



**PARTRIDGE**  
· H O U S E ·

38 Partridge St,  
Glenelg SA 5045  
ph +61 8 8229 9980  
www.partridgehouse.com.au  
hello@partridgehouse.com.au

# VENUE HIRE

## WEDDING CEREMONY EVENT SCHEDULE

Please return this form (both sides) to: [hello@partridgehouse.com.au](mailto:hello@partridgehouse.com.au) or Fax to: 8298 4561

Name:

Wedding date:

Location of ceremony:

Overall Hire Time: From: to:

Celebrant name & arrival time:

Groom arrival time:

Guests arrival time: No of guests:

Name(s) of friends or family who may be assisting with a personalised setup. Also advise what they will be bringing, setting up & when these items will be removed:

External providers that you have contracted:

Provider name	Items being delivered	Delivery time	Collection time

Please attach a sketch of wedding ceremony location and set up to your email.  
(Photo of a sketch is accepted)



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Bridal car parking only at venue (maximum of 3)

Terms & Conditions outline – no parking for photographer or celebrant – please advise your contractors prior to the Wedding Day.

Car registration/make & model or hire car name:

1.

2.

3.

Any other arrangements or comments about the day:

- Please note that our staff are only responsible for setting up and packing up of chairs tables and other equipment supplied by Partridge House.
- If any of your equipment requires power, please ensure you or your providers bring extension cords and high visibility tape so that these cords do not cause a trip hazard to your guests.

Office Use Only: