Agreement terms

\*Accurate as of 23 September 2022

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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 * Menu standee for each table * Fridge 25cm x 25cm x 40cm wedding cake * Cake stand on Grazing table * Disposables plates and utensils * Welcome signage * 1x bottle of Champagne |
|  | Usage time | 1700 – 2359hrs (official hours) |
|  | # of staffs | 2x Bartender \*Mark to be onsite  9x floor staff  4x cook |

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| **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  Wedding cake stand  Disposables plates and utensils |
|  | Hot food item | 120 portions  **\*To confirm: Food items**  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 | 1x Champagne bottle  Customized welcome cocktail  Customized Kenny’s cocktail  Customized Denise’s cocktail  Peroni Beer by the bottle  1 choice of Mocktail  Coke  Sprite  Orange juice  Still water |

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| **Wedding favour** | | |
|  | Price / bottle : $23++ | |
|  | Bottled cocktail | 200ml  92x bottles of cocktail  Jungle Juice  Customized label:  Plain with Tanglin logo  Hand written “Denise & Kenny” |
|  | Bottled mocktail | 200ml  13x bottles of mocktail  Customized label:  Plain with Tanglin logo  Hand written “Denise & Kenny” |
|  | Label | Tanglin Gin’s label  Customized label:  Plain with Tanglin logo  Hand written “Denise & Kenny” |

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| **Extra table and chair rental** | | |
|  | Extra furniture rental from external vendor to accommodate guests for extended outdoor area  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** | | |
|  | Location of the speaker to be at 2 corners of extended outdoor  **Do not lay wires in the middle** | |
|  | # of microphone | 2x wired 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 (12 August 2022)

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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 Done✅ |
| 5. | Setup onsite meeting after head chef is back to confirm onsite food items | Before 30 Sep Done✅ |
| 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✅ |

Summary (23 September 2022)

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| **Action pending Tanglin Gin** | | **Due** |
| 1. | Hot food items to be served |  |
| 2. | Mocktail recipe |  |
| 3. | Bottled mocktail price |  |

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| **Action pending Couple** | | **Due** |
| 1. | Deposit | After action pending Tanglin |

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 | $2,116.00 |
| 200ml bottled Mocktail | 13 | TBC | TBC |
| Furniture Rental | 1 | $1,500.00 | $1,500.00 |
|  |  |  |  |
|  |  | Sub-Total | $16,616.00 |
|  |  | Service Charge | $1,661.60 |
|  |  | GST | $1,279.43 |
|  |  | Grand Total | $19,557.03 |

\*Updated 23 September 2022

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 7 days before the event
2. All additional charges incurred during the event, not stated in this invoice is to be paid for 24hrs after the event
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)