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| **Venue**  Setup time  Usage time  # of staff during event  Bartender  Floor  Cook |
| **Signage**  Standee for A1 size welcome signage |
| **Office for makeup room**  Mirror  Private setting for changing room / makeup room |
| **Indoor area**  Capacity:  # of tables  # of chairs  Grazing table arrangement |
| **Canopy area**  Capacity:  # of tables  # of chairs |
| **Extended outdoor area**  Capacity:  # of tables  # of chairs |
| **Food**  Items / portion  Additional Food includes ? |
| **Beverage**  Open tab / Buffet policy ?  Items / portion  3x custom cocktails  1x champagne  # Corkage |
| **Audio / Video**  # of speakers / location  # of microphones |
| **Wedding favour**  200ml bottles of custom spirit / cocktail |
| **Area layouts**  Indoor  Canopy  Extended outdoor |
| **External vendors**  Faux florist  Florist  Table and Chair setup for extended outdoor |