Details

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| **Venue** | | |
|  | Closed for the whole day for private event | |
|  | Setup time | 1400 – 1600hrs  Setup areas:   * Reception table   To be setup by hired vendor (MarieZarezky)   * Extended outdoor area   Extra tables and chairs (EventsPartner)  Floral Arch (MarieZarezky)   * Grazing table arrangement   Arrangement by Mei   * 2x Wine barrel for solemnization table * Office to be converted to make up / changing room * Empty gin bottles on each table for centrepiece * Extra cups on the tables along the march down aisle for rose petals * Table and chairs arrangement for all the 3 areas * **\*To confirm: Menu card for each table** * **\*To confirm: Fridge for 40cm tall cake** |
|  | Usage time | 1700 – 2359hrs (official hours) |
|  | # of staffs | 2x Bartender \*Mark to be onsite  9x floor staff  4x cook |
| **Signage** | | |
|  | A1 size standee for welcome signage  \*Does not include the signage itself. Couple will provide the signage | |
| **Office for makeup room** | | |
|  | Office to be converted make up room for bride. **Strictly only bride, bridesmaid and Makeup artist allowed to enter.** | |
|  | Items to provide | Long standing mirror  Fully drawn curtain / temp block / wall on the other side for private setting |

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| **Indoor Area** | | |
|  | Denise’s family and relative  1x wheelchair bound Granny  1x special care group of Denise friend (Pregnant) | |
|  | Capacity | 26 + 1(Senior Citizen) pax |
|  | # of tables | 3x booth  2x big table |
|  | # of chairs | 6x chairs |
|  | Grazing table | 2x high table  2x long high table  \*To be placed side by side to make up 3M long table for grazing table |
| **Canopy Area** | | |
|  | Kenny’s family and relative | |
|  | Capacity | 33 + 1(Infant) pax |
|  | # of tables | 1x big table  12x low table |
|  | # of chairs | 25x chair |
|  | Kitchen area | 4x cooks |
| **Extended outdoor area** | | |
|  | Friends | |
|  | Capacity | 60pax |
|  | # of tables | 2x Wine barrel Table (Solemnization)  2x Pallet Table  11x Standing Table |
|  | # of chairs | 16x Crate Stool  32x In House High Chair |

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| **Food** | | |
|  | $2,400 for grazing table  $600 for hot food item | |
|  | Grazing table | **Food items / portion**  • Edamame  • Wakame Seaweed Salad  • Soba Salad – Yuzu Dressing  • Edamame Hummus  • Beetroot Hummus  • Veggie Spring Rolls  • Curry Chicken Dumplings  • Shrimp Shumai  • Fresh Veggies  • Mixed Nuts  • Dried Fruits  • Fresh Fruits  • Assorted Crackers  • Assorted Charcuterie  • Assorted Cheeses  • Gummy Bears  Food item label  **\*To confirm: Wedding cake stand**  **\*To confirm: Disposables plates and utensils** |
|  | Hot food item | 120 portions  **\*To confirm: Food items to be discussed and finalized in September when head chef is back**  **\*To confirm: Additional portions can be ordered onsite and paid at same rate** |
| **Beverages** | | |
|  | $5000++ for free flow drinks all night  **\*Additional drinks requested on site, not in the list, to be paid separately** | |
|  | Drinks | **\*To confirm:** 1x Champagne bottle  Customized welcome cocktail  Customized Kenny’s cocktail  Customized Denise’s cocktail  Peroni Beer by the bottle  **\*To confirm:** 1 choice of Mocktail  Coke  Sprite  Orange juice  Still water |

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| **Wedding favour** | | |
|  | Price / bottle : $23++ | |
|  | Bottled cocktail | 200ml  Customized Kenny’s cocktail  Customized Denise’s cocktail  Event exclusive mocktail   |  |  | | --- | --- | | Her | 46 | | His | 46 | | Mocktail | 13 | |  |  | |
| **\*To confirm:** | Bottled mocktail | 200ml  Event exclusive mocktail   |  |  | | --- | --- | | Mocktail | 13 | |  |  | |
|  | Label | Tanglin Gin’s label  Customized design  **\*To confirm: Design to be confirmed in September together with extended outdoor area completion when marketing executive is in** |

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| **Extra table and chair rental** | | |
|  | Extra furniture rental from external vendor to accommodate guests for extended outdoor area  $1500 GST included + transport costs +10% service charge for Tanglin Gin labour  Setup and Teardown supervision and labour to be provided by Tanglin Gin | |
|  | Solemnization Table | 1x WINE BARREL |
|  | Guest Table | 2X PALLET COFFEE TABLE  13X COOPER HIGHTABLE SILVER – BLACK TOP |
|  | Guest Chairs | 16X CRATE STOOL |

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| **Audio / Video** | | |
|  | **\*To confirm: Location of the speaker** | |
|  | # of microphone | 2x wireless microphone |
|  | # of speaker | 2x portable speaker |
| **External vendors** | | |
|  | External vendor engaged for setup of the event | |
| Tanglin | Tanglin : Mei | 1400 – 1600 hrs setup  Tables and decoration. Excluding food items.  1630 -1730 hrs setup  Food items |
| Tanglin | Tanglin : Events partner | 1400 – 1600 hrs setup  Tables and chairs setup for extended outdoor area |
| Couple | Marie Zarezky | 1400 – 1600 hrs setup   1. Faux floral arch at extended outdoor area 2. Decoration setup at reception table |
| Couple | Pixioo | 1730 hrs onwards |
| Couple | Makeup artist | 1730 – 1900 hrs in office room for bride make up |

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| **Area layouts** | |
| Rough layout of all table and chair locations for all 3 areas | |
| Indoor |  |
| Canopy |
| Extended outdoor |

Summary

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| **Action pending Tanglin Gin** | | **Due** |
| 1. | Extended outdoor area to be completed latest by 15 September 2022 | 15 Sep  Done✅ |
| 2. | Contact EventsPartner for proposed table and chair rental for extended outdoor area | Predecessor: Activity 1  Done✅ |
| 3. | Revise wedding favour price per bottle from original 200ml spirit -> 200ml cocktail | Together with Activity 2  Done✅ |
| 4. | Setup meeting with marketing executive to discuss wedding favour label design | Before 30 Sep |
| 5. | Setup onsite meeting after head chef is back to confirm onsite food items | Before 30 Sep |
| 6. | Provide venue layout with confirmed furniture / deco / speaker setting | Predecessor: Activity 1  Done✅ |
| 7. | Setup meeting with Mei to confirm on grazing table detail | Best before 31 Aug  Done✅ |

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| **Action pending Couple** | | **Due** |
| 1. | Provide confirmed guestlist | 31 Aug  Done✅ |
| 2. | Confirm area’s group of guest | Predecessor: Tanglin Activity 1  Done✅ |
| 3. | Provide confirmed # of wedding favour | Predecessor: Tanglin Activity 3  Done✅ |
| 4. | Cocktail mixing session with Mark  \*Welcome drink (done)  \*Kenny (done)  \*Denise (done) | 16 Aug  Done✅ |
| 5. | Deposit  \*Predecessor activity: Revised invoice line items and confirmed venue details | After invoice and detail final revision |
| 6. | A1 Welcome sign | 22 Oct |
| 7. | Day schedule  \*So that venue manager will know who to expect at what time | Before 31 Aug  Done✅ |

Quoted prices

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| --- | --- | --- | --- |
| **Description** | **Quantity** | **Unit Price** | **Cost** |
| Venue Rental | 1 | $5,000.00 | $5,000.00 |
| Food Costs | 120 | $20.00 | $2,400.00 |
| Additional Food Costs | 120 | $5.00 | $600.00 |
| Beverage Costs | 1 | $5,000.00 | $5,000.00 |
| 200ml bottled Cocktail | 92 | $23.00 | $2,300 |
| 200ml bottled Mocktail | 13 | TBC | TBC |
|  |  |  |  |
|  |  | Sub-Total | $15,093.00 |
|  |  | Service Charge | $1,509.30 |
|  |  | GST | $1,162.16 |
|  |  |  |  |
| Furniture Rental | 1 | $1,500.00 | $1,500.00 |
|  |  |  |  |
|  |  | Sub-Total | $1,500.00 |
|  |  | Service Charge | $150.00 |
|  |  |  |  |
|  |  | Combine Total | $19,414.46 |
|  |  | Rounding | $0.04 |
|  |  | Grand Total | $19,414.50 |

T&C

**Notes / Terms**

Terms and Conditions

1. 50% deposit upon confirmation to secure booking
   * Bank Transfer / Wire Transfer / IBanking:

Account Holder: Botani Pte Ltd, Account Number: 048-906804-3, Bank Code: 7171, Branch Code: 081, Swift Code: DBSSSGSG

Name of Beneficiary Bank: DBS Bank, Address of Beneficiary Bank: 12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3, Singapore 018982 Country: Singapore

* + Credit Card:

Mastercard / VISA

1. Remaining 50% balance is to be made within 5 days after the event
2. All additional charges incurred during the event, not stated in this invoice is to be paid for after the event, together with remaining outstanding
3. External vendor(s) hired by couple to decorate / furnish areas of venue as agreed
4. Tanglin Gin will not be liable for external vendor(s), except for vendor(s) hired through / by Tanglin Gin
5. In the case where Tanglin Gin is unable to render the services as agreed, Botani Pte Ltd is liable to compensate / refund, minimum of line item total (inclsuive of GST and Service Charge), that is not fulfilled
6. Photographs taken by Tanglin Gin for commercial / publicity purpose must be in conformation to COPYRIGHT AND PERSONAL DATA IN PORTRAIT PHOTOGRAPHY
7. All monetory value stated in this invoice refers to Singapore Dollars (SGD)