



# Nicky Farquharson

Event Consultant

NF Events Ltd

## **Budgeting and services for your Villa Wedding or Party**

I have listed below guide of the costs of services you may need for your Wedding or Party. These prices are an average and are not a fixed cost, they are liable to fluctuate. Please remember that a lot of the more specialist items are only available through importation and therefore advanced warning of these items is imperative.

Jamaica has two rainy seasons in May and October, if you plan to marry during these periods, it may be necessary to rent tenting for an outside event, this is definitely something budget for.

All Villa guests over and above the amount of guests paid to the agent for accommodation will be charged an additional rate to attend the function, this will be invoiced by your booking agent.

### **Catering**

For parties of 20 and less - the staff at your Villa may be able to cater without outside help or Equipment hire (depending on the quantity of equipment the house has). For parties exceeding this amount, we may have to employ the services of a Caterer or employ extra chefs for the event. We may also need to hire Crockery, Cutlery and Glassware. We may also need to access Linens, Tables, and Chairs etc. With all Hire Equipment there will be a breakages deposit required. This will be returned after the function. The Catering costs for a simple Jamaican style BBQ start at @ US\$25.00 per head and go upwards. The cost of a full place setting, chair, table, linen, plates, glasses etc Starts at US\$15.00 per head

### **Bar and Wine Services**

I can order and deliver your choice of Wines, Beers, Liquor and Soft Drinks. I can furnish you with a Wine List, however if you have a particular choice in mind, let me know and I will try to access it. All Bar & Wine items can be delivered early on in your stay or on the day of the function.

### **Videos and Photographers**

Videos are normally a two hour minimum and cost @\$3-400 per hour.

Photographer prices range depending on what service you require, they can start from \$250.00 for one roll of film, to a package that starts at @ \$ 2500.00 for four hours, including reception, and up to \$3000.00 for a seven hour package that include Black and White photos, and the dressing of the Bride and Groom. This price varies from Photographer to Photographer. We do have photographers that use digital photography and will present you with a high re CD of pictures.

### **Music:**

We can source most music requirements, from live reggae bands to classical string quartets. For a DJ and Sound System including Audio Equipment for speeches the rate starts at @\$200.00 per hour, with a minimum of three hours.

Jazz or Reggae Bands start at @\$3000.00 for three hours. Steel Pan Bands start at @\$400.00 per hour. Mento Bands start at @\$300.00 per hour. Classical Music starts at @\$500.00 per hour.

**For Parties with Music in Residential areas there will be a cut off time of 1am.**

## **Ministers and Wedding Licences**

We can provide Ministers for most faiths or Non-Denominational Ministers. Catholic Weddings need to be held in a Catholic Church and are not allowed to be at private Villas, they also need to be conducted by 3pm local time. For Non – Catholic Weddings the latest time for a Ceremony is 6pm, most clients prefer the 5 – 5.30pm slot to allow for light for photography.

We will require the following documentation –Birth Certificates, Divorce Papers, (if necessary), Death Certificates, (if necessary), Job Titles, Employers name and address, Students – need to provide Institution of Study and Course Name.

These documents need to be here in Jamaica at least **one month prior** to the Ceremony (we do accept scanned documents send via email).

All Couples marrying in Jamaica need to be on the Island at least 24 hours before the Ceremony. To arrange Licence and send via registered mail to you - \$275.00. To arrange License as before and to officiate the wedding as a witness - \$385.00 (only when you are bringing your own Pastor or you have had a Civil Ceremony before hand). To arrange License, a Pre-Wedding rehearsal and meeting with the couple to be married, and officiating the Ceremony -\$500.00.

I will send you a Wedding Licence Application form to be filled in and sent back to me, so I can start the Licence process.

**Please note that Licences can take up to 12 weeks to be processed.**

## **Flowers and Decorations**

These prices depend on your choice and whether we import the flowers from overseas.

An approximate costing is as follows:

Bridal Bouquet - @\$90.00 upwards

Buttonholes - @\$12.00.

Corsages - @\$20.00

Table Centerpieces - @\$85.00 upwards

Medium Arrangement on Pedestal - @\$150.00 upwards

Custom Arch of Bamboo - @\$500.00 upwards

Decoration of Arch with Flowers - @\$250.00 upwards

There is normally also a Site Fee charged by the florist to be at the event on the day of \$400.00 depending on Florist

## **Hair & Beauty**

There is a wide selection of Hairdressers ad Spas in Montego Bay. Many of the Hairdressers will visit your villa to do make-up and hair on the day of your event. We recommend that you have a consultation beforehand. The fees vary widely and some hotels will include the consultation in the price, however there will be a traveling fee for all services at private villas.

We can also arrange Masseuse's and Manicurists to come to the villa.

## **NF Events fees**

All the Weddings that I co-ordinate are tailor made for the Client.

After our initial consultation either by phone or email, I require a non-refundable deposit of \$250.00 sent via wire transfer or western union to confirm our contract.

The fee structure is as follows:

15% of the invoice for all services I provide to you.

\$500.00 per day or part there, of that I am present at any function.

All services will be charged to you the Client at cost price.

For Bar and Food Services the charge will be cost plus delivery charge.

All prices are quoted in \$US and are subject to change. All prices will have GCT of 16.5% added to the final bill.

If you decide to make a preliminary site visit, I will be happy to arrange Villa viewings and meetings to discuss your special day. I do however charge a day rate for this service of US\$150.00 for half a day or US\$300.00 for a full day. This fee will be payable on the Island and will be deducted from my Wedding Fees should you book my services.

No details regarding individual Vendors will be given out until a contract has been signed or the deposit has been received. All recommended Vendors will be contracted by NF Events for the day and should not be contacted directly unless previously discussed and agreed.

**A Deposit of 50% of the invoice will be required with a payment schedule.**

**All deposit payments must be made by Wire Transfer to my Bank in Jamaica. The Client will be responsible for their bank charges.**

**The remaining 50% of the Total Payment is required 14 days before the Wedding.**

**If there are any services that are booked after this time line, they will be charged in cash for payment in Jamaica.**

**Please remember GCT of 16.5% will be added to all Invoices**

**All Prices are quoted in US\$**