

## Self-Catered Weddings

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Share your special day with family and friends in our Grade II listed Georgian Hall, set within 250 acres of beautiful country park and woodland. The Grand Ballroom and impressive Douglas Suite are both licensed for weddings of all faiths.

With the option to use your own preferred caterer for up to 200 guests and ample complimentary parking, the venue allows you the flexibility to make the space your own and your wedding day a truly memorable occasion.

Our grand staircase, foyer with roaring log fire and extensive grounds all provide you with a fantastic backdrop to capture your special day.

**Charges      £2,500.00**

#### **This charge includes:**

- Exclusive use of Haigh Hall public rooms including the use of a changing room (8 hours) on Sunday – Thursday inclusive (Friday & Saturday additional charges are incurred)
- Hire of the finishing kitchen and service area
- Staff (Building Duty Manager, Kitchen Supervisor, wash up, room set up and clear down)
- Hire of tables, white table cloths, white paper napkins, chairs, crockery, cutlery and glassware already in situ.

The following terms and conditions apply and an agreement must be signed 6 weeks prior by your caterer to show that they agree to them:

1. Caterers to pay £500.00 security deposit, send a copy of their Schedule of Insurance (showing amount covered for Public Liability) and a copy of their basic food hygiene certificate no later than 30 days prior to the event. The security deposit will be repaid within 30 days after the event with re-charges made for any non-compliance with the practices below.
2. Menus for the event should be handed over to the Haigh Hall Event Coordinator at a pre-arranged meeting no later than 6 weeks prior to the event.
3. On the day of the event, caterers should bring the following with them:
  - Waiting on staff (minimum of 1 waiter per 20 guests)
  - All dishes prepared
  - All cooking pots, trays, utensils and dishes/platters to serve the food including serving utensils
  - All cleaning and drying cloths and refuse bags
  - All cooking equipment used to be taken back to be washed at their own premises.
4. The caterers are also asked to ensure the following:

- All kitchen practises are adhered to ie No Smoking
- Refuse bags are tied and placed in the appropriate rubbish skip and loose rubbish is not placed in skips
- All oil must be removed off site
- Gas canisters or external stoves are not permitted within the grounds of Haigh Hall & Country Park
- The kitchen equipment and floors etc are cleaned to the same standard as when hired

### **Optional Extras**

The following charges are optional:

We can provide additional staff, if required, to wait on tables or manage the car park. Charges vary depending on how many staff are required, at what level and the length of time they are required for. A quotation is available on request.

It is not permitted to bring your own drinks into Haigh Hall, we therefore do not have a corkage fee.

Alcoholic drinks packages are available per person from £16.95

Soft drinks packages are available per table of 10 from £13.00 (includes Coca Cola, lemonade, orange juice and iced water served in 1 litre glass jugs)

### **Booking**

If you like the venue and would like to hold a date, we will provisionally do so for 14 days. To confirm your chosen date, a booking form must be signed and returned with a non-refundable deposit of £500.00. A second deposit of £1000.00 is required 6 months prior to your event date. Payment in full is required 30 days prior to the date of your booking.