

*Have It Special, Keep It Precious...*



*Dear Bridal Couple,*

*Thank You for choosing Sunset Resort for Your Very Special Day!*

*Planning, organizing and hosting such a touching event require perfect synchronization between you, the assigners and at the same time our clients and guests, and us – your hosts. In order that your special day turns into an unforgettable and precious lifetime experience, both sides need to hold close communication that would ideally include specification of each and every detail of the event in advance, as well as preparation of a wedding, program, all in line with your desires and requests.*

*Thus, we creates this wedding questionnaire, which aims at supplying you and us with enough information concerning every single step towards planning the event, at indicating the one-and-only contact person throughout the event, as well as at introducing you to the interior regulations of Sunset Resort. You will find wedding questionnaire on page 4 of this document. Before filling it in, please, take your time and go through following list of services, conditions and prices.*

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### *I. Marriage Ceremony*

- At Sunset Resort, you can organize your marriage ceremony. For this occasion, you can choose between several locations – Sigma or Emerald Hall, or, if the weather it serene, you may decide on an outdoor blessing (most suitable sites, which we recommend, are the alley in front of the fountain within the park area of the Resort or the terrace in front of restaurant Diamond).*
- Before/after the ceremony, we can organize a welcome-drink-reception for you, which we charge as per price list. For this occasion, we offer the use of altogether 20 rentable cocktail tables.*



## II. Emerald Hall

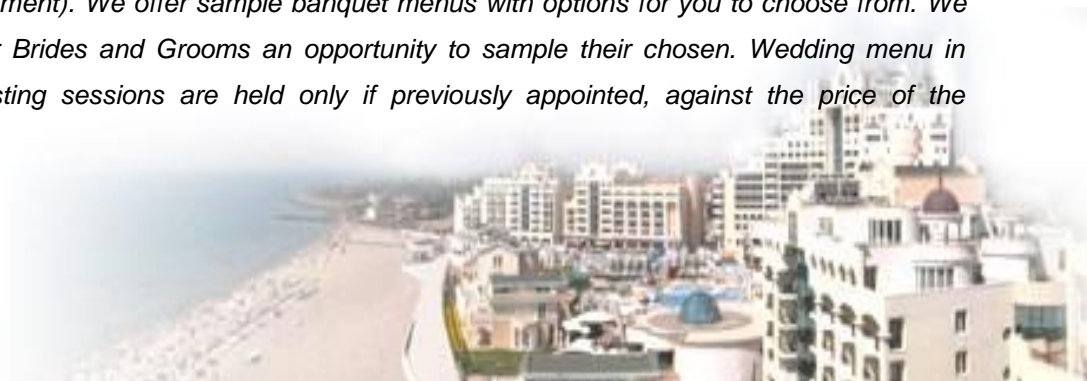
- *Most appropriate location for wedding feasts is Emerald Hall. It can be rented for five astronomical hours, starting from the point of guest reception. After this time runs out, we charge an overtime fee.*
- *The hall comes with round tables, 190 cm in diameter that are ideal for seating 10 persons, maximum 12 persons. Tables are with draperies, chairs with chair cover, both in white and ecru color, not additionally charged. We offer candle bearers, with three or five sockets, which you can use also charge free. Emerald hall has a PA system with microphone, which can be rented all through the wedding feast.*
- *The decoration, as well as the festive entertainment program is responsibility entirely of the bridal couple/the one-and-only contact persons!*
- *Sunset Resort does not take any commitment and does not carry any accountability in the manner and style the decoration or the entertainment has been executed.*
- *In case of any damages of Emerald Hall during the decoration or the Wedding Party, the hotel reserves the right to charge the Customers. Please note that it is not allowed to: drill of the panel with sharp objects, use of highly adhesive materials, use of pyrotechnics, etc.*

