



EURIDGE



EURIDGE MANOR FAQ'S

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1 VENUE DRY HIRE & SUPPLIERS

Q - Which areas of the venue are included in the hire?

A - You will have exclusive use of all the wedding areas of the venue – The Ballroom (for larger weddings only), The Orangery and Orangery terrace, Cloisters, The Boathouse area (including the use of our small rowing boat!), our Chandelier Arch and our lawn area (with our Petal Marquee as well as lawn area for games, the Pergola, our fully equipped kitchen for your caterers and our toilet block).

Q - Is the venue a dry hire, and can I bring my own suppliers?

A - Yes, our venue hire is 'dry hire'. This means that you will have exclusive use of the venue for the duration of your hire with the included accommodation. You will need to provide your own suppliers such as caterers, bar, florist, production etc

Q - Do we have to use your suppliers, or can we choose our own?

A - We do have a list of suppliers that we recommend given that they have worked at Euridge Manor in the past, and therefore know the venue well, which is always useful. You are very welcome to find your own suppliers outside of this list.

Q - Can we run our own bar, or do we need to hire a professional bar?

A - We are happy for you to do either – we do insist, for legal reasons, however that whoever is serving the drinks from the bar holds a license to do so. We are not able to allow the sale of alcohol for cash on our premises.

Q - Do you charge corkage?

A - No, we do not charge corkage.

Q - Are tables and chairs included in the venue hire?

A - No, these are not included in the venue hire. We do have chairs and tables available for you to hire to save on delivery time and costs, as well as the environmental impact of unnecessary deliveries. Please ask for details.

Q - Will our suppliers have somewhere to dispose of their waste?

A - We have very strict rules regarding the disposal of waste – all rubbish (bottles, plastic, cans, cardboard) needs to be sorted and placed in our recycling bins. All other waste must be removed by the supplier.



2 PAYMENT SCHEDULE

Q - How do I confirm my booking and when are payments due?

A - We will invoice you as follows:

- 30% of the venue hire upon booking to secure your date
- A further 30% will be requested six months prior to the wedding
- The remaining 40% is required two months before the big day. (We will also require a £1,000 damage deposit from you at this point.)

3 TIMES OF HIRE

Q - What are the get-in and get-out times?

A - For weekend weddings your suppliers can arrive on site and begin their set-up from 10am on the Friday morning and should be cleared and off site by 4pm on the Sunday afternoon.

With midweek weddings, your suppliers can arrive on site and begin their set-up from 10am on the Tuesday morning and should be cleared and off site by 12 noon on the Thursday.

Q - Are we able to invite people to the venue on the evening before the wedding and the morning after?

A - Yes, we are very happy for you to hold a welcome dinner or reception drinks for your on-site guests, on the evening of arrival (maximum 35 people).

Also on the final day you are welcome to invite up to 50 guests for a barbecue or brunch. This must be completed and the venue cleared by 12 noon on Thursdays, or 4pm on Sundays.

Q - Are there any time limits for my reception?

A - Yes, we are licensed as follows:

- Weekend weddings must conclude by 00.30 with carriages at 01.00
- Midweek weddings must end by 11.00 with carriages at 11.30



4 VENUE CAPACITY

Q - What is the capacity of the Orangery and Ballroom?

A - The capacities are as follows:

The Ballroom:

- Ceremony – the Ballroom is licensed for up to 160 guests
- Catering – 150 on either trestle tables or round tables (with dance floor covered by tables that are removed prior to dancing)
- Catering – 120 on either trestle tables or round tables with dance floor

The Orangery:

- Ceremony – the Orangery is licensed for up to 120 guests
- Catering – 70 guests on round tables or 60 guests on one long table (consisting of trestle tables)
- Canapes/Drinks – 150 standing

5 EURIDGE MANOR STAFF

Q - What staff will Euridge Manor provide during my wedding?

A - As the venue is dry hire the staffing of your event is for you to provide. There will be a duty manager available during your hire of the venue should you have any questions or issues with the venue. We do not provide staff to assist with the running of your event in terms of, for example, moving furniture.

6 WEDDING CO-ORDINATOR/PLANNER

Q - Do I need a wedding co-ordinator or planner?

A - Yes, it is part of our contract that you have a wedding co-ordinator or planner to help you organise your wedding. This is to ensure the smooth running of your wedding before, during and after your stay at Euridge Manor and provides us with a point of contact at all stages of your planning and whilst you are on site leaving you free to enjoy the process of your special day and everyone can relax that your wedding is in capable hands!



7 ACCOMMODATION

Q - What accommodation do you have on site?

- A** -
- Cloister Suite – sleeps five in two separate en-suite bedrooms (included in your package)
 - Orangery Bedrooms – we have two double bedrooms with en-suite facilities (included in your package)
 - Christie’s Cabin – which sleeps two and is also en-suite (included in your package)
 - Peartree Cottage – sleeps six in three double bedrooms, with one bathroom
 - price dependent on year and weekend/midweek enquiry
 - please contact us for further information
 - Bluebell Cottage – sleeps six in three double bedrooms with one bathroom
 - price dependent on year and weekend/midweek enquiry
 - please contact us for further information
 - Ivy Cottage – sleeps nine in three double bedrooms and one double/single triple bunk room with two bathrooms
 - price dependent on year and weekend/midweek enquiry
 - please contact us for further information

Q - What is provided in the accommodation?

A - All our accommodation comes with linen and towels, and all kitchens are fully equipped for self-catering guests – you just need to bring any food that you wish to prepare for yourselves!

Q - What are the check-in and check-out times for the accommodation?

- A** -
- For weekend weddings you and your guests can check in to the accommodation from 4pm on the Friday afternoon and check out by 4pm on the Sunday afternoon.
 - For midweek weddings accommodation check in is from 4pm on Tuesday afternoons and check out by 12 noon on Thursday.

Q - Do you have additional fold up beds?

A - Yes, we have two fold-up beds and they are £30 plus VAT each upon request.

Q - Do you have cots and high chairs?

A - Yes, we have two travel cots that are free of charge – please request. We do not provide bedding for the travel cots. We also have high chairs that are free of charge – again please request.



8 CATERING KITCHEN

Q - What equipment is contained in the catering kitchen?

A - Our kitchen contains the following:

- Oven range with 6 plates 5 grid turbo oven
- 7 grid turbo oven Double deep fat fryer Glass-washer
- Bench freezer (2 door)
- Bench fridge (3 door)
- Hot cupboards and Heated Pass x 2

All our equipment is run by electricity – we do not provide gas for any appliances

We do have a contract that will be sent to you for forwarding to your caterers for signature with all the information that they will need regarding the use of our kitchen. Please note that if the caterers do not leave the kitchen in the clean state in which they found it you will be liable for a cleaning charge which will be deducted from your damage deposit.

Q - Where can we store our cold drinks, alcohol and ice?

A - We have provided you with a walk in refrigerator as part of the equipped kitchen

9 SOUND SYSTEM AND AV

Q - Is there a sound system in the Boat House area?

A - Yes, we do have a sound system in the Boat House so that your guests can hear your ceremony. Music can also be played through the system for your ceremony.

Q - Is there any limit on the level of noise from our band and/or DJ?

A - Yes, it is part of our license commitment that we limit the sound levels of music at our venue. The levels that this is set at will not impact on the enjoyment of you and your guests at your reception. We have sound limiters that we will ask your DJ/Band to use for their output and will show them how to use them when they set up. You will have received a copy of our Noise Management Plan when you booked your wedding.



10 OTHER QUERIES

Q - Do you have car parking?

A - Yes, we have ample car parking in the field area above the lawn area. The drive area in front of the house can be cleared of all staff vehicles if the area is required and you request us to do so.

Q - We do not require the Petal Marquee, is it possible to have it taken down for our wedding ?

A - Yes, we can take it down for the duration of your stay with us. There is a charge of £400 plus VAT to have it dismantled before and re-assembled after your wedding.

Q - Can we have the fire-pits and braziers lit?

A - Yes, we are happy to light the fire pits for you. These cannot be pre-booked as they are weather dependent. A member of staff will be required to stay on site and fill the pit/braziers with wood and light them for you once it becomes dark. For the we request cash in hand to be paid directly to the member of staff on the day. (£110 for the fire pit in the boat lake, and £70 per brazier.)

Q - Can we use the outdoor candle holders?

A - Yes, we are happy for you to use them – we do not include the candles. The candles should measure 5cm wide by 15cm high.

Q - Do you allow drones?

A - Yes, we are happy for you to have drones at the venue. However, we do ask you to contact the local MoD offices in Colerne to check with them, as there may be a reason why you are not allowed to fly them on specific dates. RAF Colerne, North Colerne, Chippenham, SN14 8QY (Telephone 01225 745338 or email eric.randall132@mod.gov.uk).

Q - Do you have an easel we can use for our table plan?

A - Yes, we have two available that you can use.

Q - Do you have a cake stand we can use?

A - Yes, we do have one that you can use. It is a glass circular stand measuring 28cm in circumference.

Q - Can we visit the venue again with our suppliers to discuss our wedding requirements with them?

A - Yes, we fully encourage you to visit with your planner and suppliers as many times as required to make sure that your day runs smoothly!

If you have any further questions, please do not hesitate to contact us