

Frequently Asked Questions

Please note that all our prices are valid for 2024-2025 events. Any food prices would be held as confirmed on point of booking. Alcohol and staffing costs are subject to change.

Food and drink include:

- Dedicated Banqueting Manager on the day
- White table linen and napkins, classic white crockery, glassware, and polished silver cutlery
- Use of our round 12-inch or square 14-inch silver cake stand and cake knife
- All vegetarian/vegan and dietary requirements catered for
- One set menu for all guests, with an alternative vegetarian/vegan starter and main for guests as required. If you would like a choice menu of 3 starters, 3 mains and 3 desserts, this is an additional £6.60 + VAT per person. We require all pre-orders 3 weeks prior to your event.

Minimum spend and staffing charges for your event:

All packages are based on minimum numbers or spend requirements, as follows:

- Breakfast Menu – no minimum, based on a room-drop only service. If ordered as an upgrade to our Small Rooms Menu package, minimum of 10 guests
- Small Rooms Menu – minimum of 10 guests
- Private Afternoon Tea – minimum of 10 guests
- Canapes – minimum of 50 guests
- Grazing Platters – minimum of 50 guests, to be ordered in conjunction with a Drinks Package
- Bowl Food – minimum of 50 guests
- Seated Fork Buffet – minimum of 50 guests
- Fine Dining – minimum of 50 guests

1.00am Extension:

You are welcome to extend your event finish time from 12.00am to 1.00am. To cover staffing, service and additional costs for this period, a charge of £165 + VAT will apply.

Table plans and decorations:

We politely request that all seated dinners be arranged according to a fixed table plan, in order to locate guests with dietary requirements safely and ensure a smooth service. If you do not wish to have a table plan, please discuss directly with us.

We can provide our Searcys polished silver candelabras @ £20.00 + VAT per candelabra (one per table).

Alternatively, our team can put in place any **reasonable** amount of decorations where required, including table plans, table and place names, and can provide metal holders free of charge.

All place names **must** be grouped by table, according to your table plan. Final table plans are required 9 working days prior to your event, along with final numbers.

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Any table decorations should be grouped by table (in separate boxes or bags). Any centrepieces and other decorations should be kept to a reasonable level of setup and preparation, within the time available. All items should be pre-assembled, all flowers pre-arranged, etc. Should your table decorations include anything more than pre-assembled centrepieces, table names, menu cards, a small generic favour per person and a table plan, please let us know in advance, as setup assistance may be required from the wedding party/event planning team.

Full Bar Service:

A bar facility is available and may be run as either an account bar, which would be added to your final bill, or as a cash/card bar allowing your guests to purchase their own drinks. A minimum spend of £400 including VAT applies – any shortfall will be added to your final invoice following the event. The standard finishing time for an event will be 12.00am. Any bar facilities will close 30 minutes before the end of the event, with final orders being announced 45 minutes before. Guests will be expected to vacate the building at the finishing time.

Corkage:

We understand that we cannot always offer an exact wine or that you may wish to bring in a special wine of your choice. To accommodate this, we offer a competitive corkage facility on wine and Champagne. Corkage prices are £20.00 + VAT per 75cl bottle of still wine and £25.00 + VAT per 75cl of sparkling wine/Champagne. Corkage is available on a maximum allocation of one and a half bottles of wine per guest (still and sparkling included).

For your younger guests:

For seated dinner events, a children's menu is available currently at £12.00 + VAT per child. For standing and informal menus, such as bowl food events, children should be included in your menu order numbers.

Food for your suppliers:

We are very happy to provide separate refreshments for any external suppliers that may be working on the event and will quote accordingly.

Payment terms:

- On booking, we require a £1,000 catering deposit to confirm your catering. Should your catering package be of smaller value, we would reduce the deposit amount accordingly.
- An estimated 95% invoice is due 20 days prior to your event, which will take into account the deposit already paid.
- After your event has taken place, we will then send over your final catering invoice which will include any account bar tabs, any extra wine consumed during the event etc.

Agency Commission:

If you are sourcing our venue or services on behalf of a client, please enquire directly for commission rates. Any commission terms must be agreed and confirmed in writing prior to the event.