

## Room hire & minimum spend guide for weddings & events 2011/12



There are no specified minimum numbers of guests or set wedding packages when booking on an exclusive sole use or first floor hire. Instead we attach a minimum spend to each date. This allows us to close all or part of the venue for your exclusive use. This gives you flexibility to create your own wedding from our sample menus, and drinks options (or suggestions of your own). Everything is priced individually, so you pay for the things you really want and leave out the things you don't. Collette will be available during office hours to give any advice during the planning of your special day. For your convenience, we also have available All-inclusive packages also available for mid-week and late availability

**Guest Numbers & Capacity: Maximum guest numbers for seated dining 120 guests. Maximum for civil ceremony: 100 guests. Maximum for day and evening: 160 guests combined.**

Hire Basis	Minimum Spend & Venue Hire Guide
<b>Monday – Thursday *1<sup>st</sup> Floor hire</b> (inc. Pailliards Room, Garden Room & Terrace) 12.00noon > 12.30am	<u>£3,000.00 minimum spend PLUS</u> £425.00 venue hire <b>OR</b> £575.00 to include Civil Ceremony Room
<b>Monday – Thursday Sole Use</b> <b>Inc. All areas 12.00noon &gt; 12.30am</b>	<u>£4,500.00 minimum spend PLUS</u> £425.00 venue hire <b>OR</b> £575.00 to include Civil Ceremony Room
<b>Friday – *1<sup>st</sup> Floor hire</b> (inc. Pailliards Room, Garden Room & Terrace) 12.00noon > 1.00am	<u>£3,000.00 minimum spend PLUS</u> £425.00 venue hire <b>OR</b> £575.00 to include civil ceremony room
<b>Friday – Sole Use</b> Inc. All areas 12.00noon > 1.00am	<u>£5,500.00 minimum spend PLUS</u> £575.00 venue hire for Sole Use
<b>Saturday*1<sup>st</sup> Floor hire</b> (inc. Pailliards Room, Garden Room & Terrace) 12.00noon > 1.00am	<u>£3,500.00 minimum spend PLUS</u> £425.00 venue hire <b>OR</b> £575.00 to include civil ceremony room
<b>Saturday – Sole Use</b> Inc. All areas 12.00noon > 1.00am	<u>£7,500.00 minimum spend PLUS</u> £575.00 venue hire for Sole Use
<b>Sunday – *1<sup>st</sup> Floor hire</b> (inc. Pailliards Room, Garden Room & Terrace) <b>11.00am arrival – 5.00pm bar closes - 5.30pm departure</b>	<u>£3,000.00 minimum spend PLUS</u> £425.00 venue hire <b>OR</b> £575.00 to include civil ceremony room
<b>Sunday – Sole Use</b> <b>Inc. All areas 12.00noon &gt; 12.00 midnight</b>	<u>£5,000.00 minimum spend PLUS</u> £575.00 venue hire for Sole Use

**All above prices are subject to change depending on the time of Year and how much of the venue is hired. A quote will be given based on your individual requirements**

Minimum spends include any advanced monies spent on food, beverage, and 7 hotel rooms booked for the day of the event and must be paid no later than three weeks prior to the event. Once your provisional booking is made, a non-refundable/transferrable £1,000.00 deposit will be requested and is payable within 2 weeks of your provisional booking. The Minimum spend does not include the venue hire or any additional monies spent on the bar or on day of the event itself. When booking the Belle Epoque, all 7 hotel bedrooms will be booked for your party if available at the time of booking. This must be confirmed at the time of booking. For nights before or after the celebration, hotel rooms may be booked two months in advance of your celebration. All Hotel Rooms are available for check-in is from the earliest time of 2.00pm with departure at 11.00am. Hotel rooms are £95.00 single occupancy per room, per night and £115 for Double occupancy inc. VAT and Breakfast. Maximum occupancy of 2 persons per hotel room.

**Access Timings Guide:**

- **The venue is available for dressing/florist/wedding cake delivery from 11.00am**
- **Earliest Civil Ceremony time is at 1.00pm with the latest time of 5.00pm (unless special arrangements have been made)**
- **Hotel check in is at the earliest time of 2.00pm**
- **Hotel check out is before 11.00am on the day of departure**
- **The bar and music is licensed until 12.30am (Fridays & Saturdays) or 12.00midnight on Sundays & Midweek**

When making a provisional booking or holding a date, a deposit request/terms, and conditions will be sent to you. Once read and agreed, this should be signed by one or both people making the reservation and returned with the non-refundable/transferrable deposit for the amount of £1,000.00. On receipt of your deposit, written confirmation will be sent to you, along with details to be thinking about during the planning of your wedding and a list of useful contacts. An interim payment of £3,000.00 is payable 6 months prior to your event. All pre-payments will be deducted from your final balance statement. All planning appointments must take place Monday – Friday 9.00am to 4.00pm. Please see our Full Terms and Conditions for cancellation policy. Cancellation must be notified in writing a cancellation fee may be applicable in line with our cancellation policy. Menu, beverage, and most details will be discussed/confirmed 16-8 weeks before your wedding based on the most recent seasonal menus published. Menu prices are subject to market change. One or Two, 2 hour midweek appointments are required to finalise details and are to take place 4 to 2 months prior to your day. Advanced booking is required for your planning appointments. Details and itemised costings will be confirmed to you in writing 4 weeks prior to the event with the full balance payment required 3 weeks prior to the wedding (which must reach the minimum spend or over). Final numbers and requirements are fixed 3 weeks prior to your wedding date.

Please note payment of the deposit denotes acceptance of the full terms and conditions. Payment of the deposit is a commitment to the date, not for services available and therefore cannot be transferred.

\*When booking the venue on a **1<sup>st</sup> floor basis** only, there are restrictions in terms of which/when music can be played, children attending (children under 12 years until 6.00pm) and when guests are required to be seated to dine (before 5.00pm) Dancing is not permitted. The ground floor area will be opened to the public and will not be available for your party to use (with the exception of wash rooms) Full details will be discussed and detailed in your terms and conditions of booking. **THESE RESTRICTIONS DO NOT APPLY WHEN HIRING THE VENUE ON A SOLE USE BASIS. N.B.** prices are current as of March 2011 but are subject to change. Once a contract has been agreed for a particular date and the deposit is paid, the minimum spends or venue hire will not change. Menus will change every six months, however, alterations may be made in between these times. Your date is not secured until your deposit is paid. It is the client's responsibility to book and secure their chosen church or registrar

**Also available, mid-week all-inclusive packages, late date availability packages, and Mediterranean grill weddings and events**