## III. Accommodation

- *The accommodation in a one-bedroom apartment at Sunset Resort for the bridal couple for their wedding night is complimentary. For the guests we offer accommodation in one-or/and two-bedroom apartments. For the latter it is compulsory to specify the person in charge of the guests' reservations and payments, respectively.*
- *One-bedroom apartment – A1 – up to 50 sq. m, comprising one bedroom (partly without window) with double bed, living room, kitchenette, SAT-TV, fold out sofa bed, telephone, balcony or terrace, bathroom with bathtub and/or shower, hair dryer. Accommodation capacity: 2+1*
- *Two-bedroom apartment – A2 – up to 70 sq. m, comprising two bedrooms (partly without window) with double bed and twin beds, living room, kitchenette, SAT-TV, fold out sofa bed, telephone, balcony or terrace, bathroom with bathtub and/or shower, hair dryer. Accommodation capacity: 4+1*

## IV. Catering

- *Our lowest wedding menu price is **50 BGN per person**, including 2 soft drinks and 1 mineral water. It is important to specify, if there are vegetarians or people with specific culinary preferences among your guests (if so, please inform us by telling us their names and table seats arrangement). We offer sample banquet menus with options for you to choose from. We also offer our Brides and Grooms an opportunity to sample their chosen. Wedding menu in advance. Tasting sessions are held only if previously appointed, against the price of the*



corresponding chosen menu. If you should have any additional requests or prefer to combine menus, our chef will be delighted to meet you to put together a menu to suit you.

- Children – we offer kids menu, which can be composed additionally. If you wish to include a kids menu to your chosen Wedding Menu, please, inform us in advance.
- Additional orders – it is important to specify the person in charge of covering all additional orders and their payment, i. e. if this should be the bridal couple or the guests themselves. Naturally, if you intend to cover some of the additional orders, you can limit these to some soft drinks or coffee.
- **Bringing along soft drinks, mineral water, juice, energy drinks, beer and draught alcohol in bottles or similar of more than 2 liters is **NOT** allowed!**

All final arrangements concerning number of guests, time of wedding ceremony/feast, table arrangement, menus, bring in of spirits, nuts and appetizers are to be confirmed and agreed upon **1 week** before the wedding day. After this deadline, no amendments will be accepted!

**V. Price list – prices (except accommodation) are without inclusion of VAT!**

Prices may be subject to change!

- Accommodation – all prices are in **BGN** per unit per day with breakfast included. Rates are defined according to the season, in which event takes place.

Apartment types	01.01 - 31.05	01.06 - 30.06	01.07 - 31.08
	01.10 - 31.12	01.09 - 30.09	
A1	125,00	150,00	200,00
A2	185,00	230,00	300,00

- Rent location for wedding ceremony – 150 BGN per hour;  
Includes 20 chairs (white or ecru color) draped buffet and ritual table 90/90 sm. 5 BGN for each additional chair.
- Overtime Emerald hall – 200 BGN per hour;
- Service charge – 3 BGN per person;
- Welcome drink champagne – 2 BGN per glass;
- PA system charge Emerald hall, including technician – 300 BGN throughout the whole feast;
- Chicken arrangement (according to Bulgarian ritual) – 35 BGN;
- Rent cocktail tables (for reception) – 10 BGN per table.



## Wedding Questionnaire

### VI. General information

1. Name of the Bride and Groom.

2. Names of the one-and-only contact person(s). Contact details (telephone, address, e-mail).

3. Wedding date.

4. Number of guests (please, indicate number of adults and children).

5. Are you going to use the services of a wedding agency? If yes, please state the name of the agency and wedding agent, as well as their contacts.

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### VII. Wedding Ceremony

If you do not consider having a wedding ceremony at Sunset Resort, please, ignore this part of the questionnaire!

1. Indicate chosen location and time of wedding ceremony.

2. Do you plan a reception/cocktail before or after the wedding ceremony and for how many guests? What are your ideas about this?



