



KANGAROO VALLEY

*Bush Retreat*

# THE INFO PACK

ALL THE INFORMATION YOU NEED TO PLAN  
THE PERFECT CELEBRATION

# INDEX

## -PART ONE- A GOOD PLACE TO START

Pg 5

Pg 6	Site Map
Pg 7	Where to Begin
Pg 8	Meet the Team
Pg 9	The Bush Retreat's Role in your Wedding
Pg 10	An example of a Three Day Wedding

## - PART TWO - HELPFUL DOCUMENTS

Pg 11

Pg 12	Helpful Documents: Introduction
Pg 13-16	Wedding Planning Checklist
Pg 17	Your Wedding Budget
Pg 18-22	Partner Suppliers & One Off Accreditation
Pg 23	Managing your Guest List
Pg 24	Managing the Guest Accommodation
Pg 25-27	Run Sheets
Pg 28-30	Sunset Times
Pg 31	The Techy Stuff
Pg 32-33	Music Policies
Pg 34	Terms & Conditions
Pg 35-36	FAQ's
Pg 37	Pet Policy & Request Form

## - PART THREE - THE ROCK CATHEDRAL

Pg 37

Pg 39	What's Provided
Pg 40	Diagram

## - PART FOUR - THE SUNSET DECK

Pg 40

Pg 42	What's Provided
Pg 43	Diagram

- PART FIVE -  
THE FUNCTION AREA

Pg 43

Pg 45	What's Provided
Pg 46	Diagram
Pg 47	The Furniture
Pg 48-59	Table Layouts
Pg 60	Hanging Points Location

- PART SIX -  
THE BOMA

Pg 60

Pg 62	What's Provided
-------	-----------------

- PART SEVEN -  
THE ACCOMMODATION

Pg 62

Pg 64	Room Locations
Pg 65-71	Luxury Guest Cabins
Pg 72-73	Indigofera: Cabin 8 & The Den Lounge
Pg 74-75	Rubicunda: The Bridal Suite
Pg 76	Campsite

- PART EIGHT -  
FACILITIES

Pg 76

Pg 78-79	Flindersia: Lounge & Kitchen, & Alfresco
Pg 80	The Swimming Pool
Pg 81	Games Area

- PART NINE -  
ACTIVITIES

Pg 81

Pg 83	Why Plan Activities?
Pg 84	Self Organised
Pg 85	Outdoor Adventures
Pg 86	Cultural Experiences
Pg 87	Group Classes

- PART TEN -  
ADDITIONAL INCLUSIONS

Pg 87

Pg 89 Prop & Decorations

- PART ELEVEN -  
INFORMATION FOR YOUR GUESTS

Pg 89

Pg 91 Documents for your Guests:  
Pg 92 Introduction  
Pg 93-94 To Send With your Save the Dates  
To Send with your Invitations  
Pg 95-96 - *Nearby Accommodation*  
  
To Send 1 Month Before the Wedding  
- *Site Map & Directions*  
- *Onsite Guests Information*

- PART TWELVE -  
PRE WEDDING ADMIN

Pg 96

Pg 98 What & When to Complete

### DISCLAIMER

While every care is being taken to ensure the accuracy of this document, the business is an everchanging and developing process that may impact on some of the information provided. We cannot be held liable for any omissions or changes that may occur. This info pack is designed as a handy tool for our booked couples when planning their wedding. While we have done our best to cover every aspect of the wedding planning journey, there may be things that we have not thought to add- we suggest you do your own due diligence to ensure your plans are perfect. This document will be updated at times and the latest version will be applicable.

- PART ONE -

# A GOOD PLACE TO START



# SITE MAP



## SITE MAP

THE SUNSET DECK

THE ROCK CATHEDRAL

CAMPSITE  
→

THE OFFICE

GUEST CABIN 3  
-LIVISTONA-

GUEST CABIN 2  
-PANDOREA-

GUEST CABIN 1  
-ELATA-

FOOD TRUCK BAY

SWIMMING POOL  
& GAMES AREA

GUEST CABIN 4  
-MACULATA-

GUEST LOUNGE  
& KITCHEN

FUNCTION AREA

ALFRESCO AREA

PRIVATE  
MANAGERS  
RESIDENCE

DEN LOUNGE

CABIN 8  
-INDIGOFERA-

BOMA (FIREPIT)  
→

GUEST CABIN 5  
-SASSAFRAS-

GUEST CABIN 6  
-CASUARINA-

BRIDAL SUITE  
-RUBICUNDA-

# WHERE TO BEGIN?



Congratulations! We are excited that you have chosen the Bush Retreat to celebrate your special event. Now the fun can start, making all of your long thought-about dreams turn into reality.

It might seem like a daunting task to plan your fabulous 3-day, 2-night wedding- but if you work your way through this handy info pack, you will be a wedding planning pro in no time. And if you're feeling overwhelmed... don't! You have already secured your venue, which is the BIGGEST part of planning any wedding, so give yourself a pat on the back.

Our best piece of advice to you at this stage is don't rush it. It's very easy to get caught up with planning and booking, but if you follow the recommended Wedding Planning Checklist you will be less stressed and will have taken the time to make sure you get things right.

The first step to your wedding planning is to complete the form, "Getting to know you". The information captured in this form will help us understand what it is you want from the wedding day. If you haven't thought too far ahead, don't worry there is plenty of time to formulate ideas, we are always happy to give inspiration too! Here you will also upload your photo to add to your file.

COMPLETE THE GETTING TO KNOW YOU FORM:

[GO TO FORM](#)

As you work your way through this info pack, you will be guided on how to create the perfect celebration. We are here to help along the way, whether that be to give advice and inspiration or just to be a sounding board!

With Love

The Bush Retreat Team

# MEET THE TEAM

We have an amazing team that will support you through every step of your journey with us. Creating beautiful memories is what we do best and it is all thanks to our friendly and professional team! We are always here to help so you have the best experience planning your wedding all the way up to your wedding day.

## CARLA | WEDDING BOOKINGS

You have been working with our superstar Carla to book your inspection and perfect wedding date. Now that you have locked in your date, you will have a new point of contact.

## SORCHA | VENUE MANAGER & WEDDING ADMINISTRATOR

Sorcha will be with you from the moment you book through to your 3 day celebration. She will be your new best friend, always available to answer any venue related questions. She will be in touch with a link for you to complete all necessary information 3 months before your wedding.

## JACK | VENUE MANAGER

There is no doubt you will not miss Jack onsite. He keeps the venue running and looking fantastic. He will be available to help with all things dealing with the property, maintenance, and a general setup.



# THE BUSH RETREAT'S ROLE

## DURING YOUR WEDDING PLANNING AND THE CELEBRATION

### *WEDDING PLANNING AND COORDINATION*

Wedding planning is one of the most exciting yet daunting things you can do in life. We are here to help guide you through the process. KVBR does not act as your wedding planner, so if you feel like you need one, please do hire one. Some couples like to be independent, and with others, we exchange many emails and have online meetings to share ideas and feedback. Over the 14 years we have been in operation we have seen thousands of different weddings and we know what ingredients go into creating the perfect celebration.

Do you need a coordinator? As long as you are organised with your plans before the wedding our response is no! If you choose suppliers from the accredited suppliers list the wedding will run itself. Your MC is also an important choice, they are responsible for timekeeping and speeches.

We want to make sure you have the best celebration, without any troubles! That is why we have developed our accredited suppliers list, you can just work your way through the list and select the ones you like. We have done the hard work for you of finding suppliers that are highly recommended and travel to our property! If you would like to use a supplier who is not on the list you will need to seek approval from KVBR management before booking them, to see if one-off accreditation can be provided.



### *THE VENUE MANAGERS*

The Venue Managers at KVBR will be there to help with back-of-house things such as showing your band where to set up. We don't like to get involved and dote on you too much- we know you would much rather be with your family & friends. If you don't see the Venue Managers for the extent of your wedding... that means things are going very, very well!

There will be a KVBR Venue Manager onsite 24/7 during your celebration. They will be able to assist with queries, (locked out guests, extra toilet roll etc.) and of course with emergencies. If there is a chance of rain the managers will be on hand to help make sure everything can go ahead, by providing umbrellas to guests or helping to rearrange furniture inside if required. The managers will ensure the property is ready to go when you arrive. On the morning of the wedding they will do a final walk-through and leaf blow of the Rock Cathedral.

To read the full Venue Managers Role please download a copy below.

[DOWNLOAD COPY](#)

# AN EXAMPLE OF A THREE DAY WEDDING FESTIVAL

## DAY ONE



### FINAL TOUCHES

Arrive before your guests and put your personal touches & decorations in place and ready!



### GUEST ARRIVAL

Set a time for your guests to check into the their luxury private, ensuite A/C accommodation.



### WELCOME DINNER & DRINKS

Have a fun filled pre-wedding get-together. We are thinking woodfire pizza truck & cocktails, yum!

## DAY TWO



### EXPLORE, PLAY, RELAX

There is so much your guests can enjoy, onsite and locally. Golf, yoga, or kayaking anyone?



### BEAUTY TIME!

Get glammed up with your bride tribe in our Bridal Suite salon, just don't forget the bubbles.



### THE I DO'S

The moment you have dreamt of. Walk the aisle and say your vows in our ancient Rock Cathedral.



### PHOTOS

It's time to capture photos & memories you will treasure of all of you beautiful people.



### COCKTAIL HOUR

Enjoy canapés & drinks as your musician sings and the sun sets into the valley. Not a bad view...



### SUNSET SHOOT

Sneak off for a few private moments together, the setting sun oozes romance.



### DINNER, DRINKS & DANCING

Now it's time to party! Devour your dinner, cry at the speeches, & boogie on down.



### THE AFTERPARTY

The fun doesn't end when the dancing does! Gossip & drink around the Boma all night long.

## DAY THREE



### RECOVERY BRUNCH

Put on a recovery brunch to help everyone get over their hangovers, & enjoy even more time together.



### A POST WEDDING GAME

Some of the best celebrations end with a group activity. How about a wedding themed scavenger hunt!



### TIME TO SAY GOODBYE

It's sad to say goodbye, but don't cry because it's over. Smile because it happened!

- PART TWO -

# HELPFUL DOCUMENTS



# HELPFUL DOCUMENTS FOR WEDDING PLANNING

In this section, we have created several checklists and templates that you will find very helpful when it comes to your wedding plans! On the relevant pages, you will find a link to download the editable documents. We have also included some handy information about our venue, suppliers and policies.

Pg 12	Helpful Documents: Introduction
Pg 13-16	Wedding Planning Checklist
Pg 17	Your Wedding Budget
Pg 18-21	Partner Suppliers & One Off Accreditation
Pg 22	Managing your Guest List
Pg 23	Managing the Guest Accommodation
Pg 24-26	Run Sheets
Pg 27-29	Sunset Times
Pg 30	The Techy Stuff
Pg 31-32	Music Policies
Pg 33	Terms & Conditions
Pg 34-35	FAQ's
Pg 36	Pet Policy & Request Form



# WEDDING PLANNING CHECKLIST

DOWNLOAD COPY

We love a checklist! We have created this guide to demonstrate all the things you need to think of when planning your wedding, along with the timeline of when to complete the tasks. You can download a PDF copy of this document by following the link.

## IF YOU HAVEN'T ALREADY...

- Complete the "getting to know you" form
- Firm up your wedding budget
- Make a rough guest list of all the people you would love to attend
- Announce engagement

## 13-18 MONTHS BEFORE

- Time to celebrate and have an engagement party
- Choose & confirm your bridal party
- Decide on theme or style of wedding
- Finalise guest list
- Send save the dates to those who are on the list
- Hire a wedding planner (if using)
- Start looking for your wedding outfits, and order or commission the outfits
- Design wedding website (if creating)

## 12 MONTHS BEFORE

- Set up your gift registry or wishing well
- Design invitations & order stationary
- Decide which guests you would like to have stay onsite for the duration
- Look into wedding insurance

Choose and book:

- Music & entertainment
- Photographer
- Videographer

## 9-11 MONTHS BEFORE

- If DIYing anything- start now!
- Purchase bridal party outfits
- Purchase flower girl & pageboy outfits
- Plan your honeymoon

Choose and book:

- Celebrant/Officiant
- Florist
- Stylist

## 6-8 MONTHS BEFORE

- Book in for a tasting with onsite caterers, there are a few scheduled each year
- Order your wedding cake
- Send invites to all guests
- Send through approval requests to KVBR for any suppliers that need approval (before booking them)
- Finalise decisions on decorations and purchase as required
- Order wedding rings

Choose and book:

- MC (paid professional or a wedding guest- they must be organised and reliable)
- Hair & Makeup Artists
- Extra Furniture/ Prop Hire (if required)
- Beverages

## 4-5 MONTHS BEFORE

- Book in hair & makeup trials
- Finalise marriage license with celebrant
- Explore your catering options after you have attended a tasting
- Purchase gifts for wedding party
- Purchase favours for guests
- Check passport for honeymoon
- Purchase or hire any small decorations, accessories and items required
- Ask your special guests family/ to do readings in the ceremony
- Decide how else you wish to personalise the ceremony

Choose and book:

- Childcare (if required)
- Transport (if required)
- Additional Activities

## 2-3 MONTHS BEFORE

- Nominate who will do speeches during the evening reception
- Create the wedding day run sheet
- Make a timetable for the rest of the celebration (from arrival to departure)
- Decide on catering style & menu
- Choose music for the ceremony, cocktail hour & reception
- Decide on the table layout for the function area
- Decide on guest seating arrangement
- Visit the venue or have zoom meeting with KVBR team to discuss plans
- Nominate 'Responsible Persons'

Complete the following documents and send to [weddingadmin@kvbushretreat.com.au](mailto:weddingadmin@kvbushretreat.com.au)

- Bond Form
- Indemnity Waiver
- Pre Stay Questions
- Responsible Persons Nomination & Agreements
- Suppliers List (One-off accreditations to be done 6 months prior to arrival date)
- Photography & Videography Permissions
- Run Sheet
- Table Layout & Seating Plan Bedding Configuration & Room Allocation

Complete the following documents and send to [cateringadmin@kvbushretreat.com.au](mailto:cateringadmin@kvbushretreat.com.au)

- Catering & Menu Selection
- Catering Questions
- Seating & Table Layout
- Drinks List & Cocktail Recipes
- Runsheet

## 3-8 WEEKS TO GO

- Send out handy hints package to your wedding guests
- Write vows
- Final fittings
- Start to wear in new shoes
- Allocate tasks to bridal party & family members for the 3 days
- Pick up and check ring sizing
- Arrange ceremony rehearsal for arrival day (celebrant, parents & bridal party)
- Pick up wedding outfits
- Start any beauty treatments
- Advise caterer of final guest numbers and dietaries
- Advise caterer on number of supplier meals & dietaries
- Decide on catering of additional meals

## 3-8 WEEKS TO GO

- Make final payment for catering
- Confirm bump in and out times along with the expectations with all suppliers
- Write a list of photographs/ footage you would like captured
- Have Hens & Bucks parties
- Write speech for the evening reception

## 1-2 WEEKS TO GO

- Final hair cuts/ trim
- Pack everything you need for the 3 days
- Prepare for honeymoon
- Finish off any DIY projects
- Confirm check in meeting with KVBR manager
- Share schedule & plans with the wedding party & key guests
- Provide housekeeping speech to MC
- Provide checklists of jobs for arrival day, wedding day, and departure day to helpers
- Beauty treatments: tanning, waxing, nails etc

## ARRIVAL DAY

- Confirm arrival time with KVBR managers
- Welcome/Safety Meeting with KVBR managers, responsible people & MC
- Ceremony rehearsal
- Add any decorations or personal touches
- Guests arrive

## WEDDING DAY

- It's all in hand! Time to relax and celebrate!

## DEPARTURE DAY

- Ensure nominated helpers have their departure checklist (remove DIY decorations etc)
- Meet property manager for walkthrough to release bond & farewell

## POST WEDDING ADMIN

- Return any hired clothing or items
- Send thank you cards to guests
- Please write an ABIA nomination for KVBR
- Please provide testimonial & photos to KVBR
- Thank and review suppliers
- Change your name (if doing so)

# WEDDING BUDGET

DOWNLOAD COPY

While planning a wedding it can be very easy to get carried away, that is why we have created this wedding budget template, to help you keep on top of your finances! You can download the full editable Excel document by following the link.



## WEDDING BUDGET

Category	Item to Arrange, Purchase or Hire	Supplier Name	Contact Number	Email	Deposit Due	Deposit Paid	Final Payment	Final Payment Paid	Notes	Financial Contribution from Guests/Famili	Budget	Cost
VENUE & PLANNING HIRE	Wedding Venue	Kangaroo Valley Bush Retreat	02 9053 8540	manager@kvbushretreat.com.au	Upon booking	Paid- (Date)				\$ -	\$ -	\$ -
	Onsite Guest Accommodation	Kangaroo Valley Bush Retreat	02 9053 8540	manager@kvbushretreat.com.au	Upon booking	Paid- (Date)			Accommodation paid by guests	\$ 21,120.00	\$ -	\$ -
	Wedding Couple Accommodation									\$ -	\$ -	\$ -
	Wedding Planner, Stylist or Coordinator									\$ -	\$ -	\$ -
PHOTOGRAPHY & VIDEOGRAPHY	Wedding Insurance									\$ -	\$ -	\$ -
	Photographer									\$ -	\$ -	\$ -
	Videographer									\$ -	\$ -	\$ -
	Photobooth									\$ -	\$ -	\$ -
FASHION	Instant & Film Camera Supplies									\$ -	\$ -	\$ -
	Bride's Dress									\$ -	\$ -	\$ -
	Bride's Veil, Jewelry, Shoes & Accessories									\$ -	\$ -	\$ -
	Bridesmaid Outfits									\$ -	\$ -	\$ -
	Bridesmaid Accessories									\$ -	\$ -	\$ -
	Groom's Attire (Buy or Rent)									\$ -	\$ -	\$ -
PAPER GOODS	Groomsmen Attire (Buy or Rent)									\$ -	\$ -	\$ -
	Flower Girl or Pageboy Attire									\$ -	\$ -	\$ -
	Engagement Announcement									\$ -	\$ -	\$ -
	Save The Date									\$ -	\$ -	\$ -
	Wedding Invitation Suite (Invites, RSVPs)									\$ -	\$ -	\$ -
	Postage									\$ -	\$ -	\$ -
CEREMONY	Ceremony Programs									\$ -	\$ -	\$ -
	Menus									\$ -	\$ -	\$ -
	Table Plans & Place Names									\$ -	\$ -	\$ -
	Table Numbers									\$ -	\$ -	\$ -
	Thank You Cards									\$ -	\$ -	\$ -
	Guestbook									\$ -	\$ -	\$ -
CATERING & DESSERTS	Marriage License Fee									\$ -	\$ -	\$ -
	Officiant Fee									\$ -	\$ -	\$ -
	Vow Books									\$ -	\$ -	\$ -
	Ring Boxes									\$ -	\$ -	\$ -
FLORALS	Wedding Day Catering									\$ -	\$ -	\$ -
	Drinks (Beer, Wine, Cocktails & Non-alcoholic)									\$ -	\$ -	\$ -
	Wedding Cake									\$ -	\$ -	\$ -
	Supplier Meals									\$ -	\$ -	\$ -
BEAUTY	Additional catering									\$ -	\$ -	\$ -
	Bouquets, Boutonnieres & Flower Crowns									\$ -	\$ -	\$ -
	Ceremony Florals (Aisle, Altar & Decor)									\$ -	\$ -	\$ -
	Reception Florals (Centerpieces, Floral Walls, Decor)									\$ -	\$ -	\$ -
	Bride's Hairstylist									\$ -	\$ -	\$ -
	Bridal Party Hairstylists									\$ -	\$ -	\$ -
	Bride's Makeup Artist									\$ -	\$ -	\$ -
	Bridal Party Makeup Artist									\$ -	\$ -	\$ -
	Hair & Makeup Supplies (Lipstick, Perfume, etc)									\$ -	\$ -	\$ -
	Napkins									\$ -	\$ -	\$ -
	Table Linen (if required)									\$ -	\$ -	\$ -
	Attire (if required)									\$ -	\$ -	\$ -

# APPROVED WEDDING SUPPLIERS



Over the years we have curated a list of the most wonderful recommended local wedding suppliers. Everything from make up artists to caterers and everything in between. Suppliers only make their way onto this recommended list after a proven track record of excellence for our wedding couples. With the aid of these approved suppliers, we love seeing weddings run seamlessly with happy stress free couples!

