



P.O. Box 100
Berwick, N.S.
B0P 1E0
Phone: (902)847-9000
Fax: (902)847-9005

Wedding Planner's Guide

Congratulations on your upcoming wedding!

Contact Information:

Bride: _____
Telephone #: _____
E-mail: _____
Address: _____

Groom: _____
Telephone #: _____
E-mail: _____
Address: _____

Bride's Parents (if applicable)

Telephone #: _____
E-mail: _____
Address: _____

Groom's Parents (if applicable)

Telephone #: _____
E-mail: _____
Address: _____

Wedding Date: _____
Anticipated number of guests: _____
Location of Wedding Ceremony: _____
Time of Ceremony: ___: ___ am / pm
Expected duration of Ceremony: _____ Hour(s)
Guest Book Location: _____
Cake Table Location: _____
Head Table Location: _____
Gift Table Location: _____
DJ / Dance area: _____



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Your Photographer & Photo Session:

Who is your photographer?

Name: _____

Company: _____

Telephone: _____ E-mail: _____

Address: _____

When and where will the photo session(s) be taking place? ____: ____ am / pm at

How long will the photo session(s) last? _____ Hour(s)

IMPORTANT:

Dinner ***will be ready to serve at the time you have indicated.***

Timing is critical to ensure your meal remains of the highest quality.

Dance:

Should you have a dance, please provide the following information about your DJ or Band.

Name: _____ Company: _____

Telephone: _____ E-mail: _____

Address: _____

SOCAN License #: _____

What time will they arrive to set up? ____: ____ am / pm



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Wedding Reception

What menu have you selected for your reception? _____

Are you aware of anyone with *specific dietary needs* or special requirements?

The meal is to be served at what time? ___: ___ am / pm

We suggest that the majority of speeches and/or audio visual presentations occur during or after dessert.

Beverage Services

Our Beverage Service Licenses do not permit the service of beverage items being supplied from external sources. This includes any donations. All alcoholic beverages served in our facilities must be supplied from regular restaurant inventories.

Wedding Cake

What time will the cake(s) be delivered? ___: ___ am / pm

Will additional items for the cake arrive separately? (ie: flowers, cake topper etc) Yes / No

If yes, when will they be delivered?

Will the cake require refrigeration? Yes / No

When are you planning the official cutting of the cake? _____

Would you like our staff to cut your wedding cake? Yes / No

(A fee of \$150.00 applies)

Would you like the top layer saved? Yes / No



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Room Set-Up & Decorating

Please indicate who will be decorating & when

Name: _____ Company: _____

Telephone: _____ E-mail: _____

Address: _____

When: _____

***Decoration and set up** is to take place on the day of, or the day before, the wedding, unless other arrangements have been made with management.

Decorating Policies

Only masking tape is permitted on any of our wall or ceiling surfaces. Anything that will puncture the walls or ceiling surfaces is not permitted. Examples: *Thumbtacks, Push Pins, Hooks, or Nails etc. may not be used.*

Berwick Heights Golf Course respectfully requests that wedding guest's refrain from bringing any and all forms of confetti into the building.

Candle Policy

Due to our Fire Regulations, no open flames will be permitted on site. Candles are permitted, but must be contained in appropriate holders.

Supervision and Damages

The Golf Course reserves the right to inspect and control all private functions. The golf course does not assume responsibility for personal property and equipment brought into the banquet function. Charges for damage to Golf Course property caused by function guests become the organizer's responsibility.

Two Weeks Prior to your Wedding, and again at one week prior.

At this time, we ask that you please call to guarantee the number of guests attending your reception. (902)847-9000 – Annette

Minimum Charges apply for the Guaranteed Number.

**** This is the number that you will be billed for ****

Smoking Policy

Berwick Heights Golf Course is a designated Smoke-Free Facility. In accordance to Bill No. 125, the Smoke-Free Places Act which was implemented January 1, 2003, the Berwick Heights Golf Course shall abide by this Legislation in that all Public Places in the Province of Nova Scotia will be considered Smoke-free.