3. *Arrangement of location for wedding ceremony – please, indicate number of tables (cocktail tables) you require. Do you think you would need a table for gifts and/or flower vases?*

**VIII. Emerald hall**

1. *Please, indicate time of entrance (guests) in the hall.*

2. *Table arrangement – please, indicate maximum seats per table, location of wedding table in the hall, as well as of table for entertainers (staff – band, dancers and etc.) In order to orientate best, fill in the enclosed graphic of the hall!*

3. *Do you wish candle bearers for the tables and what type – with three or five sockets?*

4. *Menu*

- *Are there vegetarians or people with specific culinary requirements among the guests? If yes, please indicate who are they (names and seats as per table arrangement).*

- *Would you like include a kids menu? If yes, do you have any preferences concerning its content?*



5. *Drinks.*

*What kinds of drinks do you plan to bring-in and how do you prefer them to be served – in advanced on the tables or arranged buffet-like?*

6. *Appetizers.*

*Please, indicate if you plan to bring-in appetizers, of what kind, their quantity and if you would like us to slice, arrange and serve (also when to serve) them in a special way?*

7. *Rituals according to Bulgarian traditions – would you like us to arrange and decorate a chicken for you?*

8. *Additional orders.*

*Please, name the person(s) in charge – the bridal couple or the guests themselves – to cover all additional orders throughout the wedding feast. Here you may also specify some drinks that you, as a bride/groom or relevant authorized person of the couple, would like to cover for your guests.*

**IX. *Decoration, Entertainment***

1. *Please, indicate date and time for the decoration of chosen location for your wedding ceremony and for Emerald hall.*



2. Do you intent/need to use the PA system of the hall, including technician to operate with it throughout your wedding feast?

3. Do you plan some entertainment during the feast? If yes, please, indicate presence of a band/musicians, dancers, a DJ, etc.

**X. Accommodation**

1. Bride and Groom – do you consider (and confirm) your complimentary accommodation at Sunset Resort?

2. Do you plan the accommodation of (some of) your guests at Sunset Resort and if so, who will cover their accommodation costs? Please, indicate number of guests to be accommodated, types of apartments required and by which means are we to receive their reservations.

**XI. Payments**

In accordance with the information above and after contacting a representative of Sunset Resort and agreeing on prices, please, put down by yourselves:

1. Rent of location for wedding ceremony/rent of Emerald hall.

2. Overtime (may be estimated) Emerald hall.

3. Advanced payment – 50 % required, after which we confirm your wedding date. Rest payment – required minimum 2 days prior to the wedding day. Overtime charge and additional services are paid on spot to the restaurant manager, after the feast.



4. Other charges:

- Service charge.

- Arrangement of chicken (in accordance with Bulgarian ritual).

- Rent of PA system, including supervision by a technical throughout the feast.

- Rent of cocktail tables (number and total amount).

- Chosen wedding menu – please, indicate, which option you chose and its price.

**XII. Remarks**

Here, please, remark if you have additional requirements, wishes or ideas concerning your wedding day – for example suggest a timetable for your wedding or indicate if you would need other services or facilities, not mentioned in this questionnaire.