We want all our couples to have the best experience possible on their wedding day, so we strongly encourage you to select your suppliers from the following list of the best local suppliers. All suppliers require approval before working at our venue to check they have the appropriate licenses and to ensure they will adhere to the Bush Retreat's policies. All suppliers on our recommended list have the pre-approval to work at our venue.

**Should you wish to use a supplier that is not on the approved suppliers list - please read page 22.**

# ACCREDITED SUPPLIERS LIST

## PHOTOGRAPHERS

PERMISSION REQUIRED IF BOOKING SOMEONE NOT ON THIS LIST

<b>Red Berry Photography</b>	<a href="http://www.southcoastphotographer.com.au">www.southcoastphotographer.com.au</a>
<b>Mitch Pohl Photography</b>	<a href="http://www.mitchpohl.com.au">www.mitchpohl.com.au</a>
<b>Cole Studios (&amp; videography)</b>	<a href="http://www.colestudios.com.au">www.colestudios.com.au</a>
<b>Gavin Cato</b>	<a href="http://www.gavincato.com.au">www.gavincato.com.au</a>
<b>Translucent Photography</b>	<a href="http://www.translucentphotography.com">www.translucentphotography.com</a>

## VIDEOGRAPHERS

PERMISSION REQUIRED IF BOOKING SOMEONE NOT ON THIS LIST

<b>Mitch Hickman Films</b>	<a href="http://www.mitchhickmanfilms.com.au">www.mitchhickmanfilms.com.au</a>
<b>Somethings Wild</b>	<a href="http://www.somethingswild.com.au">www.somethingswild.com.au</a>
<b>Storytellers Wedding Co.</b>	<a href="http://www.storytellersweddingcollective.com">www.storytellersweddingcollective.com</a>

## DJ'S

PERMISSION REQUIRED IF BOOKING SOMEONE NOT ON THIS LIST

<b>XY DJ</b>	<a href="http://www.xydj.com.au">www.xydj.com.au</a>
<b>The Vintage Stylus</b>	<a href="http://www.thevintagestylus.com">www.thevintagestylus.com</a>
<b>Above &amp; Beyond DJ's</b>	<a href="http://www.aboveandbeyondentertainment.com.au">www.aboveandbeyondentertainment.com.au</a>
<b>Tayzer Music (&amp; Live Musician)</b>	<a href="http://www.tayzermusic.com">www.tayzermusic.com</a>
<b>Headphone Disco</b>	<a href="http://www.headphonedisco.com.au">www.headphonedisco.com.au</a>

## LIVE MUSIC

PERMISSION REQUIRED IF BOOKING SOMEONE NOT ON THIS LIST

<b>White Clover Music</b>	<a href="http://www.whiteclovermusic.com">www.whiteclovermusic.com</a>
<b>Maple Creek</b>	<a href="http://www.maplecreekmusic.com.au">www.maplecreekmusic.com.au</a>
<b>Tillee Music</b>	<a href="http://www.tilleemusic.com">www.tilleemusic.com</a>
<b>Divine Productions</b>	<a href="http://www.divineproductions.com.au">www.divineproductions.com.au</a>
<b>Baker Boys</b>	<a href="http://www.bakerboysband.com.au">www.bakerboysband.com.au</a>

**STYLISTS**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Ivy Lane Collective (&amp; florist)</b>	<a href="http://www.ivylanecollective.com.au">www.ivylanecollective.com.au</a>
<b>Hoorah Events</b>	<a href="http://www.hoorahevents.com.au">www.hoorahevents.com.au</a>
<b>The Wedding &amp; Event Creators</b>	<a href="http://www.weddingeventcreators.com.au">www.weddingeventcreators.com.au</a>

**FLORISTS**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Ivy Lane Collective (&amp; stylist)</b>	<a href="http://www.ivylanecollective.com.au">www.ivylanecollective.com.au</a>
<b>Blossom Love</b>	<a href="http://www.blossomlove.com.au">www.blossomlove.com.au</a>
<b>Maggie Bloom Florals</b>	<a href="http://www.maggiiebloom.com.au">www.maggiiebloom.com.au</a>

**FOOD TRUCKS/ADDITIONAL CATERING**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Rabbit &amp; Co (main caterer)</b>	<a href="http://www.rabbitandcocaterers.com.au">www.rabbitandcocaterers.com.au</a>
<b>Wandering Woodfire Oven</b>	<a href="http://www.wanderingwoodfireoven.com">www.wanderingwoodfireoven.com</a>
<b>Bumpy Road Catering</b>	<a href="http://www.bumpyroadcatering.com.au">www.bumpyroadcatering.com.au</a>
<b>Delilah and Co</b>	<a href="http://www.delilahandcocatering.com">www.delilahandcocatering.com</a>
<b>Franks Espresso Bar</b>	<a href="mailto:Franksespresso@gmail.com">Franksespresso@gmail.com</a>
<b>The Gelato Bike</b>	<a href="http://www.thegelatobike.com.au">www.thegelatobike.com.au</a>

**MOBILE BAR STAFF**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Henry Clive Bar</b>	<a href="http://www.henryclive.com.au">www.henryclive.com.au</a>
<b>Meet Mabel</b>	<a href="http://www.meetmabel.com.au">www.meetmabel.com.au</a>

**CELEBRANTS**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Nicky Surnicky</b>	<a href="http://www.marrymenicky.com.au">www.marrymenicky.com.au</a>
<b>Todd Mayhew</b>	<a href="http://www.marriedbytodd.com">www.marriedbytodd.com</a>
<b>Rosemary Johnson</b>	<a href="http://www.rosemaryjohnson.com.au">www.rosemaryjohnson.com.au</a>

**PROFESSIONAL MC'S**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>White Clover (&amp; Musician)</b>	<a href="http://www.whiteclovermusic.com">www.whiteclovermusic.com</a>
<b>XYDJ (&amp; DJ)</b>	<a href="http://www.xydj.com.au">www.xydj.com.au</a>

**HAIR & MAKEUP**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Making Faces</b>	<a href="http://www.makingfacesmakeup.com.au">www.makingfacesmakeup.com.au</a>
<b>Makeup by Megan</b>	<a href="http://www.makeupbymegan.com.au">www.makeupbymegan.com.au</a>
<b>Absolute Hair by Tia</b>	<a href="http://www.absolutehairbytia.com">www.absolutehairbytia.com</a>

**ACTIVITIES & EXPERIENCES**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Smiles4Miles Photobooths KV</b>	<a href="mailto:smiles4milesphotobooth@outlook.com">smiles4milesphotobooth@outlook.com</a> (local)
<b>Yoga (Private onsite sessions)</b>	<a href="http://www.bowralyoga.blogspot.com">www.bowralyoga.blogspot.com</a>
<b>KV Adventure Company</b>	<a href="http://www.kvadventurecompany.com.au">www.kvadventurecompany.com.au</a>
<b>Valley Outdoors</b>	<a href="http://www.valleyoutdoors.com.au">www.valleyoutdoors.com.au</a>
<b>Gadhungal Murring</b>	<a href="mailto:admin@gadhungalmarring.com.au">admin@gadhungalmarring.com.au</a>

**TRANSPORT**

<b>Berry Bus</b>	<a href="http://www.berrybus.com.au">www.berrybus.com.au</a>
<b>Kennedy's Bus &amp; Coach</b>	<a href="http://www.kennedystours.com.au">www.kennedystours.com.au</a>

**FURNITURE & PROP HIRE**

<b>Shoalhaven Party Hire</b>	<a href="http://www.shoalhavenpartyhire.com">www.shoalhavenpartyhire.com</a>
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**BEVERAGES**

<b>The Drinks Man</b>	<a href="http://www.thedrinksman.com.au">www.thedrinksman.com.au</a>
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**NANNIES & CHILDCARE**

PERMISSION REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>South Coast Nannies</b>	<a href="http://www.southcoastnannies.com.au">www.southcoastnannies.com.au</a>
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**COORDINATOR/ WEDDING PLANNER**

THESE ARE NOT REALLY NEEDED AS THE WEDDINGS RUN THEMSELVES  
 PERMISSION AND MEETING WITH SORCHA REQUIRED IF NOT BOOKING SOMEONE ON THIS LIST

<b>Planned by Page</b>	<a href="http://www.plannedbypage.com.au">www.plannedbypage.com.au</a>
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# ONE-OFF SUPPLIER REQUESTS



We totally understand that you may have a supplier that you want to use that is not on our pre-approved and recommended list, and we love welcoming new suppliers! However, before you secure the services of any supplier not on our list, **you must seek approval from us, prior to you securing their services.** This is to ensure they have the correct licenses, can adhere to the Bush Retreat's policies and that they are not on a small but critical list of suppliers who have not met our guidelines.

In order to gain approval for a supplier, please complete the below form

[ONE- OFF SUPPLIER REQUEST FORM](#)

Upon receipt of this completed form, our venue managers will be in touch directly with the supplier to confirm if they meet our guidelines. Once approval is granted, we shall let you know via email, so that you can then secure the **suppliers services with a deposit.**

# THE GUEST LIST

DOWNLOAD COPY

This guest accommodation Excel document will help you keep track of when your guests have made payment for their accommodation plus help to keep on top of Room Allocations and Bedding Configurations. You can download the full editable Excel document from the above link. Please refer to Part Seven- Accommodation, within this brochure for further information.



## YOUR GUEST LIST

BEFORE THE WEDDING								AFTER THE WEDDING	
Number	Name of Guest	Contact Number	Postal or Email Address ( For Invite)	Invitation Sent?	Confirmed Attending?	Dietaries?	Is the Guest Staying Onsite?	Gift Received- Details	Thank you's sent?
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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24									
25									
26									



# RUN SHEETS

There are some important things to consider when creating your run sheet, below we have outline two of the more important ones.

## THE TIME OF YEAR & DAY OF WEEK

The sunset time is an important factor when determining your run sheet, you don't want to be on the Sunset Deck when it's pitch black. If the wedding is midweek we suggest moving everything forward by an hour or two so that you can still get the same amount of dancing as you would on a weekend wedding.

## THE CATERING

The other very important thing to consider is the catering. Below is the average timing of how long each meal option takes from serving the first plate to clearing the last of the dishes. These averages are based on catering by Rabbit & Co with 100 guests. Please be mindful that the kitchen can't just hit pause on the cooking if speeches run over, things may get dry or cold!

Banquet Feast

75 mins

Alternate Drop

2 course 85 mins or ; 3 course 130 mins

BBQ Feast or Food Trucks

50 mins

Canape Function

4 Hours

## EXAMPLE RUN SHEETS

On the next two pages, you will find example run sheets based on a summer wedding for a weekend and midweek wedding. For this example, we have used Banquet Feast catering. These run sheets can be downloaded and are editable.

# MIDWEEK EXAMPLE RUN SHEET

DOWNLOAD COPY

DAY ONE- ARRIVAL	
2:00 pm	Arrive at KVBR- Bridal Party and families
2:05 pm	Meet with Property Manager
2:20 pm	Self-organised Rehearsal with Bridal Party
3:00 pm	Welcome Meeting/Safety Briefing
5:00 pm	Guests start to arrive
6:00 pm	Put out snacks for BBQ; Self-organised guest activities eg. Bingo, Trivia, Karaoke
6:30 pm	Start BBQ
7:00 pm	All amplified music to move inside
10:00 pm	All amplified music to be turned off
10:05 pm	Start fire at Boma (acoustic music only)
DAY TWO- THE WEDDING MORNING	
PARTNER ONE	
7:00 am	Bridesmaids meet in Bridal Suite
	Give Bridesmaid gifts
	Bridesmaids create breakfast platter
	Hair/Makeup begins
11:20 am	Videographer/Photographer arrives at Bridal Suite
12:00 pm	Caterer delivers light lunch (by prior arrangement)
12:30 pm	Everyone gets dressed and final touches
12:45 pm	Photos
1:00 pm	Final tidy up- make sure everyone is ready
1:35 pm	Leave cabin and start walk to Rock Cathedral
PARTNER TWO	
7:00 am	Breakfast
	Check set up complete with final touches in Function Area/Rock Cathedral/Sunset Deck
8:30 am	Golfing
11:30 am	Return to site- Get ready in the Den
	Showers and get dressed
12:30 pm	Videographer/Photographer visits the Den
1:00 pm	Photos
1:30 pm	Arrive at Rock Cathedral- meet with Celebrant and Musician
GUESTS	
9AM-12PM	Self-organised on/off-site Guest Experiences
DAY TWO CONTINUED- THE CEREMONY ONWARDS	
1:15 pm	Guests arrive at Rock Cathedral
1:45 pm	Ceremony Begins
2:15 pm	Ceremony Concludes
2:25 pm	Congratulations
2:35 pm	Group Photo
2:45 pm	Guests make way to Sunset Deck
	Grazing Table/Sunset Bar Open
2:50 pm	Bridal Party Photos - Bridal Party Picnic
3:00 pm	DJ/ Musician Set up and Sound Checks in Function Area- DJ to meet with onsite KVBR managers
3:15 pm	Canapes
3:35 pm	Bridal party arrive to Sunset Deck
4:35 pm	MC announce guests to move to Function Area
4:40 pm	Function Area Bar Open
4:50 pm	MC Introduction and Safety Briefing
5:00 pm	Bridal Party/Parents enter the Function Area reception
5:10 pm	MC further introduction/1st round of speeches - please identify how many and who is speaking
5:25 pm	Dinner Service Begins
6:15 pm	Start to clear
	Bride/Groom sunset photos
6:40 pm	2nd round of speeches - please identify how many and who is speaking
7:05 pm	Cutting of the cake
7:10 pm	First Dance
7:15 pm	Dance with Mother/Father
7:20 pm	Dancing
	Dessert Table with Tea/Coffee
	Photographer/Videographer end
9:00 pm	Feasters
10:00 pm	Bar closes (becomes self service)
	Amplified music to be turned off
	Guests go to Boma (Acoustic music only- a guitar etc.)
DAY THREE- DEPARTURE	
10:00 am	Recovery Breakfast
	Activities in Games Area/Pool
12:00 pm	Guests check out
	Pack up Begins
1:00 pm	Departure Meeting with KVBR Managers/Final Look over property
2:00 pm	Depart

# WEEKEND EXAMPLE RUN SHEET

[DOWNLOAD COPY](#)

DAY ONE- ARRIVAL	
2:00 pm	Arrive at KVBR- Bridal Party and families
2:05 pm	Meet with Property Manager
2:20 pm	Self-organised Rehearsal with Bridal Party
3:00 pm	Welcome Meeting/Safety Briefing
5:00 pm	Guests start to arrive
6:00 pm	Put out snacks for BBQ; Self-organised guest activities eg. Bingo, Trivia, Karaoke
6:30 pm	Start BBQ
7:00 pm	All amplified music to move inside
12:00 am	All amplified music to be turned off
12:05 am	Start fire at Boma (acoustic music only)
DAY TWO- THE WEDDING MORNING	
PARTNER ONE	
8:00 am	Bridesmaids meet in Bridal Suite
	Give Bridesmaid gifts
	Bridesmaids create breakfast platter
	Hair/Makeup begins
12:00 pm	Caterer delivers light lunch (by prior arrangement)
12:30 pm	Videographer/Photographer arrives at Bridal Suite
2:00 pm	Everyone gets dressed and final touches
2:15 pm	Photos
2:45 pm	Final tidy up- make sure everyone is ready
2:50 pm	Leave cabin and start walk to Rock Cathedral
PARTNER TWO	
8:00 pm	Breakfast
	Check set up complete with final touches in Function Area/Rock Cathedral/Sunset Deck
10:00 am	Golfing
1:00 am	Return to site- Get ready in the Den
	Showers and get dressed
1:30 pm	Videographer/Photographer visits the Den
2:30 pm	Photos
2:45 pm	Arrive at Rock Cathedral- meet with Celebrant and Musician
GUESTS	
9AM-2PM	Self-organised on/off-site Guest Experiences
DAY TWO CONTINUED- THE CEREMONY ONWARDS	
2:30 pm	Guests arrive at Rock Cathedral
3:00 pm	Ceremony Begins
3:30 pm	Ceremony Concludes
3:40 pm	Congratulations
3:45 pm	Group Photo
3:50 pm	Guests make way to Sunset Deck
	Grazing Table/Sunset Bar Open
3:50 pm	Bridal Party Photos - Bridal Party Picnic
4:15 pm	Canapes
4:30 pm	DJ/ Musician Set up and Sound Checks in Function Area- DJ to meet with onsite KVBR managers
4:45 pm	Bridal party arrive to Sunset Deck
5:30 pm	MC announce guests to move to Function Area
5:30 pm	Function Area Bar Open
5:45 pm	MC Introduction and Safety Briefing
5:50 pm	Bridal Party/Parents enter the Function Area reception
5:55 pm	MC further introduction/1st round of speeches - please identify how many and who is speaking
6:10 pm	Dinner Service Begins
7:00 pm	Start to clear
	Bride/Groom sunset photos
7:20 pm	2nd round of speeches - please identify how many and who is speaking
7:40 pm	Cutting of the cake
7:45 pm	First Dance
7:50 pm	Dance with Mother/Father
7:55 pm	Dancing
	Dessert Table with Tea/Coffee
	Photographer/Videographer end
9:45 pm	Feasters
12:00 am	Bar closes (becomes self service)
	Amplified music to be turned off
	Guests go to Boma (Acoustic music only- a guitar etc.)
DAY THREE- DEPARTURE	
10:00 am	Recovery Breakfast
	Activities in Games Area/Pool
12:00 pm	Guests check out
	Pack up Begins
1:00 pm	Departure Meeting with KVBR Managers/Final Look over property
2:00 pm	Depart

# SUNSET TIMES 2026

Your wedding day and planning of the run sheet should be guided by the sunset times.- there wouldn't be much of a view from the sunset deck when it's dark! We have put together the predicted sunset times for the next three years. We suggest using this in conjunction with the run sheets to get the timing right! For more detailed information on sunrise, sunset and day lengths visit:

[www.sunrise-and-sunset.com](http://www.sunrise-and-sunset.com)

Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1st	20:14	20:04	19:35	18:53	17:16	16:54	16:57	17:16	17:38	18:00	19:26	19:55
2nd	20:14	20:04	19:34	18:51	17:15	16:54	16:57	17:17	17:39	18:01	19:27	19:56
3rd	20:14	20:03	19:32	18:50	17:14	16:54	16:58	17:17	17:40	18:02	19:28	19:57
4th	20:14	20:02	19:31	18:48	17:13	16:54	16:58	17:18	17:41	19:02	19:29	19:58
5th	20:14	20:01	19:30	17:47	17:12	16:53	16:59	17:19	17:41	19:03	19:30	19:59
6th	20:14	20:00	19:28	17:46	17:11	16:53	16:59	17:20	17:42	19:04	19:31	20:00
7th	20:14	19:59	19:27	17:44	17:10	16:53	17:00	17:20	17:43	19:05	19:32	20:01
8th	20:14	19:58	19:26	17:43	17:09	16:53	17:00	17:21	17:43	19:06	19:33	20:01
9th	20:14	19:57	19:24	17:42	17:08	16:53	17:01	17:22	17:44	19:06	19:34	20:03
10th	20:14	19:56	19:23	17:40	17:06	16:53	17:01	17:23	17:45	19:07	19:35	20:04
11th	20:14	19:56	19:22	17:39	17:05	16:53	17:02	17:23	17:46	19:08	19:36	20:04
12th	20:14	19:55	19:20	17:38	17:05	16:53	17:03	17:24	17:46	19:09	19:37	20:05
13th	20:14	19:53	19:19	17:37	17:04	16:53	17:03	17:25	17:47	19:10	19:38	20:06
14th	20:14	19:52	19:17	17:35	17:03	16:53	17:04	17:26	17:48	19:10	19:39	20:06
15th	20:13	19:51	19:16	17:34	17:02	16:53	17:04	17:26	17:48	19:11	19:40	20:07
16th	20:13	19:50	19:15	17:33	17:02	16:53	17:05	17:27	17:49	19:12	19:41	20:08
17th	20:13	19:49	19:13	17:31	17:01	16:53	17:06	17:28	17:50	19:13	19:42	20:08
18th	20:12	19:48	19:12	17:30	17:00	16:53	17:06	17:28	17:51	19:14	19:43	20:09
19th	20:12	19:47	19:11	17:29	17:00	16:54	17:07	17:29	17:51	19:15	19:44	20:09
20th	20:12	19:46	19:09	17:28	16:59	16:54	17:08	17:30	17:52	19:16	19:45	20:10
21st	20:11	19:45	19:08	17:27	16:59	16:54	17:08	17:31	17:53	19:16	19:46	20:10
22nd	20:11	19:43	19:06	17:25	16:58	16:54	17:09	17:31	17:53	19:17	19:47	20:11
23rd	20:10	19:42	19:05	17:24	16:58	16:54	17:10	17:32	17:54	19:18	19:48	20:11
24th	20:10	19:41	19:04	17:23	16:57	16:54	17:10	17:33	17:55	19:19	19:49	20:12
25th	20:09	19:40	19:02	17:22	16:57	16:55	17:11	17:33	17:56	19:20	19:50	20:12
26th	20:08	19:39	19:01	17:21	16:56	16:55	17:12	17:34	17:56	19:21	19:51	20:13
27th	20:08	19:37	18:59	17:20	16:56	16:55	17:12	17:35	17:57	19:22	19:52	20:13
28th	20:07	19:36	18:58	17:19	16:55	16:56	17:13	17:36	17:58	19:23	19:53	20:13
29th	20:07		18:57	17:18	16:55	16:56	17:14	17:36	17:58	19:24	19:54	20:13
30th	20:06		18:55	17:17	16:55	16:57	17:15	17:37	17:59	19:25	19:54	20:14
31st	20:05		18:54		16:54		17:15	17:38		19:25		20:14

# SUNSET TIMES 2027

Your wedding day and planning of the run sheet should be guided by the sunset times.- there wouldn't be much of a view from the sunset deck when it's dark! We have put together the predicted sunset times for the next three years. We suggest using this in conjunction with the run sheets to get the timing right! For more detailed information on sunrise, sunset and day lengths visit:

[www.sunrise-and-sunset.com](http://www.sunrise-and-sunset.com)

Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1st	20:13	20:03	19:34	18:52	17:15	16:54	16:56	17:15	17:37	17:59	19:25	19:54
2nd	20:13	20:03	19:33	18:51	17:14	16:53	16:57	17:16	17:38	18:00	19:26	19:55
3rd	20:13	20:02	19:32	18:49	17:13	16:53	16:57	17:17	17:39	19:00	19:27	19:56
4th	20:13	20:01	19:30	17:48	17:12	16:53	16:57	17:17	17:40	19:01	19:28	19:57
5th	20:13	20:00	19:29	17:47	17:11	16:53	16:58	17:18	17:40	19:02	19:29	19:57
6th	20:13	19:59	19:28	17:45	17:10	16:53	16:58	17:19	17:41	19:03	19:30	19:58
7th	20:13	19:58	19:26	17:44	17:09	16:52	16:59	17:19	17:42	19:04	19:31	19:59
8th	20:13	19:58	19:25	17:43	17:08	16:52	16:59	17:20	17:42	19:04	19:32	20:00
9th	20:13	19:57	19:24	17:41	17:07	16:52	17:00	17:21	17:43	19:05	19:33	20:01
10th	20:13	19:56	19:22	17:40	17:07	16:52	17:01	17:22	17:44	19:06	19:34	20:02
11th	20:13	19:55	19:21	17:39	17:06	16:52	17:01	17:22	17:44	19:07	19:35	20:02
12th	20:13	19:54	19:20	17:37	17:05	16:52	17:02	17:23	17:45	19:08	19:36	20:03
13th	20:13	19:53	19:18	17:36	17:04	16:52	17:02	17:24	17:46	19:08	19:37	20:04
14th	20:12	19:52	19:17	17:35	17:03	16:52	17:03	17:25	17:47	19:09	19:38	20:04
15th	20:12	19:51	19:15	17:33	17:03	16:52	17:04	17:25	17:47	19:10	19:39	20:05
16th	20:12	19:49	19:14	17:32	17:02	16:52	17:04	17:26	17:48	19:11	19:40	20:06
17th	20:12	19:48	19:13	17:31	17:01	16:52	17:05	17:27	17:49	19:12	19:41	20:06
18th	20:11	19:47	19:11	17:30	17:00	16:52	17:05	17:27	17:49	19:13	19:42	20:07
19th	20:11	19:46	19:10	17:28	17:00	16:53	17:06	17:28	17:50	19:13	19:43	20:08
20th	20:10	19:45	19:09	17:27	16:59	16:53	17:07	17:29	17:51	19:14	19:44	20:08
21st	20:10	19:44	19:07	17:26	16:59	16:53	17:07	17:30	17:52	19:15	19:45	20:09
22nd	20:10	19:43	19:06	17:25	16:58	16:53	17:08	17:30	17:52	19:16	19:46	20:09
23rd	20:09	19:41	19:04	17:24	16:57	16:53	17:09	17:31	17:53	19:17	19:46	20:10
24th	20:09	19:40	19:03	17:23	16:57	16:54	17:09	17:32	17:54	19:18	19:47	20:10
25th	20:08	19:39	19:02	17:21	16:56	16:54	17:10	17:32	17:54	19:19	19:48	20:11
26th	20:07	19:38	19:00	17:20	16:56	16:54	17:11	17:33	17:55	19:20	19:49	20:11
27th	20:07	19:37	18:59	17:19	16:56	16:55	17:12	17:34	17:56	19:20	19:50	20:11
28th	20:06	19:35	18:57	17:18	16:55	16:55	17:12	17:35	17:57	19:21	19:51	20:12
29th	20:06		18:56	17:17	16:55	16:55	17:13	17:35	17:57	19:22	19:52	20:12
30th	20:05		18:55	17:16	16:54	16:56	17:14	17:36	17:58	19:23	19:53	20:12
31st	20:04		18:53		16:54		17:14	17:37		19:24		20:12

# SUNSET TIMES 2028

Your wedding day and planning of the run sheet should be guided by the sunset times.- there wouldn't be much of a view from the sunset deck when it's dark! We have put together the predicted sunset times for the next three years. We suggest using this in conjunction with the run sheets to get the timing right! For more detailed information on sunrise, sunset and day lengths visit:

[www.sunrise-and-sunset.com](http://www.sunrise-and-sunset.com)

Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1st	20:14	20:05	19:34	18:52	17:15	16:54	16:57	17:16	17:39	19:01	19:27	19:56
2nd	20:14	20:04	19:33	17:50	17:14	16:54	16:58	17:17	17:40	19:01	19:28	19:57
3rd	20:14	20:03	19:32	17:49	17:13	16:54	16:58	17:18	17:40	19:02	19:29	19:58
4th	20:14	20:02	19:30	17:48	17:12	16:54	16:59	17:19	17:41	19:03	19:30	19:58
5th	20:14	20:02	19:29	17:46	17:11	16:53	16:59	17:19	17:42	19:04	19:31	19:59
6th	20:14	20:01	19:28	17:45	17:10	16:53	17:00	17:20	17:42	19:04	19:32	20:00
7th	20:14	20:00	19:26	17:44	17:09	16:53	17:00	17:21	17:43	19:05	19:33	20:01
8th	20:14	19:59	19:25	17:42	17:08	16:53	17:01	17:21	17:44	19:06	19:34	20:02
9th	20:14	19:58	19:24	17:41	17:08	16:53	17:01	17:22	17:44	19:07	19:35	20:03
10th	20:14	19:57	19:22	17:40	17:07	16:53	17:02	17:23	17:45	19:08	19:36	20:03
11th	20:14	19:56	19:21	17:38	17:06	16:53	17:02	17:24	17:46	19:08	19:37	20:04
12th	20:14	19:55	19:20	17:37	17:05	16:53	17:03	17:24	17:47	19:09	19:38	20:05
13th	20:14	19:54	19:18	17:36	17:04	16:53	17:03	17:25	17:47	19:10	19:39	20:05
14th	20:14	19:53	19:17	17:35	17:04	16:53	17:04	17:26	17:48	19:11	19:40	20:06
15th	20:13	19:52	19:15	17:33	17:03	16:53	17:05	17:27	17:49	19:12	19:41	20:07
16th	20:13	19:51	19:14	17:32	17:02	16:53	17:05	17:27	17:49	19:13	19:42	20:07
17th	20:13	19:50	19:13	17:31	17:01	16:53	17:06	17:28	17:50	19:13	19:43	20:08
18th	20:12	19:49	19:11	17:30	17:01	16:53	17:07	17:29	17:51	19:14	19:44	20:09
19th	20:12	19:48	19:10	17:28	17:00	16:53	17:07	17:30	17:52	19:15	19:45	20:09
20th	20:12	19:46	19:08	17:27	17:00	16:54	17:08	17:30	17:52	19:16	19:45	20:10
21st	20:11	19:45	19:07	17:26	16:59	16:54	17:09	17:31	17:53	19:17	19:46	20:10
22nd	20:11	19:44	19:06	17:25	16:58	16:54	17:09	17:32	17:54	19:18	19:47	20:11
23rd	20:10	19:43	19:04	17:24	16:58	16:54	17:10	17:32	17:55	19:19	19:48	20:11
24th	20:10	19:42	19:03	17:23	16:57	16:55	17:11	17:33	17:55	19:20	19:49	20:12
25th	20:09	19:40	19:02	17:21	16:57	16:55	17:11	17:34	17:56	19:20	19:50	20:12
26th	20:09	19:39	19:00	17:20	16:56	16:55	17:12	17:35	17:57	19:21	19:51	20:12
27th	20:08	19:38	18:59	17:19	16:56	16:56	17:13	17:35	17:57	19:22	19:52	20:13
28th	20:08	19:37	18:57	17:18	16:56	16:56	17:14	17:36	17:58	19:23	19:53	20:13
29th	20:07	19:35	18:56	17:17	16:55	16:56	17:14	17:37	17:59	19:24	19:54	20:13
30th	20:06		18:55	17:16	16:55	16:57	17:15	17:37	18:00	19:25	19:55	20:14
31st	20:05		18:53		16:55		17:16	17:38		19:26		20:14

# THE TECHY STUFF



## POWER

*All of the high-use areas on the property have access to at least one standard 3-pin 10amp plug. This includes the Sunset Deck, Rock Cathedral, Alfresco Area, Games Area & Pool. If required please bring your own power boards & leads.*

## WATER

*The Bush Retreat is on rainwater only, this is treated and safe to drink. We do ask that the water is treated as precious and that overly long showers are not taken.*

## MICROPHONE

*We will have 2 cordless microphones. You are welcome to use this microphone for your speeches.*

## PROJECTOR

*We have a projector & screen in the Function Area which you are welcome to use. All AV cables are provided to hook up to laptops/phones.*

## SPEAKERS

*You are required to ensure that your musician provides their speakers for performing. We have built-in speakers that work in conjunction with the microphone & projector. The speakers are not to be used to play music.*

## LIGHTING

*All pathways around the property are lit. Within the Function Area, there are uplights, festoon lights and LED strip lights. There is also festoon lighting in the Alfresco Area.*

## TV

*There is a Smart TV in the Guest Lounge that picks up local channels. It is often this is used by babysitters for occupying children during the wedding reception.*

## INTERNET/ WIFI

*Kangaroo Valley is unfortunately not known to have the best signal... Wifi is available in the Function Area, Guest Lounge, and the surrounding decks.*

# MUSIC POLICY

DOWNLOAD COPY

We want all our couples have the most wonderful stay and our music policy makes sure that everyone stays happy! This music and noise policy must be adhered to throughout the duration of your booking in order to maintain our wedding DA. All musicians must be approved by management and sign our Accredited Vendor Terms prior to securing their services, please ensure that they are able to comply with the outlined policies.

## THE POLICY

***Council policy restricts when amplified music can be played on our property. Amplified music is classified as any type of music played through any form of speaker, this includes but is not limited to, professional speakers, UE booms and phone speakers. The policy is valid for both live acts and for recorded music. This is our one and only major licence requirement on the property and it is strictly enforced. Heavy bass music is strictly not permitted on our property at anytime.***

## THE FUNCTION AREA

Amplified music can be played within our Function Area on the condition that the noise is contained inside by ensuring the doors and windows remain closed. The amplified music must cease no later than Midnight on Friday and Saturday and 10:00 PM on all the other nights. After that time you are allowed quiet acoustic music only (but no drums), so encourage your musical friends to pack a guitar! Failure to cease music at the allocated time will result in a loss of power in the Function Area.

There is a strict noise limit of 90db(A) in the Function Area at all times. It is measured and enforced by our noise limiter and also measured by our managers with a handheld decibel reader. If the Venue Managers find the music to be over the allowed decibels they will tell your musician to turn the volume down. If a breach in volume occurs multiple times this is a contravention of our license and we reserve the right to cease all music for the remainder of the event.

Please note that our property does have limited WIFI and limited phone signal, so any musicians who usually stream songs will need to make other arrangements.

## MUSIC OUTSIDE

After 7:00 PM, all amplified music (including all speakers of any size, even phone speakers and UE booms) must cease anywhere on the property apart from within the Function Area. If music is playing after this time outside of the area, we will ask for it to be turned off and have the right to confiscate the source of the noise. While we are a beautiful bush property we do have close neighbours and must be respectful of them. We are not a music festival venue.

### THE ROCK CATHEDRAL AND SUNSET DECK

Amplified and acoustic music can be played here only for the duration of your wedding ceremony and cocktail hour and any rehearsals. Music must be under 70db and not be bass weighted. No music can be played in the Rock Cathedral other than the allotted times and must cease by 7:00 PM should your event run past this time.

### THE POOL, GAMES, ALFRESCO AND GENERAL AREAS

Boom Boxes, external portable speakers and any other form of amplified music can only be used between the hours of 9:00 AM-5:00 PM with the approval of the Venue Managers. No commercial speakers can be used in this area. Music must be under 70db and not be bass weighted.

### THE BOMA

Respectful and quiet acoustic only music can be played here all night long. Please encourage your friends to bring stringed instruments to enjoy around the firepit (no drums allowed). Strictly no amplified music including personal speakers at any time. Should the Venue Managers find the noise to exceed an acceptable level the acoustic music privileges can be revoked.

# SUNSET DECK MUSIC POLICY

DOWNLOAD COPY

We want all our couples have the most wonderful stay and our music policy makes sure that everyone stays happy! This music and noise policy must be adhered to throughout the duration of your booking in order to maintain our wedding DA. All musicians must be approved by management and sign our Accredited Vendor Terms prior to securing their services, please ensure that they are able to comply with the outlined policies. This document is to be used in conjunction with the Venue Music Policy document.

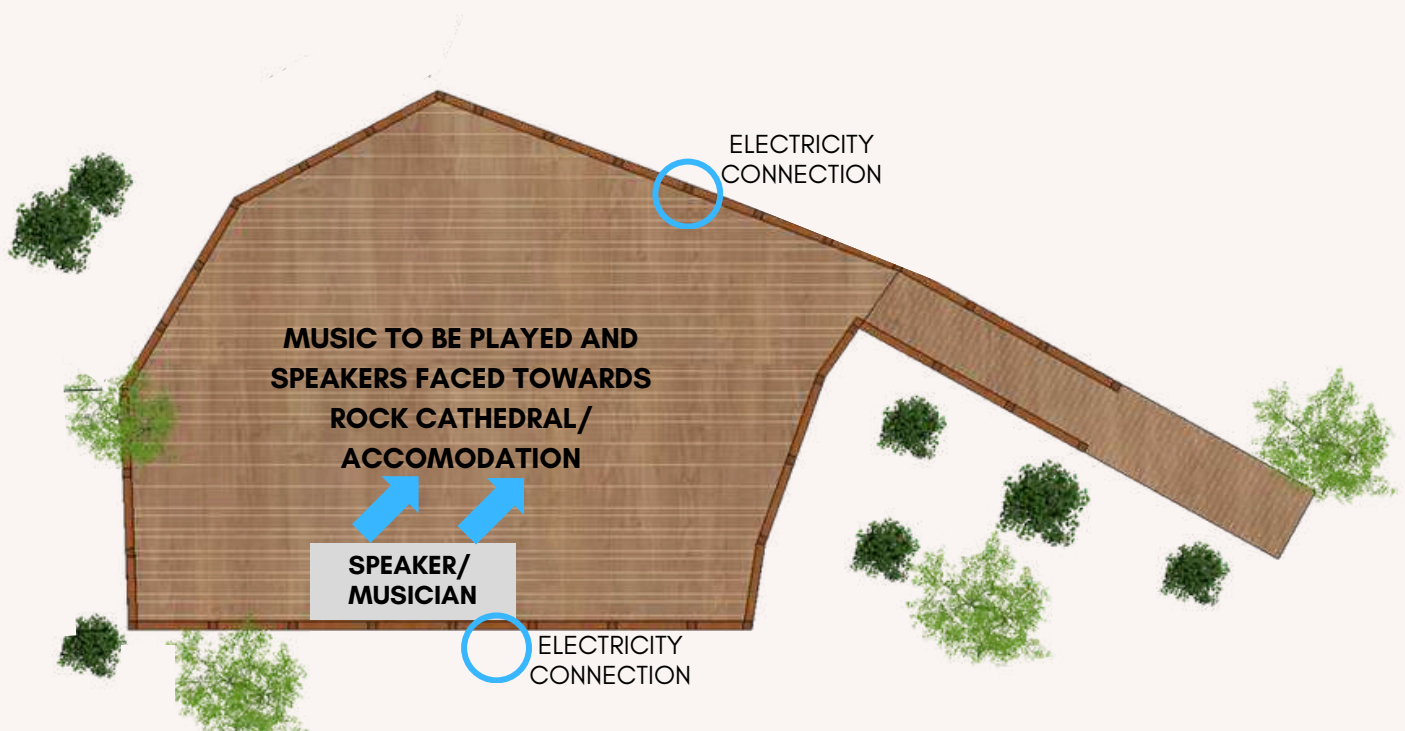
## THE POLICY

***Amplified and acoustic music can be played within the Rock Cathedral and on the Sunset Deck for the duration of your wedding ceremony and cocktail hour and any rehearsals. Music must be under 70db and not be bass weighted. No music can be played in the Rock Cathedral or on the Sunset Deck other than the allotted times and must cease by 7:00 PM even if your event should your event run past this time.***

***Any speakers on the Sunset Deck must be positioned according to the diagram below- they cannot be placed in any other location. This is minimise noise disruption to our neighbours.***

## SUNSET DECK MUSIC SET UP MAP

**All speakers/ musicians must set up in the allocated area, and have any speakers positioned to play in towards the venue as indicated on the map below.**



# TERMS & CONDITIONS

At the time of booking, you would have received a copy of our terms & conditions. From time to time our T&Cs will be updated. It is important that you keep up to date with the latest changes. You can find a copy of our current conditions via the link below.



