



# THE GRAND PAVILION

The perfect Asian Wedding venue

THE ROOM HIRE FOR THE USE OF THE GRAND PAVILION IS

**£6,000.00**

## **THIS PRICE INCLUDES:**

- ♥ **Exclusive use of the Grand Pavilion for 12 hours with normal access available between 8.00am and 8.00pm (subject to negotiation). ADDITIONAL HOURS WILL BE CHARGED AT £100.00 PER HOUR.**
- ♥ **Use of our large Kitchen Facilities for preparation of food, separate washing up area, with supervision on site. Please note all kitchen areas, washing up and "back of house" areas are to be left clean at the end of the function. To ensure this, a refundable deposit of £500.00 will be required at the time of booking. The Duty Manager will inspect these areas and if they are in a satisfactory condition, your deposit will be refunded within 2 weeks of your Wedding day.**
- ♥ **The Pavilion will be set out as you require with tables, chairs, linen tablecloths and paper coloured slip cloths in your chosen colour. Napkins are provided in your chosen colour (if required)**
- ♥ **YOUR CATERER'S ARE RESPONSIBLE FOR SETTING THE TABLES WITH CROCKERY, CUTLERY, COLOUR CO-ORDINATED NAPKINS AND GLASSWARE AS INSTRUCTED BY YOU.**
- ♥ **Washing up staff – Your Caterer's however will have to serve and clear all crockery and cutlery**
- ♥ **All Crockery, cutlery, silver coup dishes and tea pots.**
- ♥ **Audio, lighting, projector screens, video recording and Visual Package is available with Full Technical Support on the day at an extra charge of £500.00 plus VAT, (subject to our technician being available.)**
- ♥ **10 brand new Star-Cloths available to hire for the venue at £50.00+vat per cloth – this will give your Wedding the WOW factor**
- ♥ **Our large adaptable stage and large dance floor area are included in the price.**
- ♥ **Cake stand included (subject to availability).**

- ♥ **Changing room for the Bride, together with a key for the room, this must be returned to the Pavilion Manager at the end of the function. A £15.00 deposit will be taken before the event for the Changing Room key.**
- ♥ **Free reserved car parking for all your guests, a large area will be reserved for your guests to park on. Guests will be directed to the car parking area.**
- ♥ **Extra function suite available for hire for £500.00 plus VAT, (subject to availability) for your Civil Wedding Ceremony, Breakfast or Tea.**
- ♥ **Glassware is NOT included however, we can hire in any type of glassware for your function.**
- ♥ **Glass Jugs are also NOT included**

### **CORKAGE CHARGES**

THE FOLLOWING CORKAGE CHARGES WILL APPLY:

- |                               |                   |
|-------------------------------|-------------------|
| ♥ 70cl bottles of spirits     | £10.00 per bottle |
| ♥ 1.5 litre bottles of spirit | £20.00 per bottle |
| ♥ Wine                        | £6.00 per bottle  |
| ♥ Sparkling Wine              | £7.50 per bottle  |
| ♥ Champagne                   | £10.00 per bottle |

Any other sized bottle of Spirits, Wines or Champagne will be charged pro rata.

**NO OTHER ALCOHOLIC DRINKS WILL BE PERMITTED.**

### **GLASSWARE**

If you are going to be supplying your own soft drinks, spirits, wine and champagne, you must supply your own glassware. We can hire glasses for you. The cost of each glass is £0.15p+vat. We also hire out Glass Jugs, the cost to hire these are £1.50+vat per jug.

### **THE KITCHEN**

Your chosen caterer's will have to provide certain Health and Safety requirements, in compliance Food Safety Act 1990, and a separate letter will be sent to them.

- ♥ One of our Chef's will be on duty to assist your caterer's with any technical appliances

**The Caterer's will have use of the Kitchen EXCLUDING:**

- ♥ DEEP FAT FRYERS
- ♥ CHAFFING BUFFET SERVERS
- ♥ MOBILE HOT CABINETS

**WE RECOMMEND THAT YOUR CATERER'S VIEW THE OPERATIONAL AREAS PRIOR TO YOUR WEDDING DAY.**

## WASHING UP AND BACK AREAS

Your Caterer's will supply all of the Kitchen staff and waiting staff.

Due to Health and Safety and Insurance legislation, Wicksteed Park Staff are only able to operate the Dishwasher.

### **THE KITCHEN AND ALL BACK AREAS MUST BE LEFT IN THE CONDITION THEY WERE FOUND IN.**

A DEPOSIT OF £500.00 IS TAKEN AT THE TIME OF BOOKING AND RETURNED IF THE KITCHEN AND BACK AREAS ARE LEFT TO AN ACCEPTABLE STANDARD WHICH WILL BE CHECKED BY THE DUTY MANAGER.

## DECORATORS

Any fabric decorations (star cloths, back drops, fairy lights etc) brought into the Pavilion **MUST BE FIRE RETARDANT**. Decorations will be inspected prior to the wedding to ensure compliance to the Fire Regulations.

No fixings can be used that will cause damage to the building or its décor.

Access times to the Pavilion must be arranged in advance.

The time to decorate the room and to strip it down after the wedding **MUST** be included in the 12-hour booking. **YOU WILL BE CHARGED** for any additional time taken at £100 per extra hour.

## ENTERTAINMENT

You are able to bring in your own entertainment for your event. Any electrical equipment that is bought in to the Pavilion (i.e. DJ equipment, fairy lights etc) must be PAT (Portable Appliance Test) tested by a qualified electrician. The Pavilion Manager must see this proof before the event.

## WEDDING BOOKING CONDITIONS

At the time of booking we require a deposit of **£3,500.00** (which includes £500.00 to cover the kitchen deposit) to secure the date. Together with the completed signed booking form. This deposit is non refundable.

All the details must be finalised 1 month before the event and **THE FINAL BALANCE IS PAYABLE 1 MONTH PRIOR TO THE WEDDING. THIS INCLUDES ALL ROOM HIRE, ALL OTHER HIRE CHARGES, EG GLASSWARE, EXTRA HOURS, TOGETHER WITH AN ESTIMATED USEAGE OF BAR, WINE AND CORKAGE CHARGES.**

The Hirer will be liable for any damages and losses during the event and its contents by guests and any other parties in connection with the Wedding. Charges will be raised at full replacement cost, and additional charges may be raised to cover loss of business incurred as a result of the damage; together with any labour charges also incurred.

Wicksteed Park will not accept responsibility for any loss or damage to guests' property.

### **CANCELLATION POLICY**

In the unfortunate circumstances that you have to cancel or postpone your confirmed booking at any time prior to the event, we do reserve the right to charge the following cancellation fees unless a booking is obtained for the same dates on no less favourable terms:

- From 31 days to 60 days notice - 75% of the estimated bill.
- Over and above 60 days - non refundable deposit of £3500.00.

