unable to eat your wedding cake. Additional costs will apply.

CHILDREN'S MEALS

We offer children's meals for kids up to and including 12 years of age for \$35 per child. Children above the age of 12 will be served the adult meal and where your Wedding Package includes an alcoholic Beverage Package, all underage guests will be on a non-alcoholic package. Ask your Venue Planner for specific pricing for your package.

CONTRACTOR CATERING

Contractor meals are available to any suppliers who will require a meal during your Reception.

You will need to let your Venue Planner know of any suppliers requiring a contractor meal as this is additional to your wedding package.

- Cocktail Wedding Contractor Meals: \$25.00
- Seated Wedding Contractor Meals: \$44.00

Contractor meals will contribute to your Food & Beverage Minimum Spend however, contractors are not included in your final guest numbers and do not require an assigned seat on your floor plan or seating list.





PHOTOGRAPHY IN THE PARKLANDS

When you book either a ceremony and reception or a reception only at Victoria Park, you can take Bridal photos in Victoria Park Parklands. Golf cart hire is available at an additional cost, see costs below.

Golf Cart Hire

Premium 6-seater golf cart \$250 for each cart

Includes:

- Licensed Victoria Park Driver
- 5 seats for Wedding Party
- Esky including a bottle of Veuve Ambal sparkling wine, four bottled beers, bottled water and selection of crisps

Supplier Golf Cart Hire: Photographer / Videographer

Standard 2-seater golf cart — \$50.00 each cart

Please note: BCC rules require Bridal party to be driven at all times by a licensed staff member from Victoria Park. No member from the wedding party can be driven in supplier cart.

DRONES

Drones are not permitted at Victoria Park Parklands as we are located within the emergency flight path for Royal Brisbane Hospital.

SUPPLIER INFORMATION

SUPPLIERS

You are more than welcome to book any suppliers that you believe best fit your wedding. To get you started, we have put together a list of some amazing suppliers who are regulars at Victoria Park. As an added bonus, many of these suppliers offer an exclusive Victoria Park discount. You can see a full list of our suppliers [here](#).

ACCOMMODATION

Victoria Park's inner-city location means there are plenty of local accommodation options for you and your guests to choose from. Below we have included a small selection of accommodation options with Best Available Rate discounts, which you can pass on to your guests:

- Ovolo, The Valley
- Hyatt Regency Brisbane
- Sofitel

ENTERTAINMENT

All entertainment for your event must adhere to noise restrictions specific to your event space. If you have any questions, your Venue Planner will be able to make recommendations based on your booked space and advise of any limitations that may apply. All bump-in and bump-out times must be discussed with your planner.

Any bands with drum kits must be pre-approved by your planner

PYROTECHNICS & FIREWORKS

Pyrotechnic displays and fireworks can be used with prior approval from Victoria Park through our Preferred Suppliers. Please speak with your Venue Planner about any Pyrotechnics or Fireworks for your event.

Victoria Park will only allow internal fireworks and sparklers provided by G&M Event Group or Skylighter Fireworks. Cold sparklers are also only permitted by these suppliers. Please seek advice from your planner if you need further clarification.





FOR ANY FURTHER QUESTIONS,
CONTACT YOUR VENUE PLANNER

Victoria Park
GOLF • CORPORATE • WEDDINGS • EVENTS • BAR & BISTRO

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