[VIEW OUR CURRENT TERMS AND CONDITIONS](#)

[SEE T&C'S](#)

# FAQ'S

## WHAT IS MY PAYMENT SCHEDULE?

*You can find details of your payment schedule on your booking agreement, also within the T&Cs.*

## CAN I CHECK IN EARLY?

*We are a very busy venue! We have back to back weddings and work in short turnaround times. Because of this, our team needs the full 24 hours to prepare the venue from the previous wedding.*

## WHEN CAN I HAVE THINGS DELIVERED TO THE PROPERTY

*All deliveries & collections must take place within your booking period timeframe.*

## HOW MANY CAR PARKING SPACES ARE THERE?

*There are 55 car parking spaces- if by some miracle you manage to fill all up the spots, we are on 100 acres and there are plenty of other places that we can arrange for parking.*

## IS THE PROPERTY SUITABLE FOR WHEELCHAIR ACCESS?

*We have made sure that all your guests can attend every key part of your wedding day, including the Rock Cathedral, Sunset Deck & Function Area. And wherever there are steps, there is another route that can be taken. We have 2 disabled bedrooms, and we even have a bush wheelchair that you are welcome to use, if you have someone attending who is not the best on their feet.*

## IS CONFETTI ALLOWED?

*The only confetti they we allow on our property is hole-punched gum leaves- you can buy this on eBay or make it yourselves! We do not want things that are not native to the Rock Cathedral spoiling this special space. This natural confetti can easily be leaf blown by the property manager so that it is not visible for the next wedding.*

## ARE DRONES ALLOWED?

*Only your hired professional photographers and videographers may use drones onsite. Please send them the Drone Policy found on the Document Hub [here](#). They must meet with us once onsite so we can point out our property lines.  
We have a NO DRONE policy for all guests.*

## DO YOU PROVIDE ANY DECORATIONS?

*Over the years it has become evident to us just how unique and different each wedding is. For that reason, we don't provide any decorations. We do however provide props to help you in your decorating. We can provide you with hanging greenery baskets, a selection of arbours and easels. See Part Ten, Additional Inclusions.*

## I AM DOING DIY DECORATIONS, WHAT DO I NEED TO BRING?

*If you are one of our creative couples and plan to have fun crafting your own decorations, please don't forget to bring anything you will need to install them such as scissors, tape, rope, cable ties etc. We have brooms and dustpans available for you to use if you make a mess! Ladders can be provided on request. There are also designated hanging points for you to use.*

## DO I HAVE TO CLEAN AFTER THE WEDDING?

*You are responsible for leaving the property in a respectful condition (similar to if you were hiring a holiday house). Please refer to the Pack Down Checklist for more information.*

## DO I NEED TO FILL UP ALL THE ACCOMODATION?

*You have exclusive access to the Bush Retreat when you book your wedding. We won't fill empty rooms with outside bookings. Guests do prefer to stay onsite and filling up the rooms is rarely an issue. However, If any rooms remain vacant, you'll be invoiced for the total amount.*

## CAN MY GUESTS CAMP, GLAMP OR USE THEIR CARAVAN ONSITE?

*Our Campsite has 20 unpowered tent only camp sites to accommodate up to 40 guests. BYO tent, camping supplies, linen, towels and amenities. There is an Amenities Block available with warm showers. There is space for 2 caravans or vehicle style camping off the grassed area.*

## CAN CHILDREN STAY WITH THEIR PARENTS IN THE ACCOMMODATION?

*Yes, we have 5 porta cots for babies that can be used upon request- the parents are responsible for assembling and providing bedding and linen. No spare beds or bedding are provided for children.*

## WHAT IF THERE IS A TOTAL FIRE BAN DURING OUR STAY?

*On some days, a total fire ban may be declared due to the conditions. When a total fire ban is in place no open flames are permitted outdoors. This includes but is not limited to lighting the Boma and the use of sparklers. If we are operating under a total fire ban during your stay, we will notify you and your Responsible People.*

## IS FIREWOOD PROVIDED?

*Firewood is provided free of charge for the indoor fireplaces in the Function Area & Guest Lounge. We can order firewood with prior arrangements for you for the Boma at a charge of \$300, or you are welcome to bring your untreated wood to use.*

## CATERING FOR OTHER MEALS, FOOD TRUCKS

*Our favourite caterers Rabbit and Co. are available to cater for all your meals, including the night before and the morning after your wedding. However you are also welcome to self-cater these additional meals on the day before, the morning of, and the day after, and we have barbeques and a guest kitchen for your convenience. You can also use one of the recommended suppliers to bring in a food truck, which must be placed in the Food Truck Bay.*

## CAN I VISIT THE PROPERTY BEFORE MY WEDDING?

*Of course! There are only limited dates and times when we can accommodate you, but please reach out to Sorcha via email: [weddingadmin@kvbushretreat.com](mailto:weddingadmin@kvbushretreat.com) to see when is available.*

# PET POLICY & REQUEST FORM

Many of us have a furry best friend, but due to the nature of the property (unfenced cliffs, waterways, and an abundance of wildlife), we cannot accommodate pets onsite. However, we may be able to make a special exemption just for the couple getting married with prior approval from management.



REQUEST FOR PET TO ATTEND KVBR

[GO TO FORM](#)

- PART THREE -

# THE ROCK CATHEDRAL



## WHAT'S PROVIDED

Within the Rock Cathedral, are 20 beautifully handcrafted benches at a variety of lengths, which can accommodate between 100-120 people. There are 2 platforms, the top one comes with a signing table and 2 chairs.

Power will be made available for your ceremony. In the event of wet weather we have custom-made bench covers so everyone gets a dry seat, and matching large umbrellas for your guests to share.

On the morning of your wedding, the Venue Manager will do one final walk-through and leaf blow to ensure the track and ceremony spaces are ready for your walk down the aisle!

There is also the beautiful bush dressing room, which is located just before the entrance to the cathedral. This space contains a full-length mirror and a bench.

# THE ROCK CATHEDRAL DIAGRAM



- PART FOUR -

# THE SUNSET DECK



## WHAT'S PROVIDED

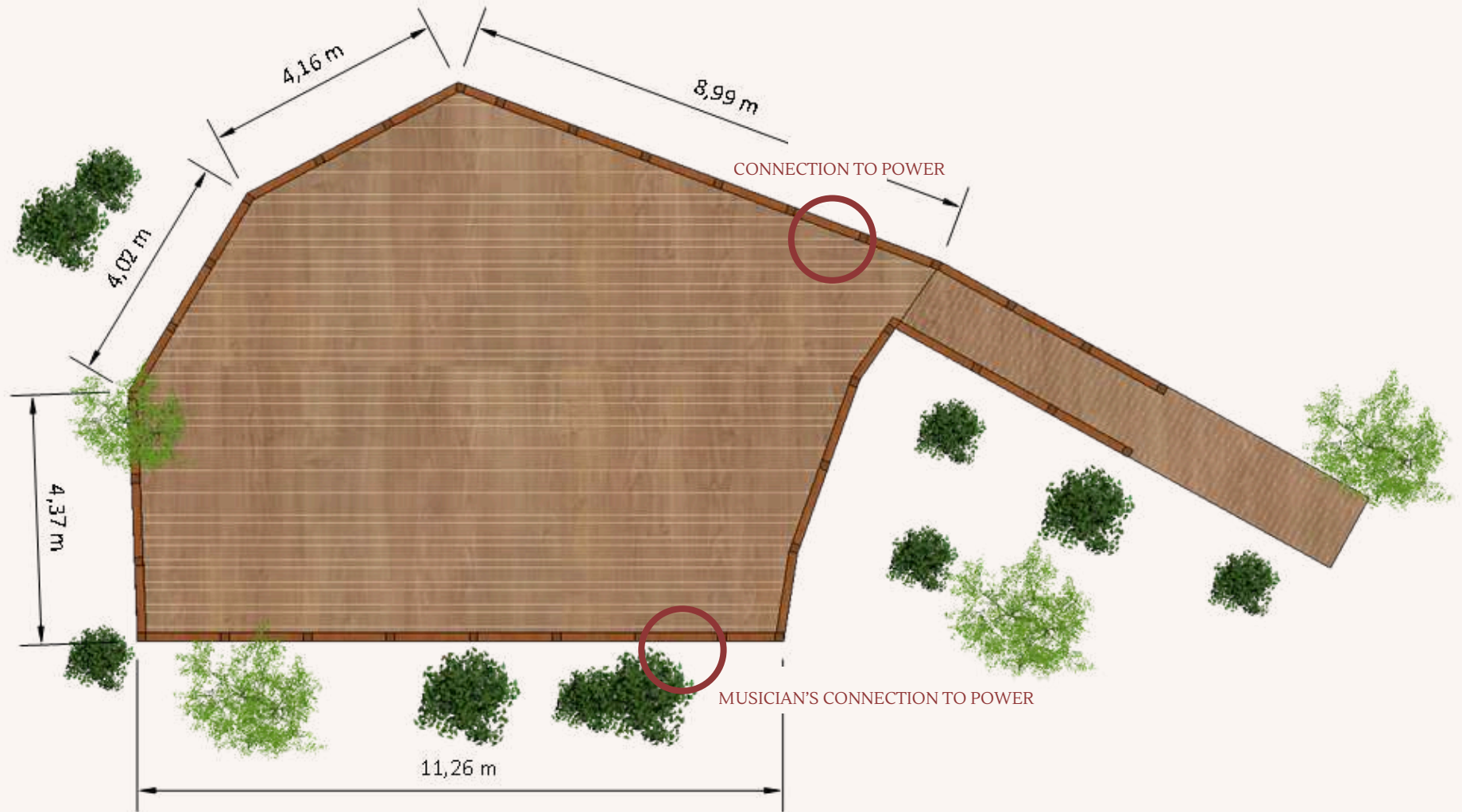
The Sunset Deck is the perfect place for your cocktail & canapés and the cute little "Bush Bar" located just off the Sunset Deck is the perfect spot for you to serve drinks from.

The Sunset Deck also has access to electricity for your musician to connect.

Within this area, there will be a range of benches and sun shades as well as a cigarette disposal bin.

The closest toilets to the deck are attached to the Office, across the carpark.

# SUNSET DECK DIAGRAM



Deck Area: 102m<sup>2</sup>

- PART FIVE -

# THE FUNCTION AREA



## WHAT'S PROVIDED

The Function Area can accommodate a variety of wedding sizes. We provide wooden furniture: 20 tables & 130 chairs- If you require more than this number they can be hired through our recommended suppliers. We also supply a cake table. There are 5 highchairs also available. If using Rabbit & Co, they will provide the crockery, cutlery & glassware for the dinner.

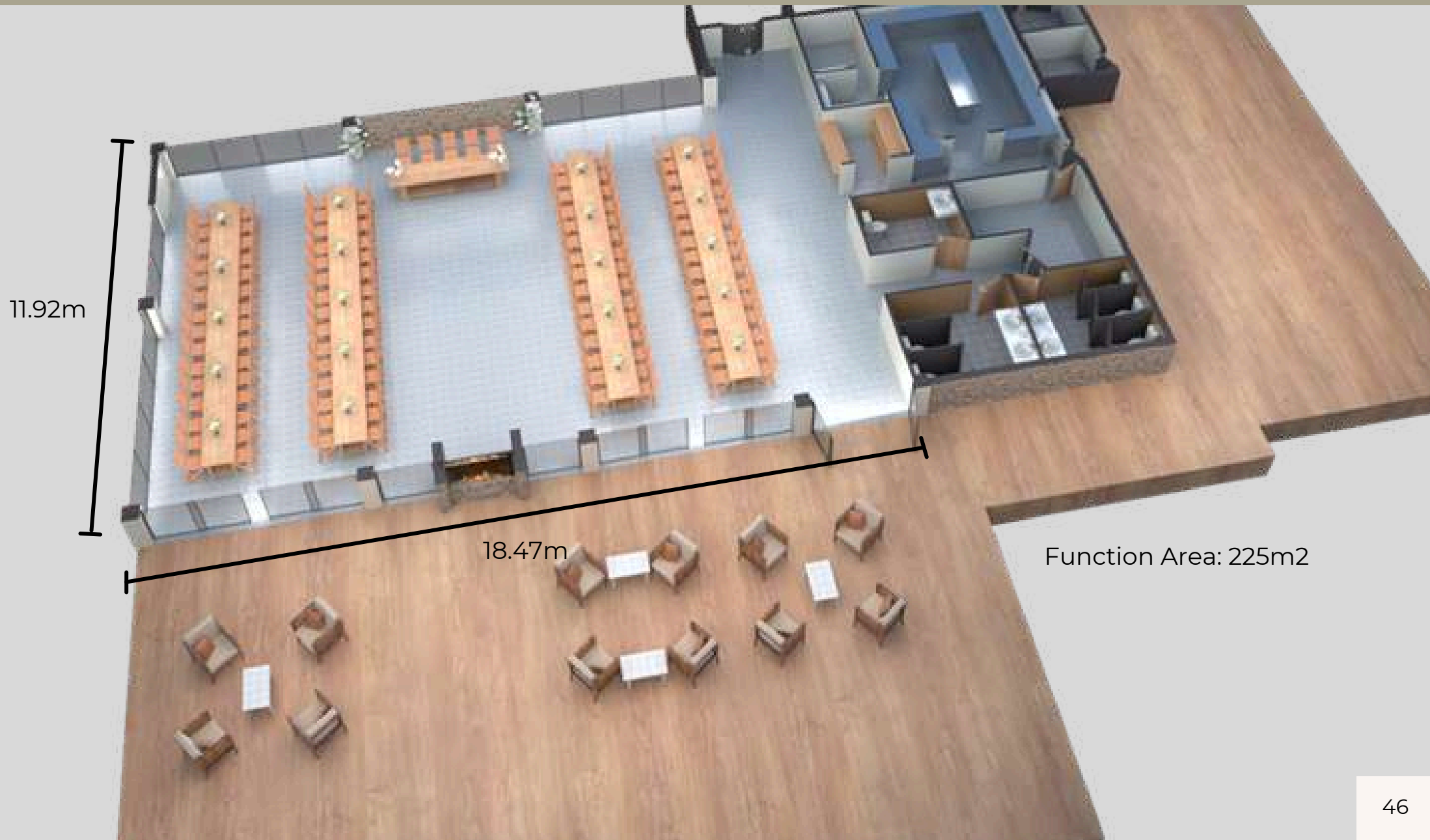
There is a wireless microphone and projector available for your use. We will also supply any firewood for the fireplace, there is ducted air conditioning to ensure the correct temperature.

The flooring is made of polished concrete, making it perfect for dancing on without the need for a dance floor to be hired in! There are also toilet facilities within this building.

To the side of the building is a walk-in cool room which you will have access to store all of your beverages, flowers and cake for the duration.

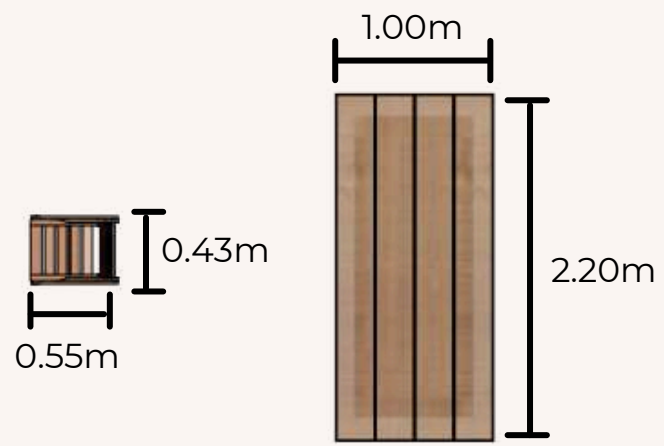


# FUNCTION AREA DIAGRAM



# THE FURNITURE

TABLE & CHAIR DIMENSIONS



SEATS PER TABLE

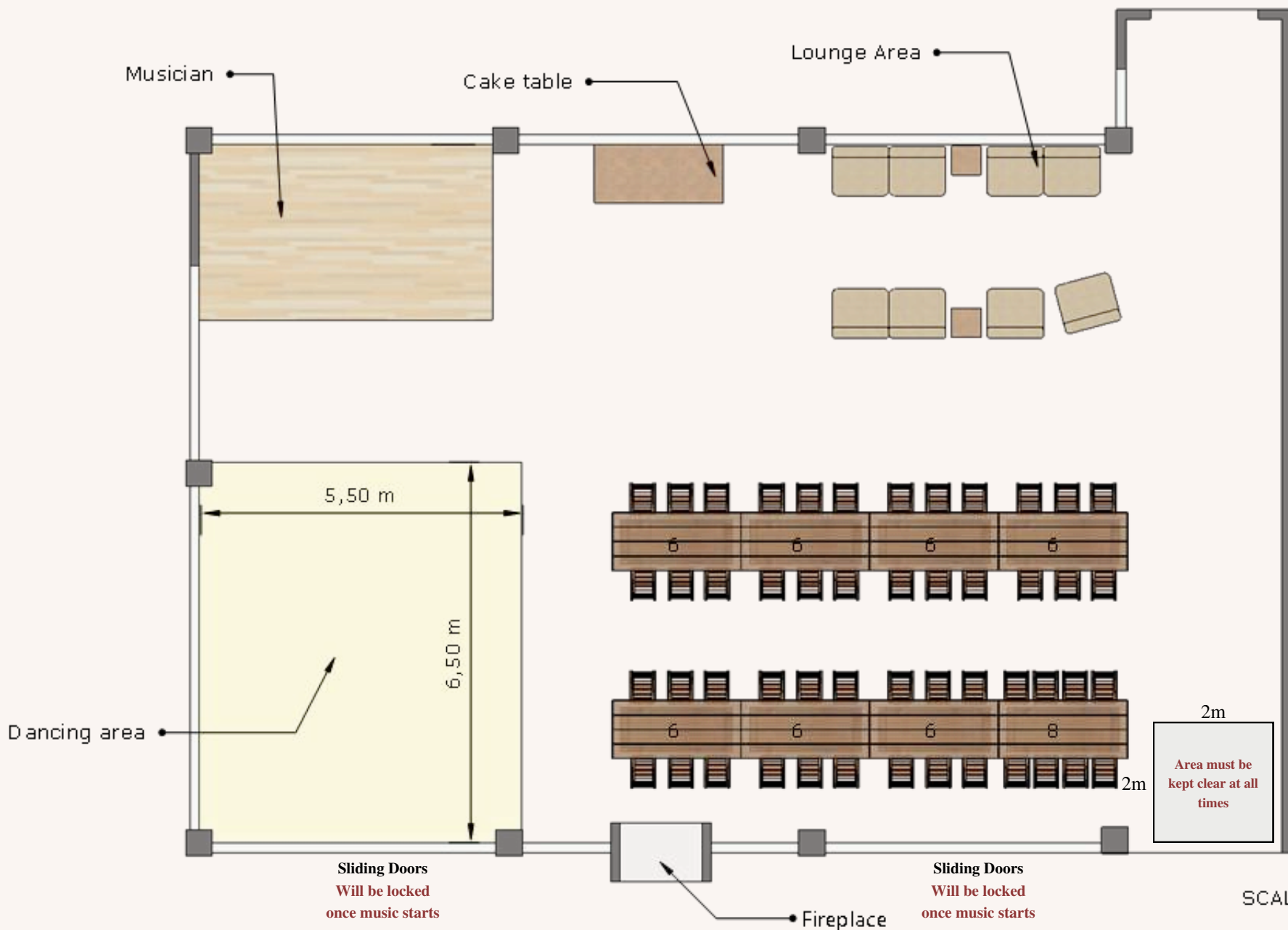


# TABLE LAYOUTS

The space is flexible and can accommodate weddings of any size. Over the next few pages, we have put together example floor plans for when couples are choosing a formal dining option for their wedding catering. If you were to have a smaller wedding you may be able to have space to hire in a lounge seating or break-out area- you would be responsible for sourcing and hiring any furniture for this. For a larger wedding, you may need to have some tables removed after dinner if dancing is important to you.



# TABLE LAYOUT EXAMPLE- 50 PAX



NOTE: This lounge area is an example of how the space can be used.