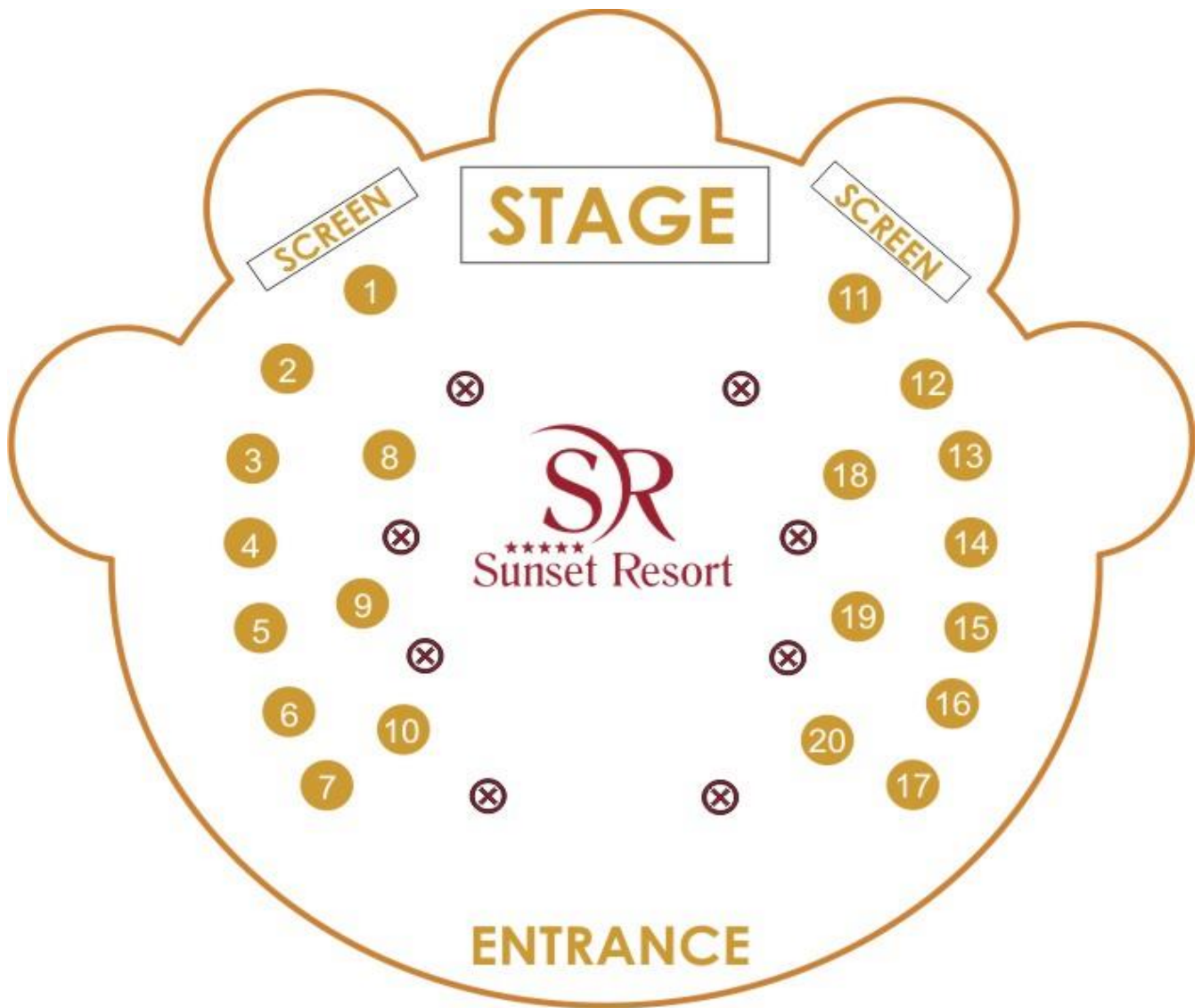
**XIII. Emerald Hall - Graphic**

Please, for better orientation, indicate the arrangement of the tables in the hall! Table 1 and 11 cannot be used in the arrangement, unless the screens are not operational! If you have special wishes or need to mention additional information, use the blank space below for your comments.

Changes are accepted **1 week** before the wedding day and this is the deadline for the final wedding program!







*Date, place:*

*Signatures /Bridal couple/:*

*By signing this wedding questionnaire, you confirm the factuality of all dates and pieces of information states by you, and agree upon all terms, conditions and prices.*

*Signature /Sunset Resort representative/:*

*Both sides, i. e. bridal couple and Sunset Resort representative, shall have a copy of a completely filled in and signed wedding questionnaire. It will serve as an official program for the wedding ceremony and/or feast, as well as prove that all decisions have been taken solely by the bridal couple, with their agreement and consent, and have been coordinated with a representative of Sunset Resort Management Ltd.*

