

Questions to Ask Your Venue

Venue

Is your venue available on the required date?

Please contact Jessica Lambert on 01305 871130 9-5pm mon-fri.

Is the venue available for exclusive use? **Only after 5.00pm**

Is your venue easy to find? **Please see the map on our Subtropical Gardens website**

Is the site disability accessible? **Yes**

Is the venue child friendly? What facilities are available for entertaining children? **We have a children's play area and many lawns but we ask for them to be accompanied as we also have many streams and pools of water.**

Is there a heated outdoor space for smoking or where my guests can mingle? **No**

How many car parking spaces are available? **Over 100**

Is there a room provided for the use of "bride and groom" for the day? **No**

Do you offer the option of a marquee?

Yes

Can the bridal party get ready at the venue? **No**



Representative

Who will actually be there on the day? Is there an in-house wedding coordinator? If there is a coordinator, will they be there for the duration of the reception?

Our appointed ceremony co-ordinator will oversee all ceremonies.

How do we and our guests get to the ceremony area? **The pavilion is just a small walk away.**

The bride and groom shall have organised their ushers to ensure all guests are at the ceremony area on time using the map provided. It would be useful if all the guests could have access to a map as they can see where they are to go and how large the gardens are. For other matters the wedding team will ensure a smooth ceremony.

Ceremony

Is your venue licensed to carry out civil weddings? **Yes**

If you do hold a licence for civil ceremonies, what authority do you come under and can you supply names and contact details for the registrar?

The registrar can be contacted on 01305 225153 or 01202 225153.

Which rooms are licensed for ceremonies? **Please see our website for this information.**

Is the ceremony to take place in the same room as the reception? **No**

Do you have microphones in the venue for the speeches? **They can be hired if required.**

Can I hook an ipod or laptop up to your sound system? **If one has been requested at an additional cost.**

Do you allow confetti to be thrown at the venue? **Yes (petals or bio degradable)**

Is there a backup plan for rain or inclement weather?

For outside ceremonies it would be held within the Colonial Restaurant.

Will ours be the only wedding at your venue on our wedding day? **Yes**

How many people can you accommodate? **Up to 300**



Reception

When can we have access to the room to begin setting up and decorating flowers, etc? (Morning of the wedding, day before, etc?) **If held within a marquee 10am.**

If the evening reception is being held in a room that is being used for something else earlier in the day, do you require the DJ/Band to set-up their equipment beforehand?

Please see above.

Do you allow candles to be lit in the reception room? **Yes if they are in a holder or jar.**

Do you allow professional firework displays at your venue? **No**

Do you have a room where you are able to store wedding presents until you are able to collect them and are you insured for any loss or damage to these presents?

No but we can hold any items left from the previous evening until 11am the following morning but we do not accept any liability.

Do you have a favoured order of service (when and where do we cut the cake)?

Yes but this can be discussed to your preference

What type of tables do you have (shape, size, top table)? Are there different options?

Depending on the numbers, this can be discussed

Is any décor/stationery provided (menus, centrepieces, red carpet, flowers, and cake stand)?

No, we leave this for the bride and groom to create their dream ambiance.

Can I move things around and decorate to suit my purposes, or do I have to leave everything as is?

If possible yes.



Catering

Do you insist on doing all the catering?

Yes through our nominated caterers.

They will be able to answer the following questions.

Can you supply examples of suggested menus along with prices?

What time do you offer an alcohol license until? **23.00.**

What time do you insist the reception finishes by? **23.30**

Do you insist on supplying the wine and champagne?

If we are able to supply the wine, what do you charge for corkage?

Can you recommend a company to supply our wedding cake?

Do you include a cake stand and knife if required?

Is a complimentary menu included? How many people can attend?

Are there any additional charges for bar staff or waiting staff?

What time is the meal served?

Do you cater for special dietary requirements?

Do you supply catering for the entertainers?



Payment

What are the rates for different days or times (Friday, Saturday, Sunday; afternoon, evening)? **Please see our prices on line or contact Robert Aldam 01305 871732 catering@abbotsbury-tourism.co.uk .**

What's the cancellation policy?

Please see our T&C's. There is a non-refundable £500.00 deposit.

What's the last possible date that we can make changes?

Depending on the changes, this is open to discretion of the wedding coordinator

Venue

Where does the band set up? Where is the dancefloor/how big is it/does anything have to be moved to create the dancefloor? **To be discussed with the wedding coordinator**

Will the band have to go through the reception to set up or is there separate access?

There is a separate access for all deliveries.