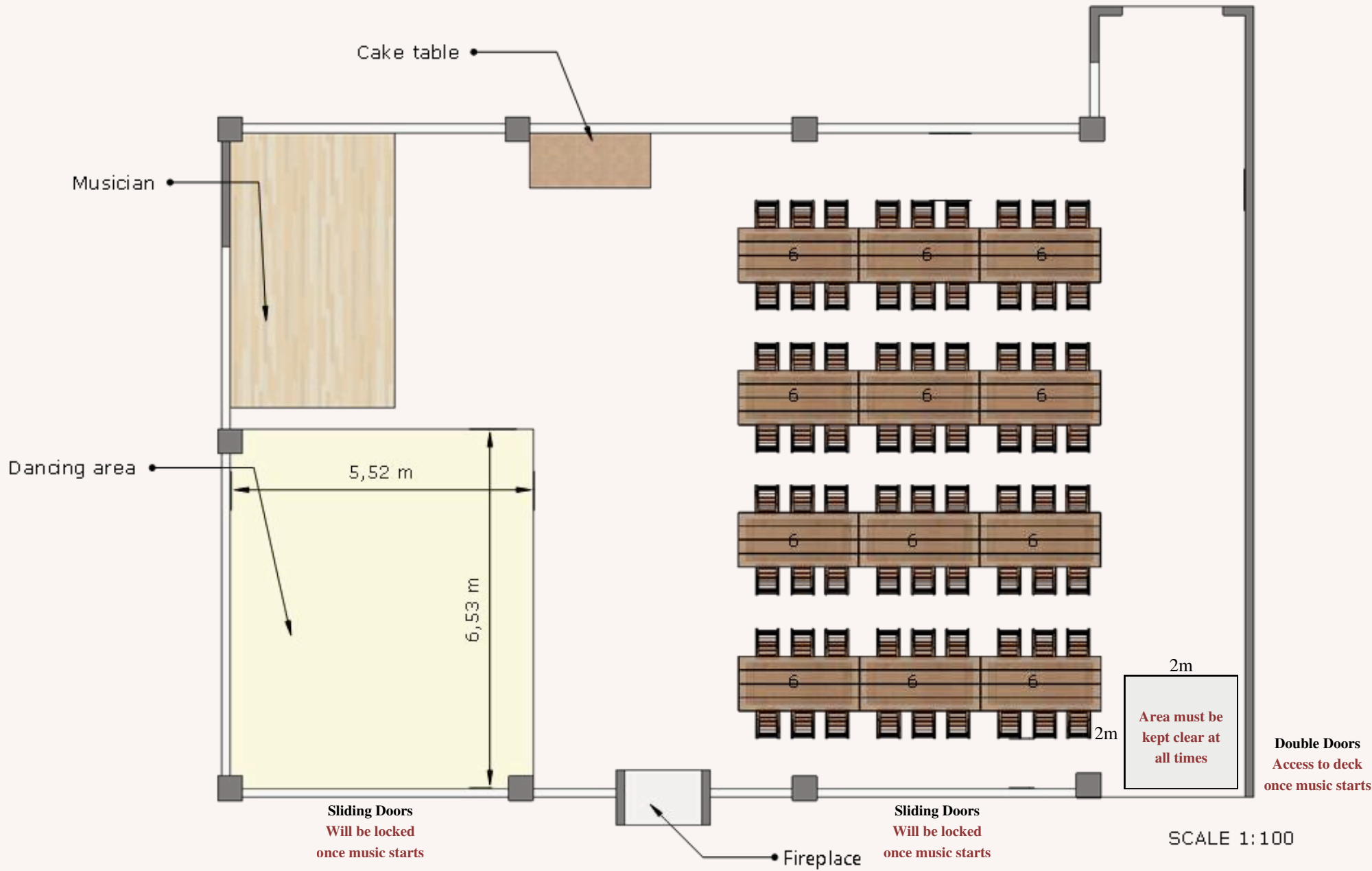
We do not have lounges available, you can hire extra furniture if this is something you would like to create.

**Double Doors**  
Access to deck once music starts

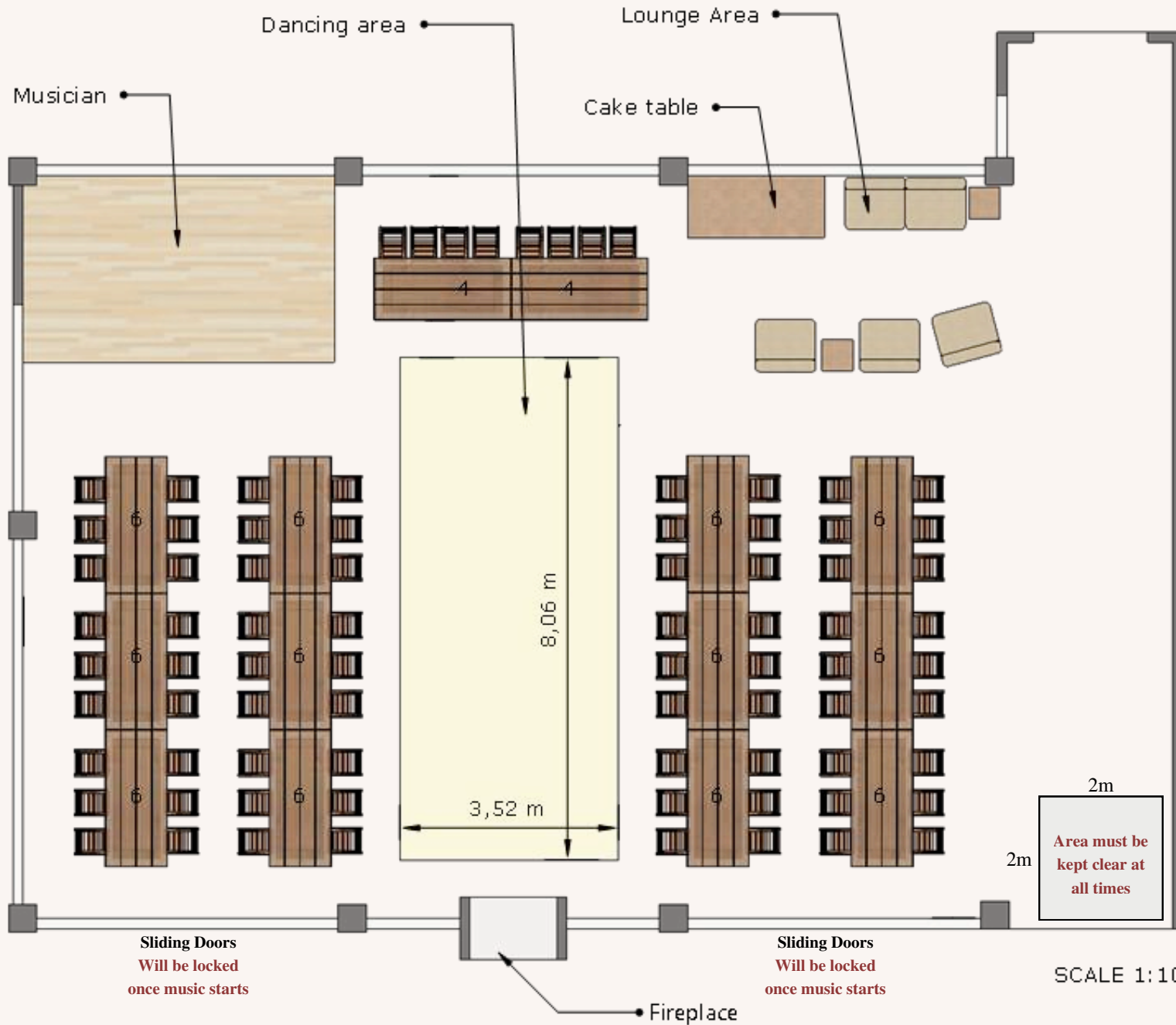
SCALE 1:100



# TABLE LAYOUT EXAMPLE- 70 PAX



# TABLE LAYOUT EXAMPLE- 80 PAX

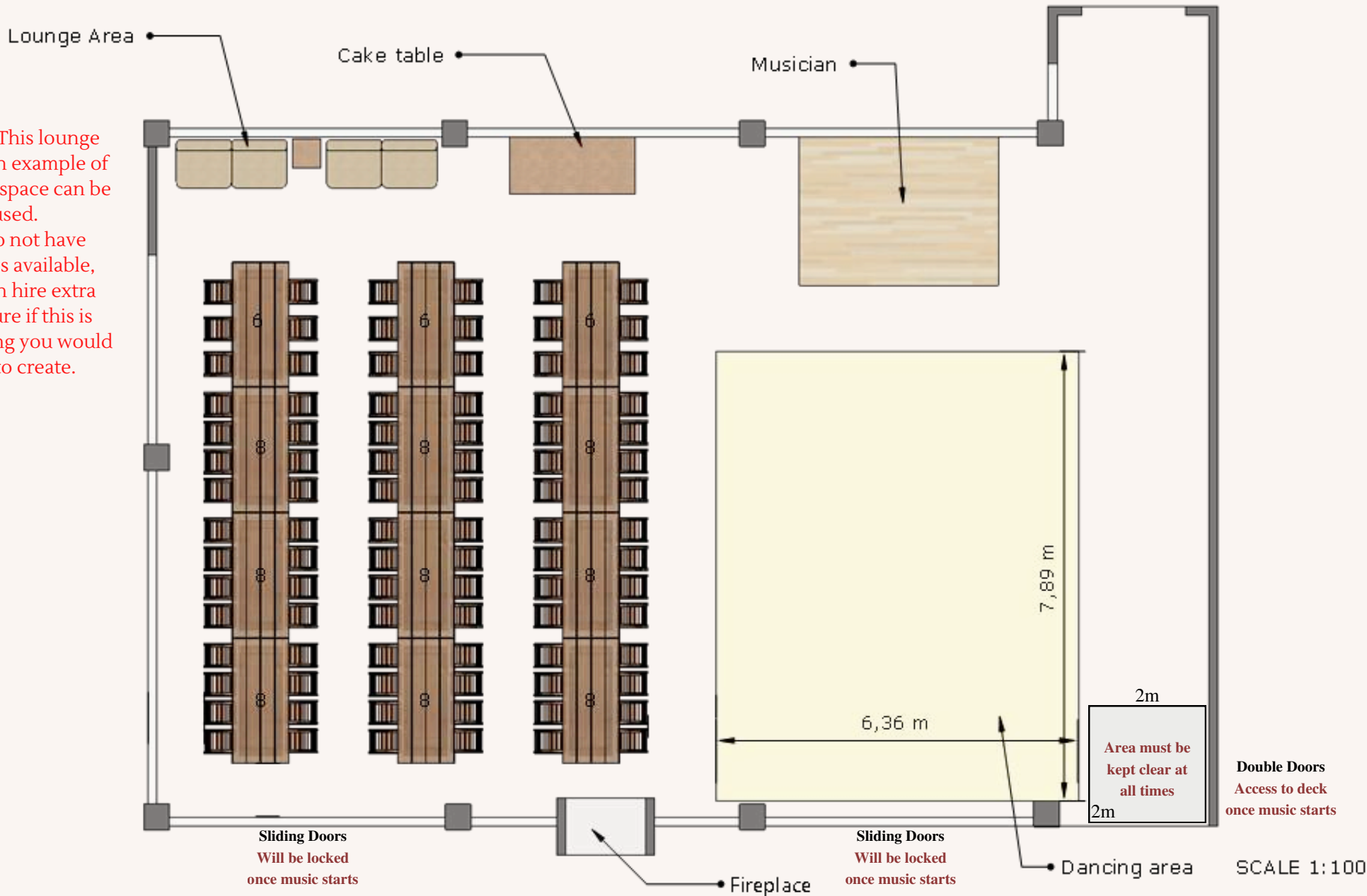


**NOTE:** This lounge area is an example of how the space can be used. We do not have lounges available, you can hire extra furniture if this is something you would like to create.

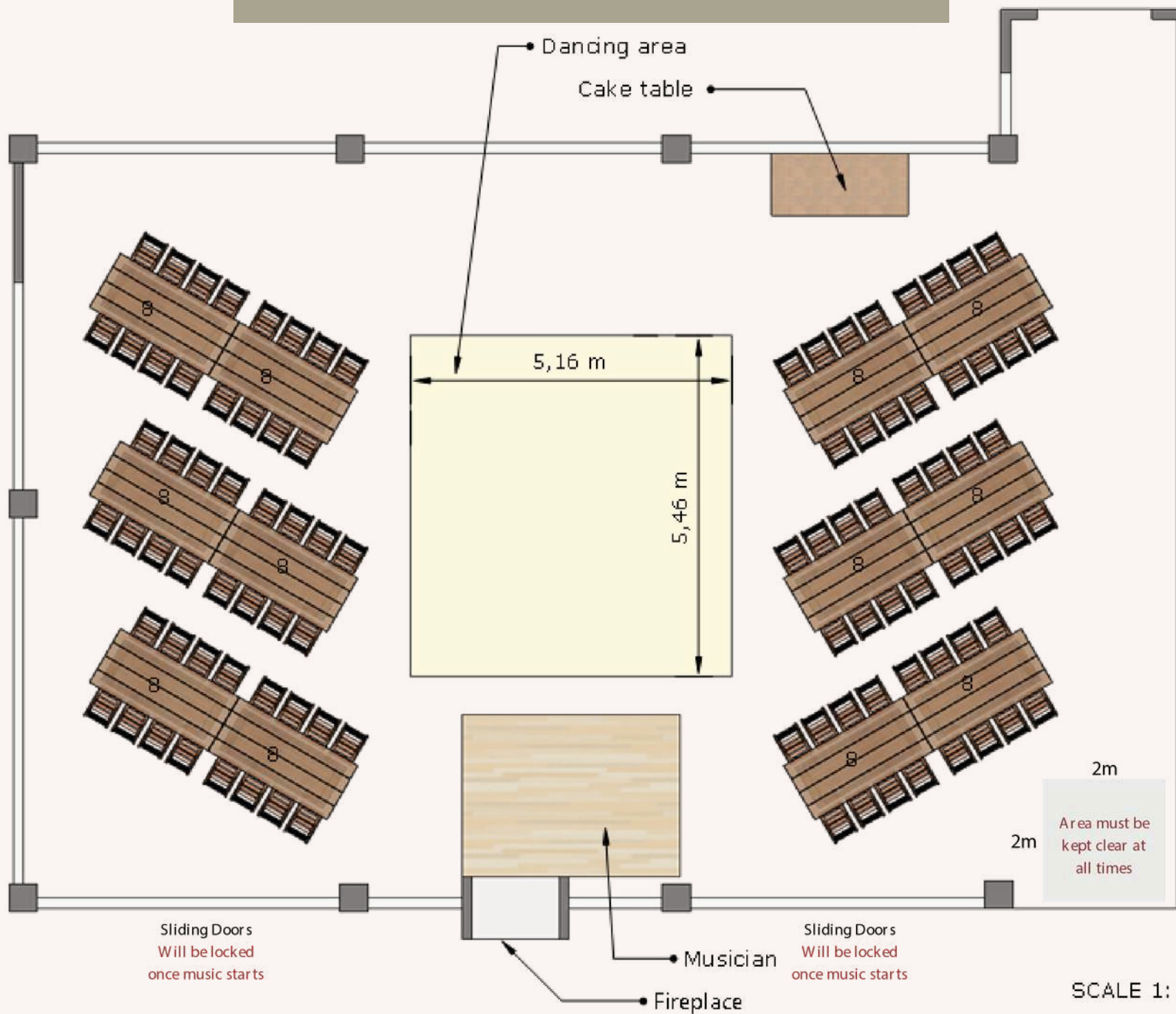
SCALE 1:100

# TABLE LAYOUT EXAMPLE- 90 PAX

NOTE: This lounge area is an example of how the space can be used. We do not have lounges available, you can hire extra furniture if this is something you would like to create.



# TABLE LAYOUT EXAMPLE- 100 PAX

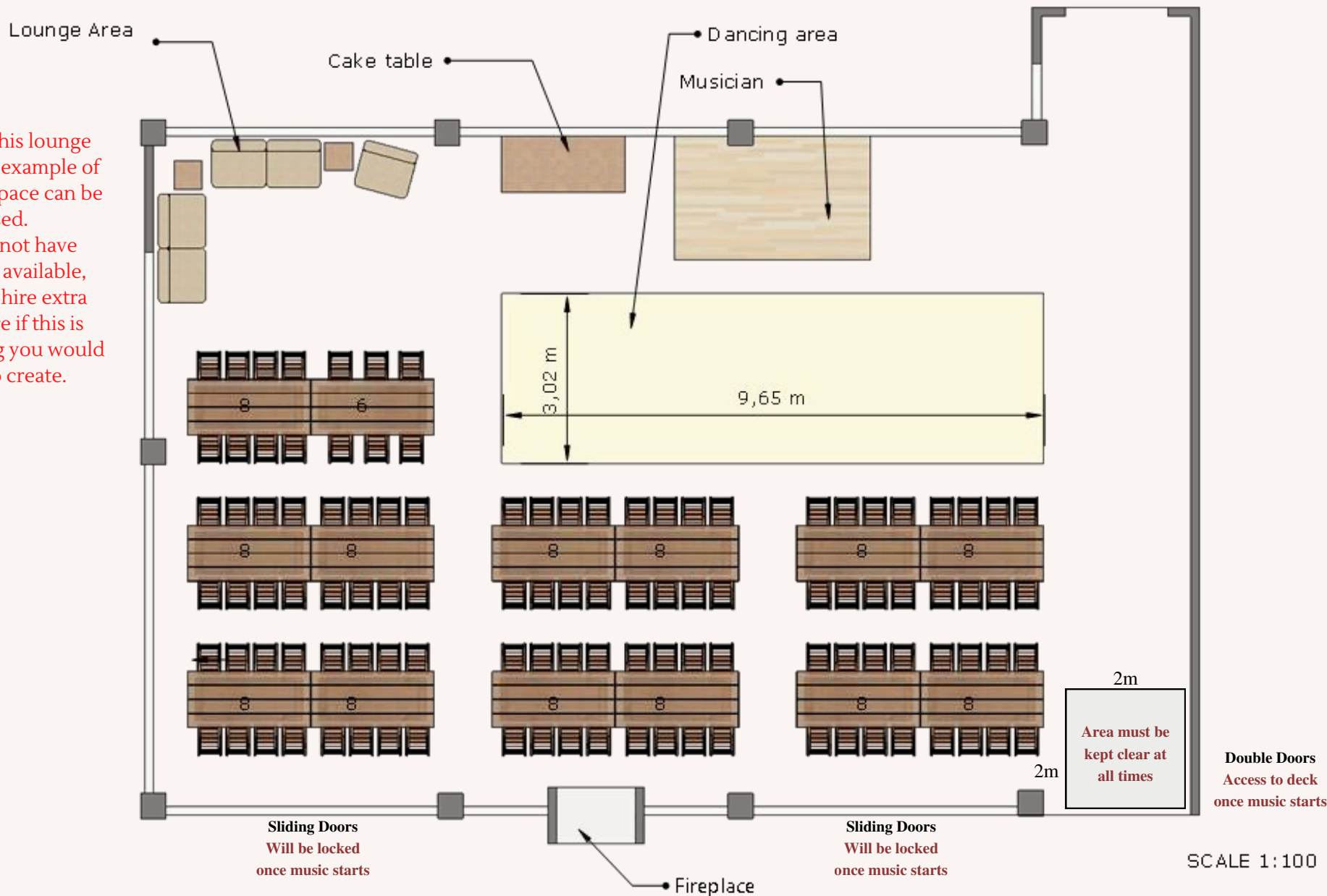


NOTE: Add a 4 seat bridal table to make the 100 PAX. If adding this - make sure the guest tables are facing the bridal table.

# TABLE LAYOUT EXAMPLE- 110 PAX

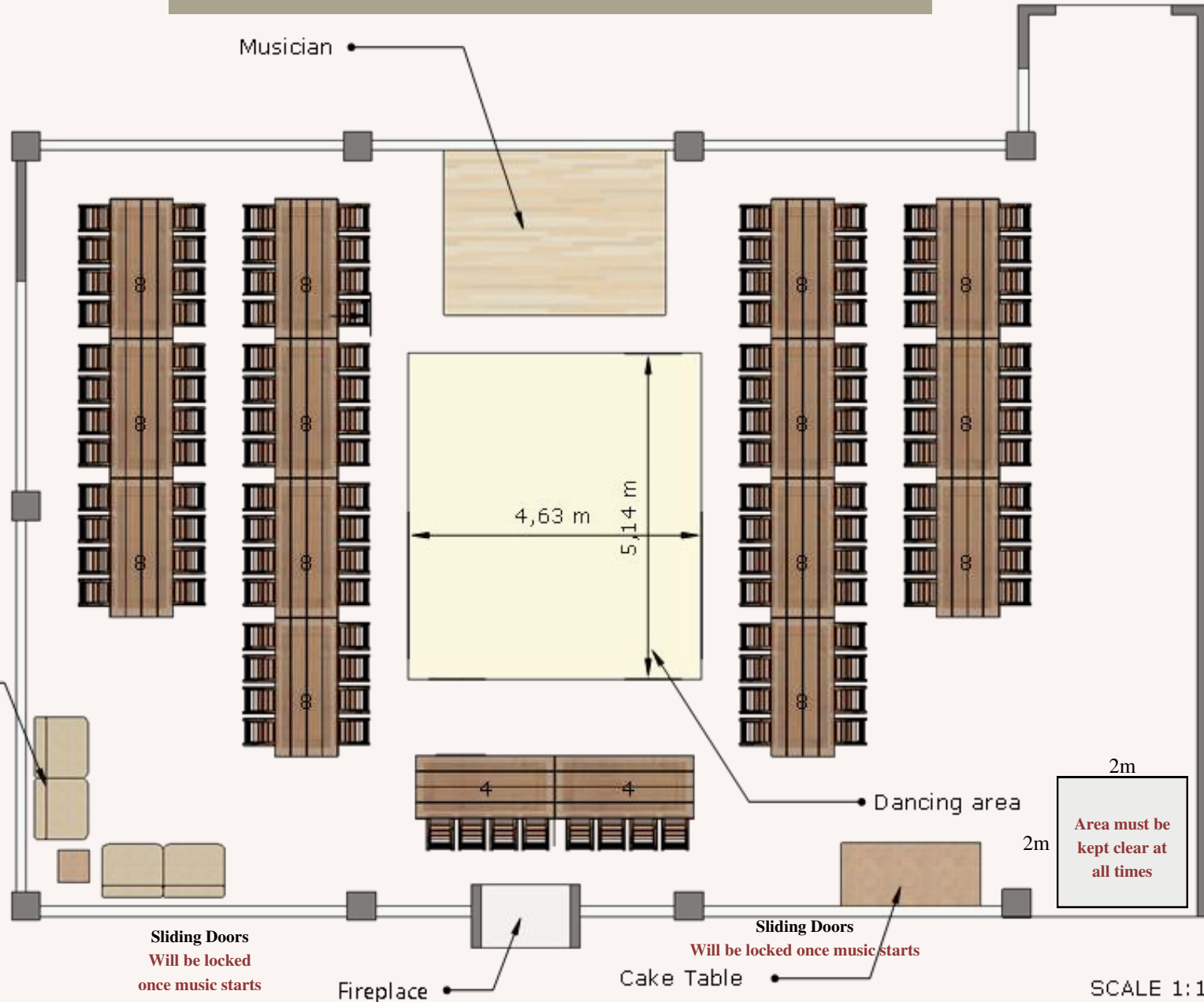
NOTE: This lounge area is an example of how the space can be used.

We do not have lounges available, you can hire extra furniture if this is something you would like to create.



# TABLE LAYOUT EXAMPLE- 120 PAX

Musician



Lounge Area

NOTE: This lounge area is an example of how the space can be used. We do not have lounges available, you can hire extra furniture if this is something you would like to create.

Sliding Doors  
Will be locked once music starts

Fireplace

Cake Table

Sliding Doors  
Will be locked once music starts

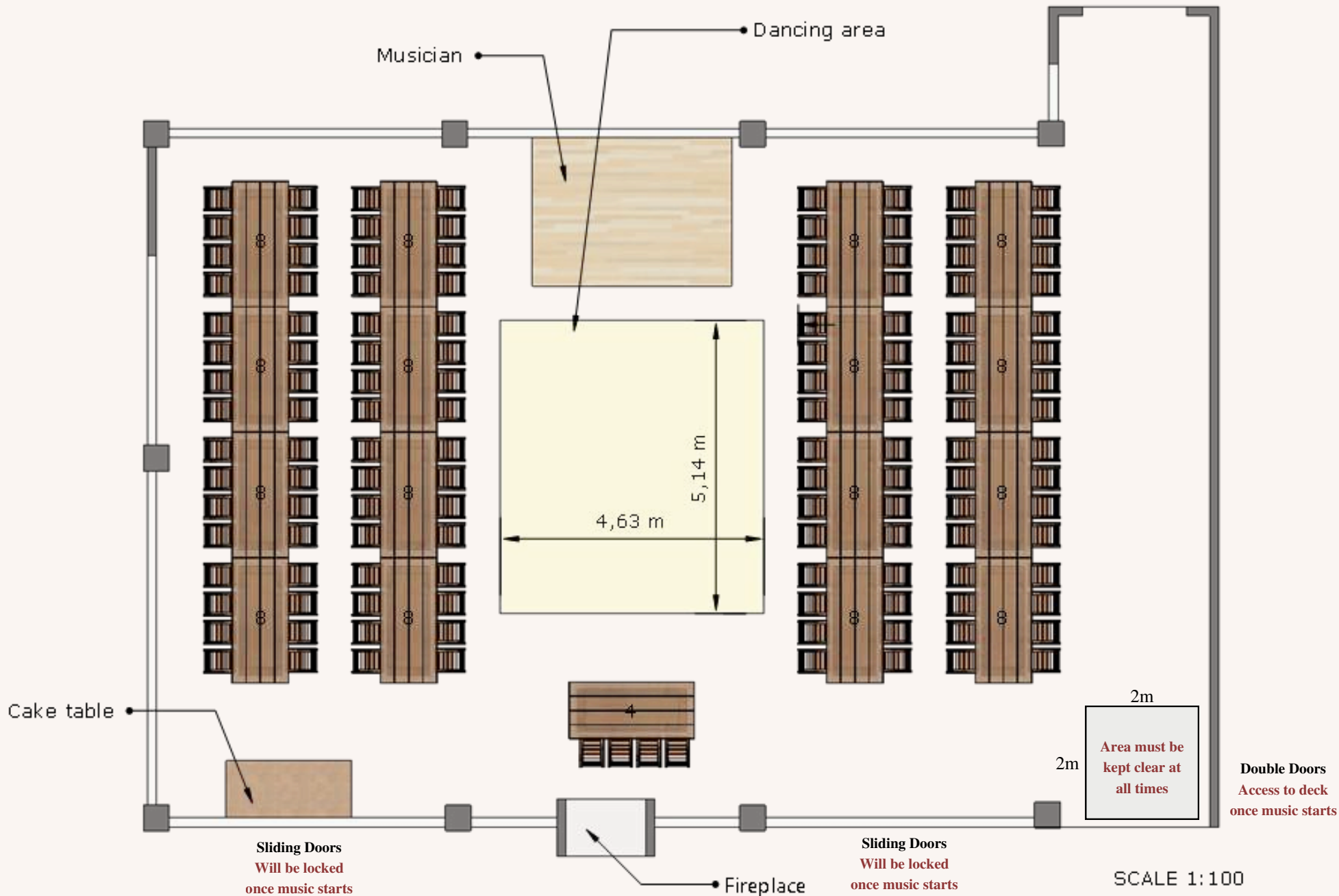
Dancing area

2m  
Area must be kept clear at all times

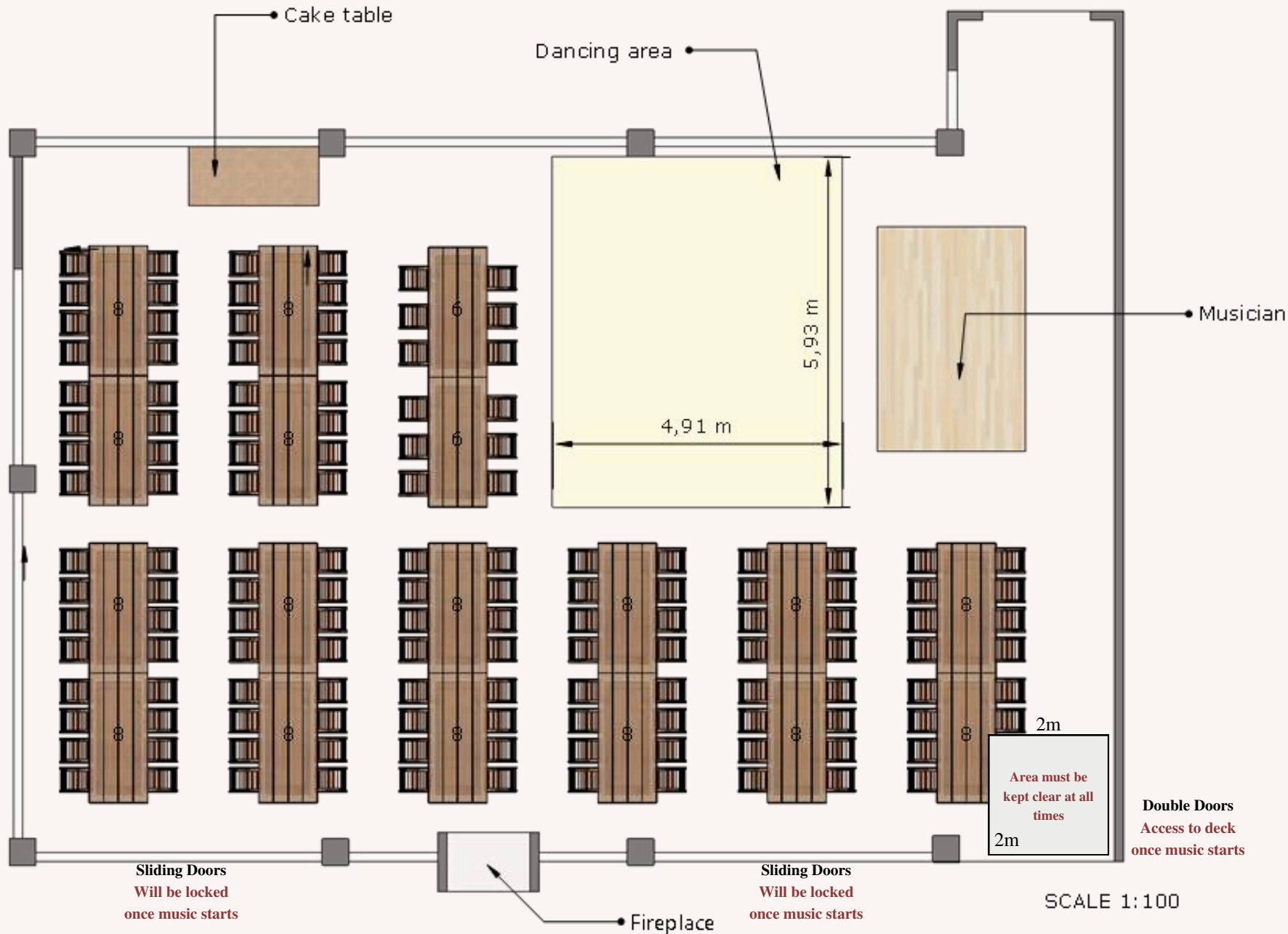
Double Doors  
Access to deck once music starts

SCALE 1:100

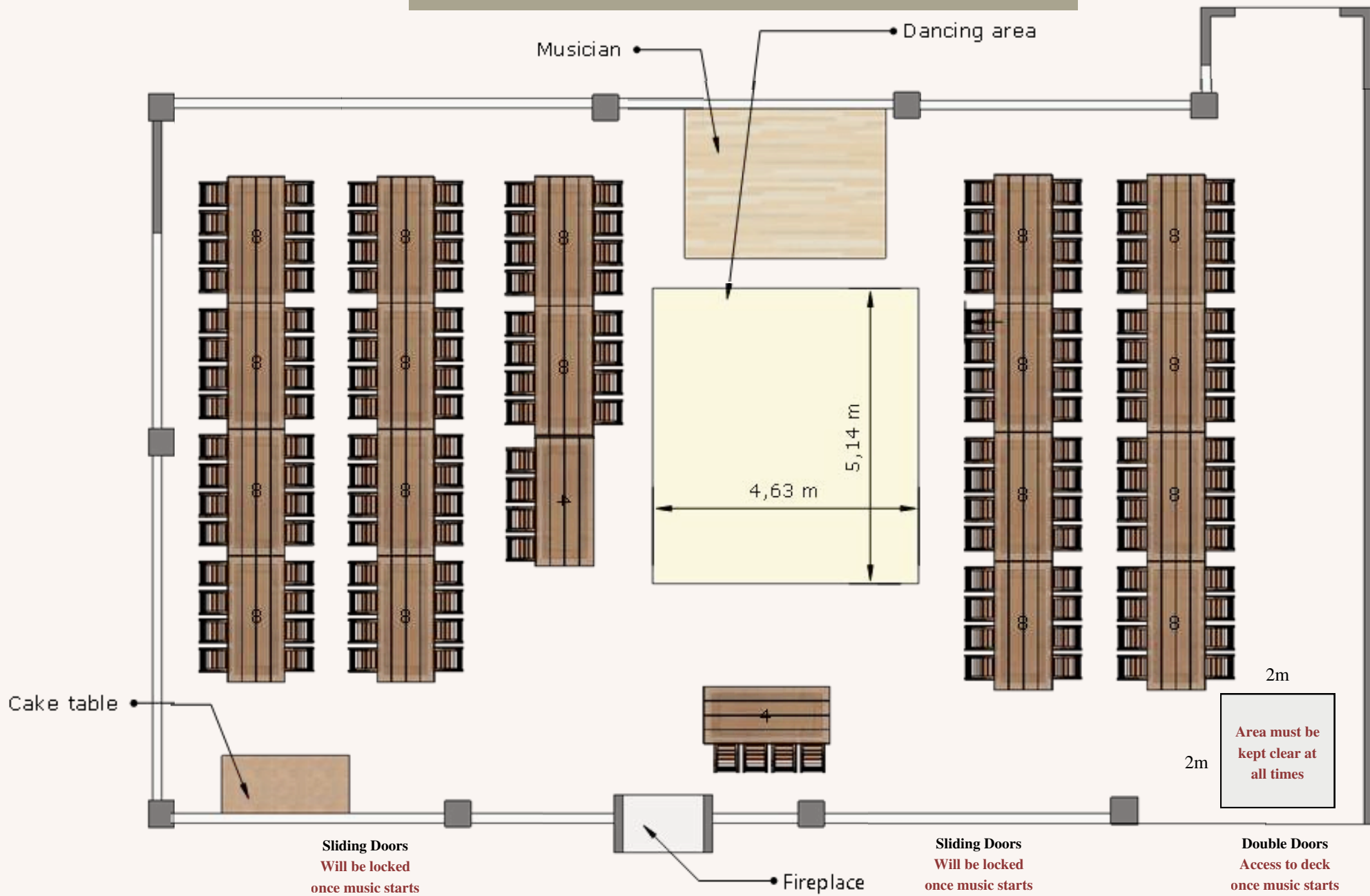
# TABLE LAYOUT EXAMPLE- 130 PAX



# TABLE LAYOUT EXAMPLE- 140 PAX

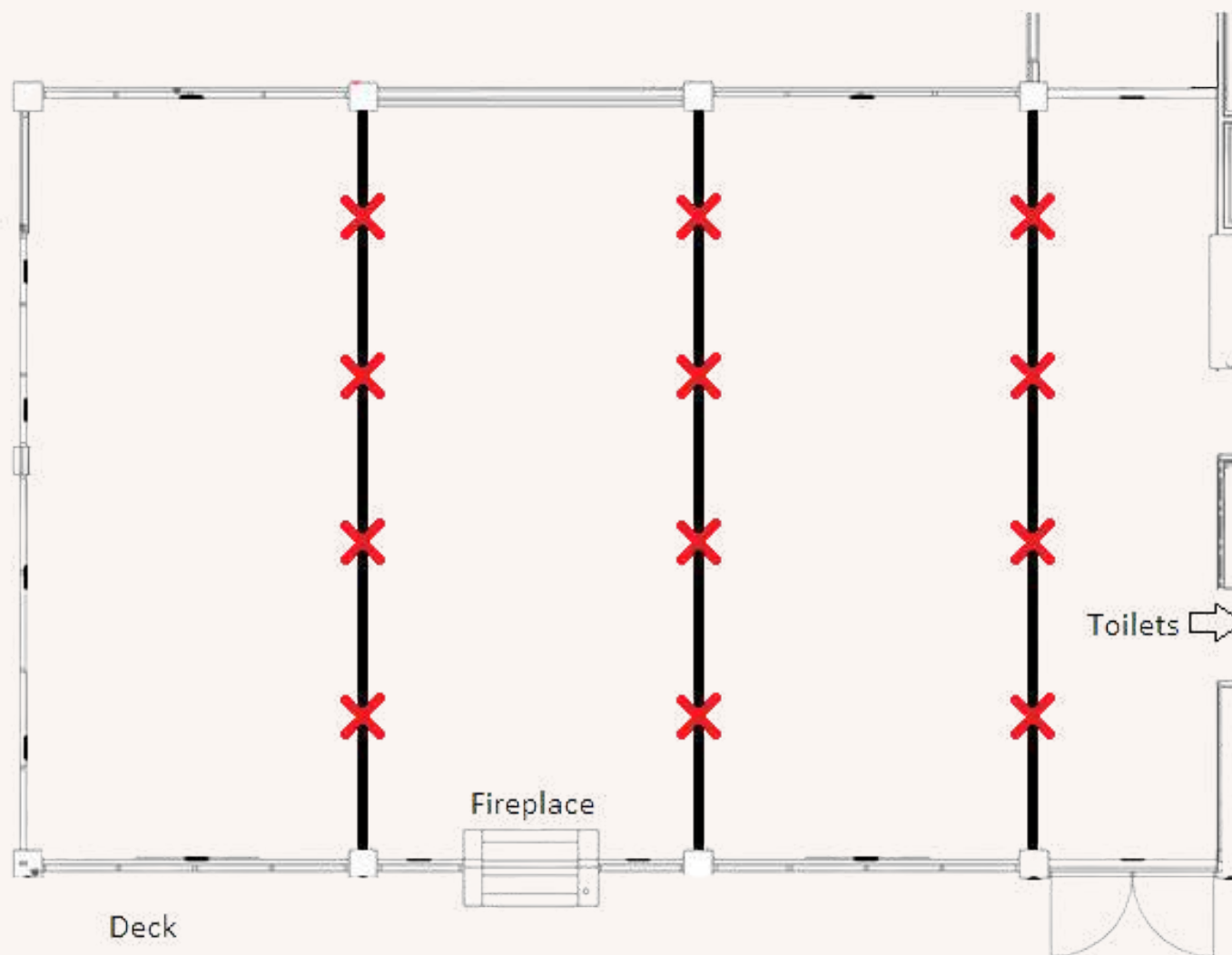


# TABLE LAYOUT EXAMPLE- 150 PAX



# HANGING POINTS

Most couples like to hang foliage or other decorations from the rafters. There are designated hanging points available to do this. The red crosses below indicate the approximate location of these points.



- PART SIX -

# THE BOMA





## WHAT'S PROVIDED

This is where the after-party carries on, with conversations around the fire and one of your guests playing campfire tunes on an acoustic guitar.

The Venue Manager will have the fire set up and ready for you each night- all you have to do is throw a match on! Use of the Boma is only at the discretion of the managers and cannot be used in dangerous conditions or fire bans.

The Bush Retreat provides you with wood for both the fireplaces and Boma, or you can provide your own.

The Boma is encased with a beautiful tall spiral wall made of thick sticks. There are permanent benches around the fire pit and a retractable hose ready for the end of the night.

- PART SEVEN -

# THE ACCOMMODATION



# ROOM LOCATIONS



CAMPSITE



3b  
1 2 4 5

GUEST CABIN 3  
-LIVISTONA-

GUEST CABIN 2  
-PANDOREA-

GUEST CABIN 1  
-ELATA-

PRIVATE  
MANAGERS  
RESIDENCE

GUEST CABIN 4  
-MACULATA-

Den Lounge  
with beds

CABIN 8  
-INDIGOFERA-

GUEST CABIN 5  
-SASSAFRAS-

GUEST CABIN 6  
-CASUARINA-

BRIDAL SUITE  
-RUBICUNDA-

Bedroom

# LUXURY GUEST CABINS

Of the 6 guest cabins, there are 2 different layouts, with 3 cabins of each type. Each cabin consists of 5 private ensuites, bedrooms, a communal kitchenette, and an outside seating area. The Den has an additional 2 guest rooms and 2 pull-down beds in the Den Lounge. This totals 32 guest rooms, (64 guests). 5 porta cots are available upon request.

There are 2 fully fitted disabled access rooms onsite these are located in room three of Elata and room three of Pandora.

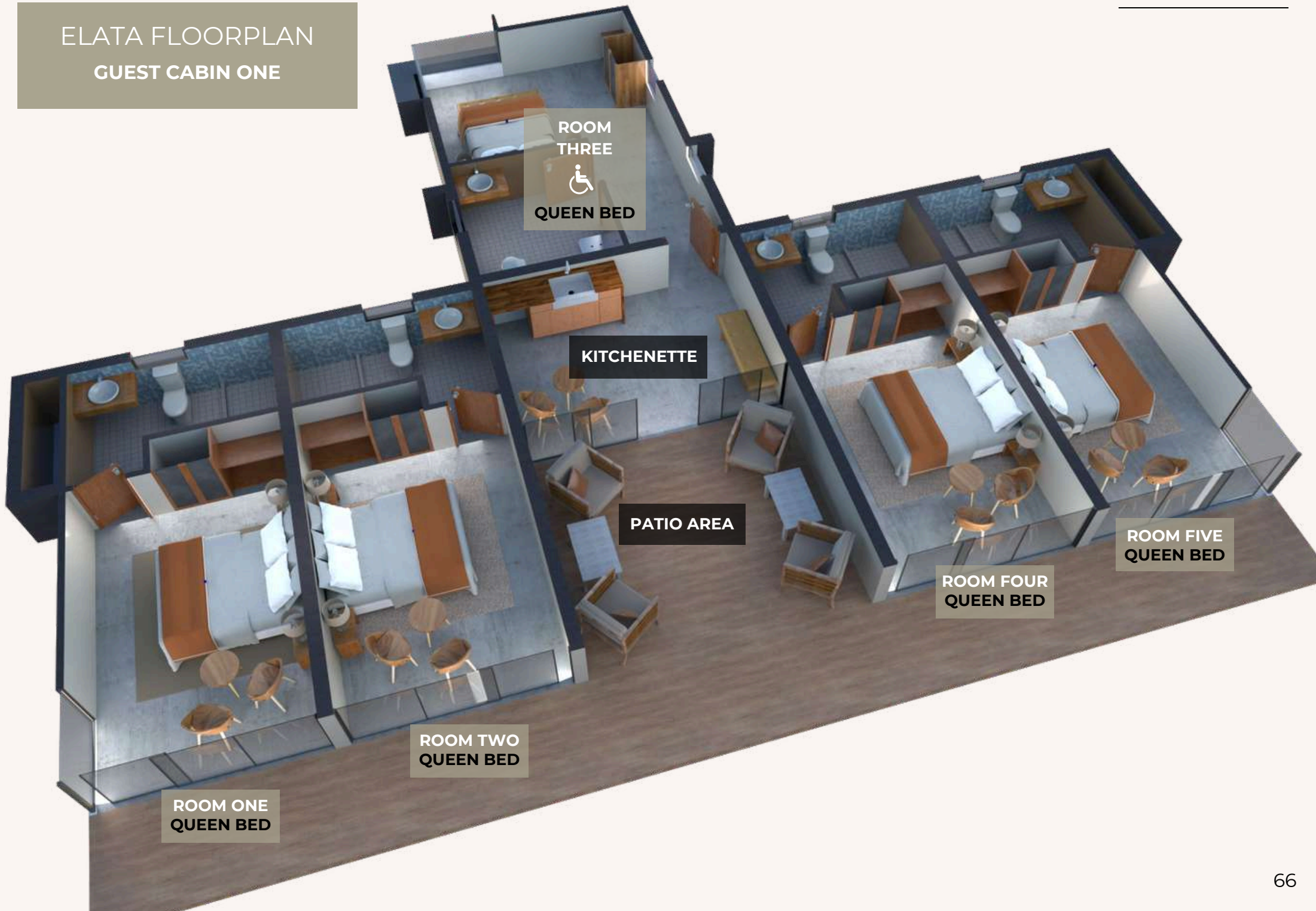
In the following floorplans of the guest cabins, you will notice the different bedding configurations, some of the rooms are interchangeable and these are noted on the diagrams. The beds are fixed in place to ensure safety and comfort, so we're unable to make changes to the configuration options.

Within the guest cabins, all the beds are made and ready in the pre-requested configuration for your guest's arrival. All bedding, linen and towels are provided. Within each guest room is air conditioning, a built-in wardrobe, two chairs and a table or bench and of course the ensuite. Toiletries such as shower gel, shampoo, conditioner, and lotion are provided as well.

Within the kitchenette, the guests will find a fridge, sink, microwave, kettle and coffee maker, along with indoor & outdoor seating. There is also an iron & ironing board provided within this space to ensure everyone looks spick and span for your big day!



ELATA FLOORPLAN  
GUEST CABIN ONE



ROOM  
THREE  
♿  
QUEEN BED

KITCHENETTE

PATIO AREA

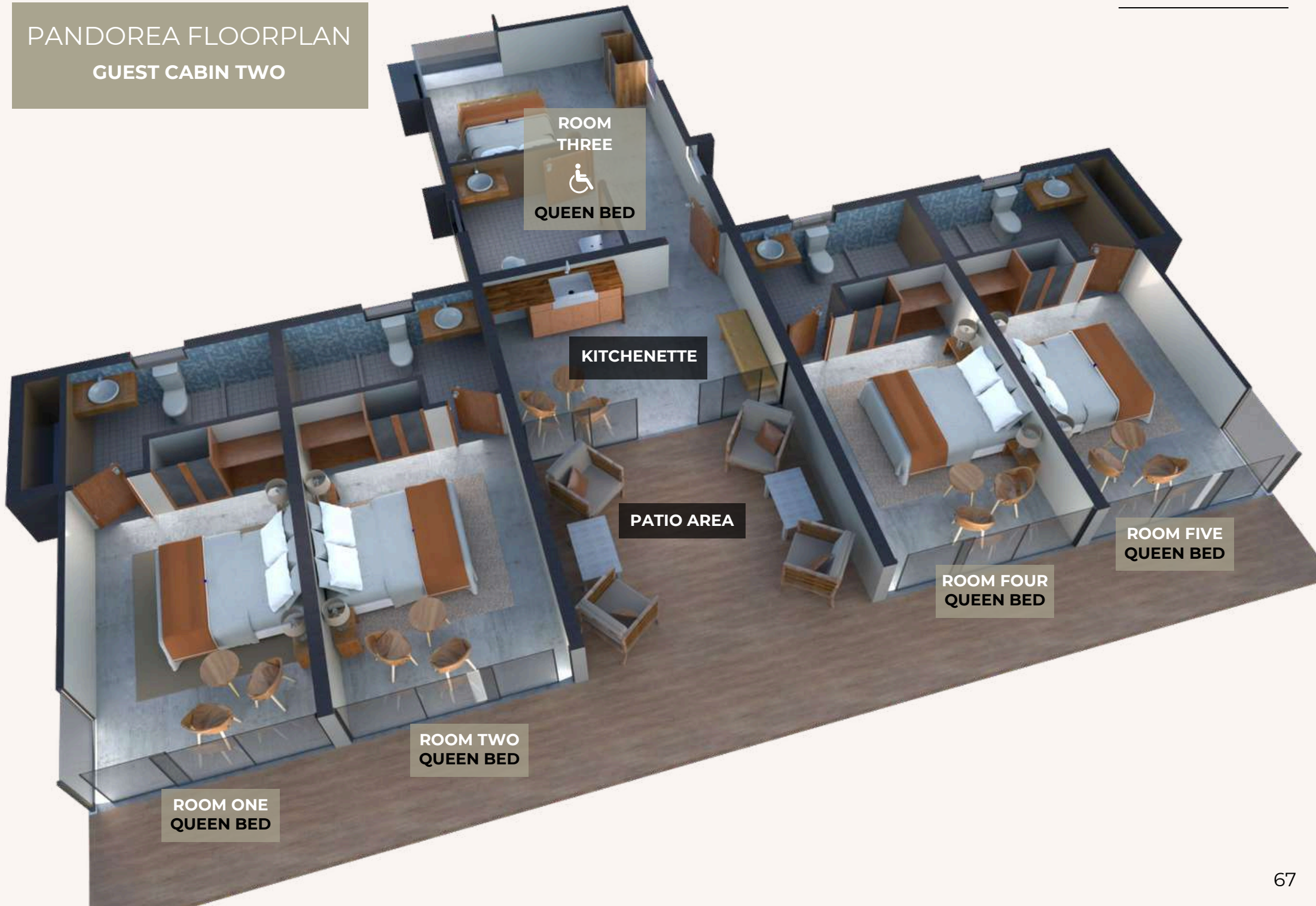
ROOM FIVE  
QUEEN BED

ROOM FOUR  
QUEEN BED

ROOM TWO  
QUEEN BED

ROOM ONE  
QUEEN BED

PANDOREA FLOORPLAN  
GUEST CABIN TWO



ROOM  
THREE  
♿  
QUEEN BED

KITCHENETTE

PATIO AREA

ROOM FIVE  
QUEEN BED

ROOM FOUR  
QUEEN BED

ROOM TWO  
QUEEN BED

ROOM ONE  
QUEEN BED

# LIVISTONA FLOORPLAN GUEST CABIN THREE

**ROOM FIVE  
QUEEN BED**

**ROOM FOUR  
INTERCHANGEABLE  
BED- TWINS OR KING**

**ROOM THREE  
QUEEN BED**

**KITCHENETTE**

**PATIO AREA**

**ROOM TWO  
INTERCHANGEABLE  
BED- TWINS OR KING**

**ROOM ONE  
QUEEN BED**



MACULATA FLOORPLAN  
GUEST CABIN FOUR

ROOM THREE  
QUEEN BED

KITCHENETTE

PATIO AREA

ROOM FIVE  
QUEEN BED

ROOM FOUR  
INTERCHANGEABLE  
BED- TWINS OR KING

ROOM TWO  
QUEEN BED

ROOM ONE  
QUEEN BED

# SASSAFRAS FLOORPLAN

## GUEST CABIN FIVE

**ROOM FIVE**  
**QUEEN BED**

**ROOM FOUR**  
**TWIN BEDS**

**ROOM THREE**  
**QUEEN BED**

**KITCHENETTE**

**ROOM TWO**  
**TWIN BEDS**

**ROOM ONE**  
**QUEEN BED**

**PATIO AREA**



# CASUARINA FLOORPLAN GUEST CABIN SIX



**ROOM FIVE  
QUEEN BED**

**ROOM FOUR  
QUEEN BED**

**ROOM THREE  
QUEEN BED**

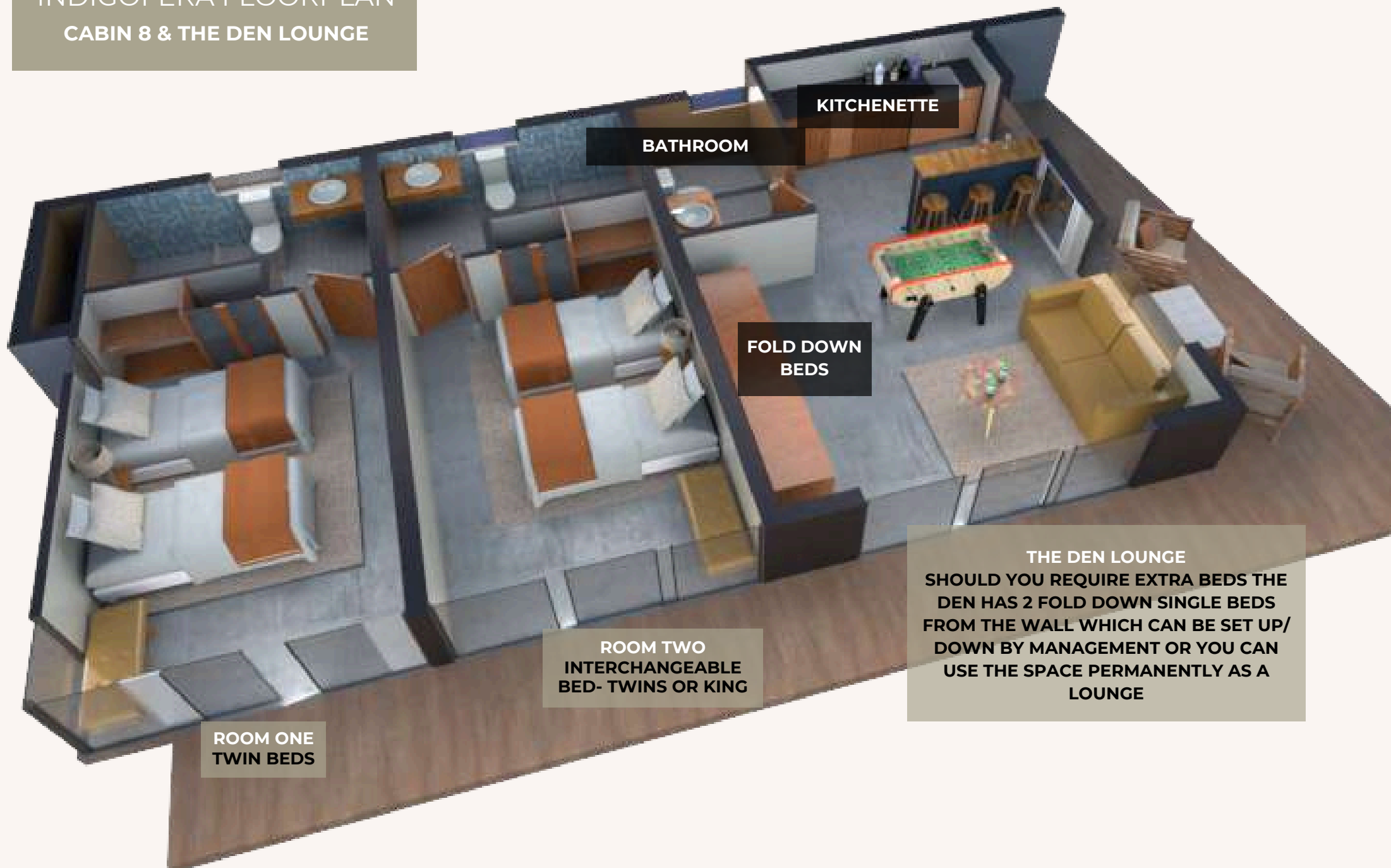
**PATIO AREA**

**KITCHENETTE**

**ROOM TWO  
TWIN BEDS**

**ROOM ONE  
QUEEN BED**

INDIGOFERA FLOORPLAN  
CABIN 8 & THE DEN LOUNGE



**KITCHENETTE**

**BATHROOM**

**FOLD DOWN  
BEDS**

**ROOM TWO  
INTERCHANGEABLE  
BED- TWINS OR KING**

**ROOM ONE  
TWIN BEDS**

**THE DEN LOUNGE  
SHOULD YOU REQUIRE EXTRA BEDS THE  
DEN HAS 2 FOLD DOWN SINGLE BEDS  
FROM THE WALL WHICH CAN BE SET UP/  
DOWN BY MANAGEMENT OR YOU CAN  
USE THE SPACE PERMANENTLY AS A  
LOUNGE**



## THE DEN LOUNGE

Within Cabin 8 you will find the Den Lounge. The Den is the perfect spot for the other half of the couple to get ready. The Den has 2 fold-away single beds should you need the extra beds (these can be set up and packed down by the Venue Manager with prior request) and adjoining bathroom.

The outdoor deck is perfect for those beautiful days.

You will have it all- a foosball table, bar, lounge, poker set, and air conditioning. There is a kitchenette equipped with a sink, fridge, kettle and coffee-making machine.

There will also be hairdryers, iron, ironing board, and steamer. All linen, bedding and towels are provided.

Cabin 8 also holds two ensuite guest rooms one is a twin and the other an interchangeable room.

## THE BRIDAL SUITE

### RUBICUNDA

The Bridal Suite is made up of two rooms, the getting ready lounge, perfect for you and your bridal party to get ready. The bridal bedroom is equipped with a queen bed and is the ideal private oasis. You might spend the night before here alone and then your new spouse joins you on the wedding night. The private balcony area allows you to take full advantage of the spectacular surrounding views.

Within the Bridal Suite, you can expect to find:

lounge area, full-length mirror, dress display area, air conditioning, full-length mirror, and make-up bench. There is also a kitchenette equipped with a sink, fridge, kettle & coffee-making machine. There will also be hairdryers, iron, ironing board, and a steamer. All linen, bedding and towels are provided.

The toilet & shower room can be accessed from the main lounge- your bridal party does not need to enter the bedroom.



RUBICUNDA FLOORPLAN  
THE BRIDAL SUITE



GETTING READY  
LOUNGE

KITCHENETTE

BATHROOM

BRIDAL BEDROOM  
QUEEN BED

DECK AREA

# CAMPSITE

Our campsite features 20 unpowered sites, each accommodating a maximum of 2 people, for a total capacity of 40 guests. Please note that campers will need to bring their own tent, camping setup, linen, towels, and toiletries.

The luxury amenities block offers private male, female, and disabled toilets and hot showers. It is equipped with irons, ironing boards, and hairdryers- additionally, campers can unwind in our Guest Lounge and Kitchen.

## Important Notes

- Caravans, campers, and rooftop tents are not allowed, except for a maximum of two in lieu of two tents (please notify us in advance).
  - Powered sites are not available.
  - Music is permitted until 7:00 PM.
  - Firepits and BBQs are not allowed.
- A designated car park is available, and driving or parking on the grass is strictly prohibited.



- PART EIGHT -  
FACILITIES

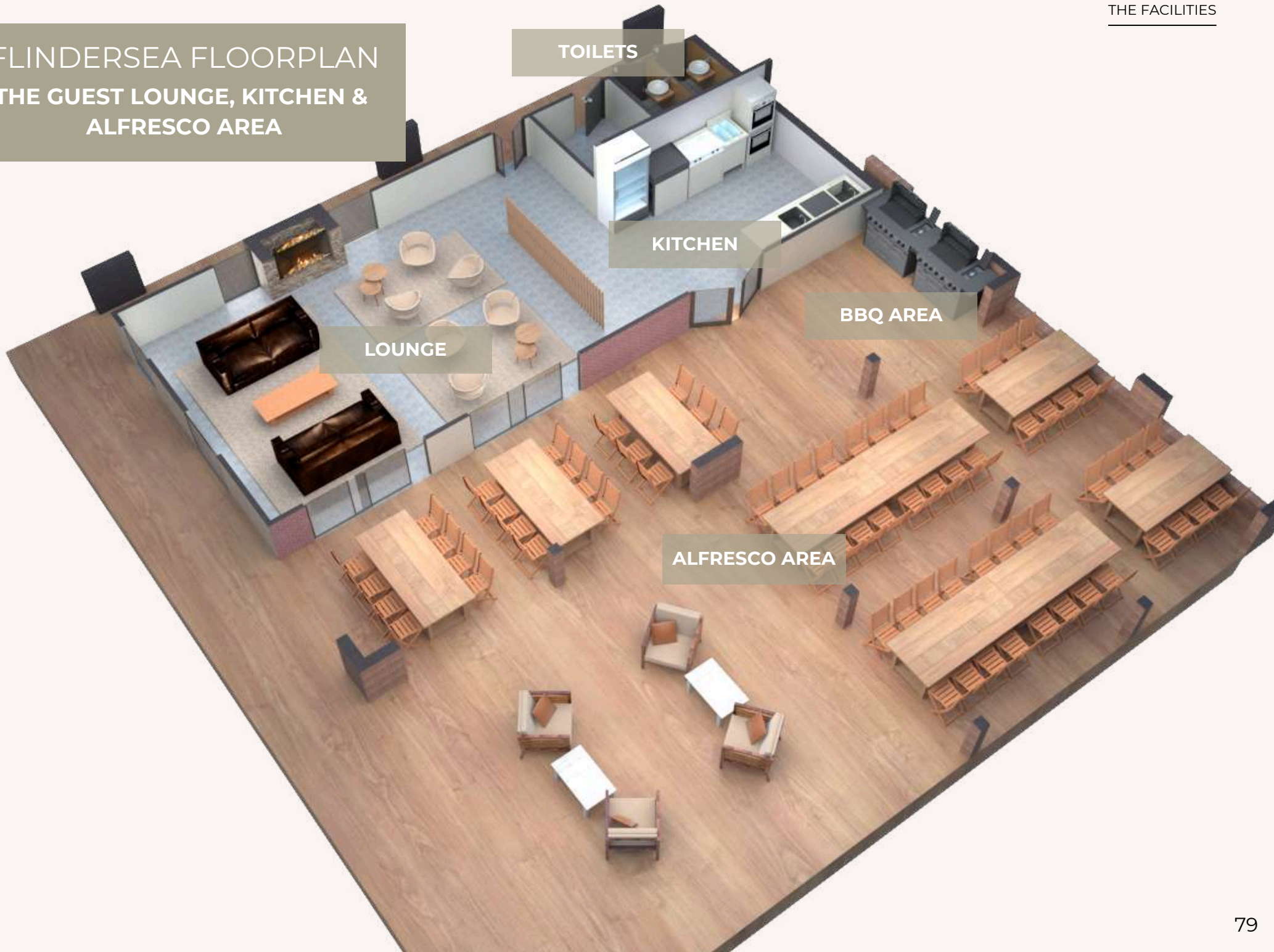


## GUEST LOUNGE, KITCHEN & ALFRESCO AREA FLINDERSIA

This additional bonus space is perfect for creating meals together before your big day. Or even to host a movie night snuggled in front of the fire in the lounge. The Alfresco Area is the most wonderful place to enjoy a drink with friends.

The kitchen is fitted out with two ovens and two dishwashers, along with all the other mod cons you can find in any kitchen. There is x70 cutlery, crockery, glassware as well as cookware and utensils provided. The lounge has a fireplace and TV along and board games. The Alfresco Area has festoon lights, overhead heating, and is partially undercover. There is enough seating for 68 guests and two BBQs that you are welcome to use. Cleaning products are provided.

FLINDERSEA FLOORPLAN  
THE GUEST LOUNGE, KITCHEN &  
ALFRESCO AREA



TOILETS

KITCHEN

BBQ AREA

LOUNGE

ALFRESCO AREA

# THE SWIMMING POOL

The swimming pool is a fantastic place to relax and unwind. Equipped with parasols, sunloungers and a range of other seating. Swimming during sunlight hours.

*No glass in the pool area.*





## THE GAMES AREA

The outdoor games area is a wonderful place to keep kids and adults entertained. Equipped with seating and games including table tennis, boules, finska, hoopla and kubb.

- PART NINE -

# ACTIVITIES & EXPERIENCES



# WHY PLAN ACTIVITIES?

Between booking a beautiful venue, finding the perfect dress, and hiring a creative stylist, planning experiences for your guests may have slipped your mind. Here at Kangaroo Valley Bush Retreat, we want you and your guests to leave with long-lasting memories from all three days!

When you receive your Runsheet Template you will notice that there are times free for your guests. Why not plan activities for your loved ones during these times? We have come up with plenty of options for you to choose from catering to all different ages and personalities.

There are four categories to choose your activities from:

**SELF-ORGANISED: CREATIVELY PLANNED BY YOU.**

**GROUP CLASSES: CLASSES ARE BOOKED BY YOU THROUGH THE THIRD PARTY.**

**CULTURAL EXPERIENCES: EXPERIENCES ARE BOOKED BY YOU THROUGH THE THIRD PARTY.**

**OUTDOOR ADVENTURES: ADVENTURES ARE BOOKED BY YOU THROUGH THE THIRD PARTY.**

Many of the activities we have listed are amazing experiences we have curated with local businesses.

To book and pay for one of these experiences please do so directly with the selected business. If you would like information about the suppliers please visit [The Document Hub](#). On your Runsheet please include the booked experience time and name.



# SELF ORGANISED



## GAMES TOURNAMENT

Are you a competitive bunch?

Round everyone up into the Games Area and have a Cornhole and a Table Tennis Tournament. Want to make it interesting, take some of your favourite alcohol down and make it a Beer Pong Competition.

## MOVIE NIGHT

Want a cosy night in?

Pop some popcorn and gather all your guests to watch your favourite movie! For an intimate setting, you can light the fireplace, snuggle on the sofas, and watch on the flat-screen TV in the Guest Lounge.

## TRIVIA

Test your guest's knowledge with a game of trivia.

Have one of your friends play host or hostess while your guests put on their thinking caps, and channel their inner genius.



## PUB

Fancy a night out at the local pub?

In the heart of the town is The Friendly Inn. Dine indoors or out. There is a spacious area for children to run around outside after they eat while you enjoy a drink.

## SILENT DISCO

Grab a pair of headphones, turn on your preferred station, and dance the night away!

Don't want the party to end once your DJ packs up on your wedding night? Pull out the headphones and keep the party going.

## BINGO

A simple and easy crowd pleaser.

You can't go wrong with a game of Bingo. Pick your card, grab a drink, and shout BINGO!

# OUTDOOR ADVENTURES

## KAYAKING/CANOEING

Want great photos of the Hampden Bridge and the river as well as gain local knowledge of the area?

Go kayaking or canoeing and be shown the sights of the Shoalhaven River, wildlife and bushland.



## GOLFING

Head over to the Kangaroo Valley Golf and Country Retreat for a game of golf.

The course has been extended to provide the discerning golfer with 18 holes of enjoyment on the Championship 71 par course.



## MOUNTAIN BIKING

Be dropped off at the amazing Flat Rock waterhole and hike into the delightful Mini Ha Ha Falls.

Feel the cooling water cascade over your shoulders before hiking back out to ride your mountain bikes along the Upper River Rd.

## INTERPRETIVE BUSH WALK

Take a relaxing and educational walk along the cliffs above the beautiful Kangaroo River.

Learn about a range of native plants that have a wealth of uses from food to medicine and weaving.

# CULTURAL EXPERIENCES



## CULTURAL EXPERIENCE

Are you curious about Australian culture and history?

Choose from 3 different package options with Gadhungal Murring. You can experience a Smoking Ceremony, Corroboree, or even a workshop! Workshops range from education on artifacts, bush tucker, language, painting, and dance.



# GROUP CLASSES

## PAINTING

Are you a creative bunch, or maybe you want to try something new?

Your guests will be able to paint a beautiful masterpiece to take home with them and remember their time celebrating your day forever. Paint one of the beautiful escarpments or the rock cliffs or have a laugh and have your guests paint you!

## LUXURY CLAY EXPERIENCES

Enjoy a fun workshop together and take home a souvenir from the wedding!

Come together to create and mould a clay piece. Use your creation as a decorative piece and be transported back to your big day every time you pass it!

## YOGA

Relax and unwind before one of the biggest days of your life!

Watch the sunrise on the Sunset Deck as you stretch and prepare yourselves for a full day of celebrating.



- PART TEN -

# ADDITIONAL INCLUSIONS



# PROPS & DECORATIONS

## GREENERY BASKETS

Sunning greenery baskets hung from the rafters (12 available)

## TIMBER WALLS

Wooden screens for you to decorate with flowers or neon signs. (3 available) 2.4m (W) 2.2m (L) / 1.8m (L) screen only

## ARBOURS

A perfect backdrop to your Bridal Party Table or ceremony.

Function Area(Rectangle): 190(H)x135(W)x110(D) cm.

Rock Cathedral(Branched): 210(H)x190(W) cm.

## COOL ROOM

A huge walk in cool room for all your drinks, cake & flowers. 1.8m (L) x 2.35m (W) x 2.4m (H)

## LOVE SIGN

Share the love with all your guests! Great prop for photos!

## EASELS

A Frame Easels for signage.

2 Timber:-165(H)x56(W)x55(D) cm.

2 White: 166(H)x68(W)x122(D) cm.

1 Black: 140(H)x45(W)x60(D) cm.

## THE ROLLING BAR

Our 2.5-metre portable bar can be placed in the Function Area.

## LECTERN & SIGNING TABLE

A beautiful wooden lectern & signing table with chairs. Signing Table: 600mm (D), 700mm (H) Chairs: 400mm (H), Seats: 300x300mm



- PART ELEVEN -

# INFO FOR YOUR GUESTS



# DOCUMENTS TO SEND TO YOUR GUESTS

We have created several documents that you will find very helpful when it comes to sharing your wedding plans with your guests.

On each page, you will find a link to download the document.  
We have created the following for you to use:

Pg 89 TO SEND WITH THE SAVE THE DATES:  
Notice of onsite accommodation

Pg 90-91 TO SEND WITH THE INVITATIONS & BOOKING LINKS:  
Booking Onsite Accommodation  
Nearby Accommodation

Pg 92-93 TO SEND ONE MONTH BEFORE THE WEDDING:  
Site Map & Directions  
Onsite Guest Information



# TO SEND WITH SAVE THE DATE NOTICE OF ONSITE ACCOMMODATION

FOR GUESTS YOU **ARE** INVITING TO STAY ONSITE



WE ARE GETTING MARRIED AT  
**KANGAROO VALLEY  
BUSH RETREAT!**

We would love for you to be part of our wedding festival!

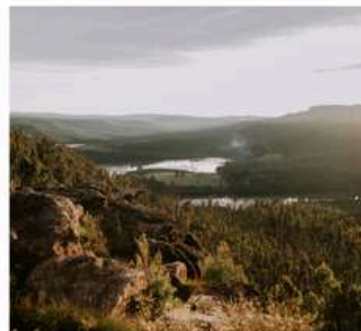
The venue has stunning architecturally designed onsite rooms available which we have reserved for our guests, so if you wish you can book to stay onsite with us for the duration of our celebration!

Details of how to book the accommodation through us will be released along with the invitations.

[DOWNLOAD COPY](#)

# TO SEND WITH INVITES & BOOKING LINKS BOOKING ONSITE ACCOMMODATION

FOR GUESTS YOU **ARE** INVITING TO STAY ONSITE



One of the many reasons we chose the beautiful Kangaroo Valley Bush Retreat was so that our family and friends could stay onsite with us for the duration of our wedding celebration! We wanted to take the stress away from you of having to find somewhere to stay.

The Bush Retreat has stunning architecturally designed brand new onsite accommodation in ensuite, private, air-conditioned rooms. We have booked out all the accommodation exclusively for our wedding guests, so if you would like to book a room, please get in touch with us directly.

For the duration of the celebration we will have exclusive use of the 100 acre property, which includes a swimming pool, outdoor games area, guest lounge & kitchen, alfresco area, firepit and sunset deck.

We would love for you to be part of our onsite wedding festival! If you can please let us know soon if you would like to stay onsite, as rooms are booked on a first come first serve basis.

DOWNLOAD COPY

# TO SEND WITH THE INVITATIONS

## NEARBY ACCOMODATION

FOR GUESTS YOU **ARE NOT** INVITING TO STAY ONSITE

## ACCOMODATION

CLOSE TO KANGAROO VALLEY BUSH RETREAT



### BANKSIA PARK COTTAGES

Within walking distance of the Bush Retreat, Banksia Park has a selection of cottages and a lodge, with a pool, campfire and friendly farmyard animals.

[www.banksiaparkcottages.com.au](http://www.banksiaparkcottages.com.au)

Distance from KVBR: 700m  
Sleeps: Upto 25 in a range of cabins



### WAHROONGA COUNTRY ESTATE

Wahroonga is a stunning country estate on 10 acres with magnificent views of Kangaroo Valley escarpments and Broughton Head.

<https://www.stayz.com.au/holiday-rental/p9122327>

Distance from KVBR: 300m  
Sleeps: Upto 12 in a range of bedrooms



### TERREWAH FARM

Terrewah Farm is now offering luxury accommodation. The farm combines organic, regenerative agriculture with a low impact holiday experience.

[www.terrewahfarm.com.au](http://www.terrewahfarm.com.au)

Distance from KVBR: 2.1km  
Sleeps: Upto 10 in two cabins



### WOMBATALLA GUESTHOUSE

Offering gracious and elegant four star accommodation with the luxury of space and privacy, "Wombatalla" is just five minutes from the village.

[www.wombatalla.com.au](http://www.wombatalla.com.au)

Distance from KVBR: 3.1km  
Sleeps: Upto 10 in a range of bedrooms



### KANGAROO VALLEY GOLF & COUNTRY RETREAT

The resort features a variety of fully-self contained cabin and villa style accommodation, overlooking the picturesque valley and golf course.

[www.kangaroovalleygolf.com.au](http://www.kangaroovalleygolf.com.au)

Distance from KVBR: 6.5km  
Sleeps: Over 100 in a range of cabins

DOWNLOAD COPY

# TO SEND ONE MONTH BEFORE DIRECTIONS & MAP

FOR ALL YOUR GUESTS



## DIRECTIONS & MAP

### PROPERTY ADDRESS

55 Radiata Road, Kangaroo Valley NSW 2577

Once you turn down Radiata Rd the road is unsealed, please drive slowly incase of any potholes or wildlife. We are located about halfway down the road on the left.

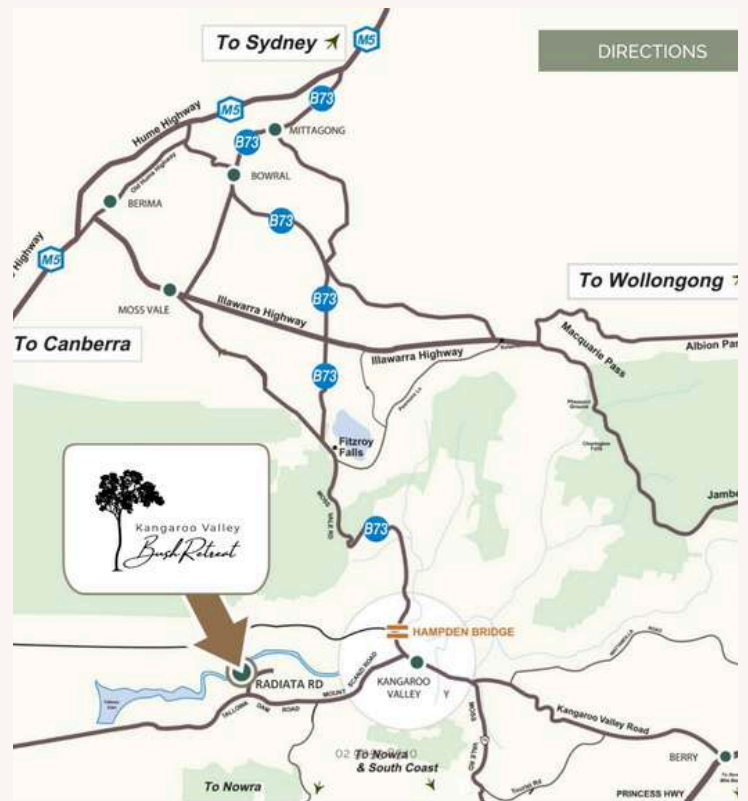
### UPON ARRIVAL TO THE PROPERTY

Please proceed directly to the guest carpark. From there you can make your way to the welcome board where you will find the property map and directions to your accommodation if staying onsite & directions to the Rock Cathedral if staying elsewhere.

### FOOTWEAR ADVICE

If you are planning on wearing heels, due to the nature of the property, we recommend wearing block heels and wedges instead of stilettos.

### THE BUSH RETREAT MAP



### DIRECTIONS FROM KANGAROO VALLEY TOWN

If coming from the North- After crossing the historic one lane Hampden Bridge take the 2nd turn on the right (800m) onto Mount Scanzii Road. If coming the South- After you have driven through the cute little town of Kangaroo Valley, turn left onto Mount Scanzii Road (700m past the post office).

Continue to drive along Mount Scanzii Road (this will change to Tallowa Dam Road after the golf course) for 8.3km, then turn right onto Radiata Road.

Drive slowly on the unsealed Radiata Road for 500m and the property entrance is to your left.

02 9053 8540 | [www.kangaroovalleybushretreat.com.au](http://www.kangaroovalleybushretreat.com.au) | 55 Radiata Road, Kangaroo Valley, NSW 2577

DOWNLOAD COPY

# TO SEND ONE MONTH BEFORE ONSITE GUEST INFORMATION

FOR GUESTS YOU **ARE** INVITING TO STAY ONSITE



## INFORMATION FOR YOUR STAY

### ARRIVAL PROCESS

Upon arrival please park in the designated area. If staying in cabins, proceed to the welcome sign, your room allocations will be posted on this sign. If you are camping proceed to the camp carpark, you may pitch your tent on the grassed area. (no vehicles on the grass.)

### PLEASE NOTE

- We ask that you please leave the accommodation in a respectful condition and leave the grounds as you find them- without a trace.
- The Bush Retreat is on rain water only, which is treated and safe to drink. We please ask that you do not waste water unnecessarily.
- Smoking is permitted in designated areas. Please dispose of your cigarettes in the provided bins.
- No dogs or other pets are allowed on our property
- No additional linen or bedding is provided. Please notify the wedding couple directly if you require one of our porta cots for babies. (We have a limited quantity)
- There will be a property manager onsite at all times to assist with any queries or emergencies

### NOISE POLICY

We have a strict noise policy from council that must be adhered to. Only very quiet music can be played within the accommodation between the hours of 8am- 7pm- after that time all music must cease or be contained inside the Function Area.

#### Within the Function Area

On Friday & Saturday all amplified music must finish by midnight.  
On Sunday through to Thursday nights, all amplified music must finish by 10pm.

After the amplified music finishes, quiet acoustic music is permitted.

### WHAT YOU CAN EXPECT AT OUR PROPERTY

#### In Your Room

Queen, King, or Twin Beds  
Bathroom  
Air Conditioning  
Linen & Towels  
Hairdryer  
Toiletries: Shampoo, Conditioner,  
Shower Gel, Soap, Lotion

#### In the Guest Cabins (5 rooms to a cabin)

Shared Kitchenette:  
Mini Fridge, Microwave, Toaster,  
Kettle, Iron & Ironing Board

#### Other Facilities

Swimming Pool  
Outdoor Games Area  
Late Night Bonfire  
Sunset Deck  
The Rock Cathedral

#### Amenities Block

Hairdryer  
Iron & Ironing Board

#### Guest Lounge & Kitchen

Fully equipped kitchen, lounge  
with fireplace, TV, WIFI Alfresco  
Area with BBQ's

DOWNLOAD COPY

- PART TWELVE -

# PRE WEDDING ADMIN



# WHAT TO COMPLETE & WHEN

There are several forms and documents that we need from you to make sure that we are all over your plans for your celebration.

Our Venue Manager and Wedding Administrator, Sorcha will be in touch with a link for you to complete your wedding admin 3 months before your wedding.

You can expect to provide your Bedding Configuration/Allocations, Table Layouts, Supplier List, Runsheet etc. We have helpful templates, guides, and a checklist to help you navigate your way through your wedding admin. These will be due 8 weeks prior to your wedding date.

Until we reach out, just sit back, relax and enjoy your wedding planning!

Remember, Sorcha is always available to assist you with questions in the leadup to your wedding. If you have any questions please email [weddingadmin@kvbushretreat.com.au](mailto:weddingadmin@kvbushretreat.com.au)