

## WEDDING RECEPTION WEEKEND

Thank you for choosing Arkholme Village Hall for your wedding reception. Before you complete the booking form please:

- Read the information provided below
- Read our **STANDARD CONDITIONS OF HIRE** available at [www.arkholme-village-hall.co.uk/downloads](http://www.arkholme-village-hall.co.uk/downloads)
- Contact us by phone or email to check and reserve your chosen date

### Arkholme Village Hall Wedding Reception Weekends

Our wedding reception weekend fixed price provides you with **exclusive** access to the premises, grounds and facilities from 3pm Friday until 3pm Sunday. This will allow you the **flexibility** to accommodate a Saturday wedding reception at the time of your choosing with ample time to set up on the Friday and to clear up on the Sunday. You could even choose to hold an additional event such as a 'brunch' on the Sunday morning if you wish. Wedding receptions on other days of the week can occasionally be accommodated outside school term time, please ask for details.

Wedding reception weekends are charged at a **fixed price of £1200**. A deposit of a minimum of £400 is required at the time of booking; this will be deducted from your final invoice.

### What is included?

The fixed price includes:

- exclusive use of the entire building, grounds and facilities,
- the bar being open, stocked and staffed at the times of your choosing (subject to licencing restrictions),
- hire of tables and chairs; the main hall can accommodate up to 135 seated for a wedding breakfast and up to 180 for an evening reception (in accordance with fire regulations)
- hire of crockery, cutlery and glassware (wine, champagne and water glasses).
- your caterer will have full access to our commercial kitchen facilities.

You have complete flexibility to decorate the premises as you wish. Decorations can be hung on the walls and ceilings, however please do not use *blutack*, *sellotape* etc as this may damage the paintwork and also affects the fire retardant coating on the woodwork. There are a number of small hooks already positioned around the hall and we can recommend other means of affixing decorations if you require.

The hall will be opened for you on the Friday, and locked when you advise us you have finished setting up. On Saturday the hall will be opened up in the morning at the time you require access and left open for the remainder of the day. Our bar staff will lock up once you have left (see below for bar and music timings - we ask that all events to end by 00.30 at the latest). On Sunday we will unlock in time for your arrival and lock up again at 3pm.

We are sorry we cannot provide help with setting out tables and chairs, decorating, catering etc and we are not able to provide table clothes or chair covers. We also ask that you tidy everything away following your event and leave the premises as you found it. We will provide access to cleaning supplies so you have the equipment you need. If you have excess rubbish that does not fit or is not suitable for placing in the external wheelie bins please take it home with you.

### Licensed Bar

The well-stocked and fully staffed bar opens onto one end of the main hall conveniently situated to serve your guests. Please note that all beverages must be purchased via the bar. Pre-ordering welcome drinks, wine and toast beverages will offer a discount from the on the day bar price list. We offer a good selection of alcoholic and non-alcoholic drinks at reasonable prices. We are unable to take requests for specific drinks and unfortunately do not have the facilities to serve cask ales. The bar is licenced until midnight on Fridays and Saturdays and 11pm Sunday to Thursday.

### Facilities include:

**Music** The hall is licenced to play music until half past midnight on Friday and Saturday and until 11pm Sunday to Thursday. The main hall includes an integrated sound system with 5 CD changer available for your use. Portable devices can also be connected. A wireless hands-free microphone system is also available on request.

**Tables and chairs** The hall has 12 round banqueting tables (5ft diameter), 9 rectangular tables (5ft by 2.5ft) and 18 small square tables (2.5ft by 2.5ft) and 155 chairs. You can fit up to 10 chairs round the circular tables. The maximum capacity for a wedding breakfast is 135 based on 12 tables of 10 and a top table of 15.

**Kitchen** The well-equipped catering standard kitchen includes oven, hob, dishwasher, fridge, freezer, large capacity water boiler (urn) and microwave along with a wide selection of kitchen equipment for your use.

**Crockery, cutlery and glassware** A full set (approximately 135 settings) of white crockery (dinner plate, side plate, tea plate, bowl, cup, saucer) and cutlery is available, along with glassware for tables, welcome drinks or toasts.

**Wi-fi** We have a high speed broadband connection available for use by you and your guests. Password is displayed in the main hall

**Car Parking** The large, easily accessible car park offers ample parking for you and your guests

**Outside space and playing field** There is a well-tended lawn area to the rear and side of the building. Several benches provide outside seating space. The adjoining playing field is accessible via a gate from the lawned area. No animals are allowed on site, for health and safety reasons animals are not allowed inside the hall or on the playing field. Dogs can be exercised within the car park area only.

If you choose to hire a bouncy castle or marquee these can be placed in the grounds however please discuss the positioning with us in advance as it may impact on the hall fire exits. You or the company you are hiring these from must have the appropriate insurance for these activities.

**Disabled access** All our doorways are wide access and there are disabled toilet facilities. There are no significant floor level changes inside the building.

**Baby nappy changing** We have a waist-high retractable platform situated in the disabled toilet.

**Once you have confirmed your chosen date with us by email or phone please complete and return the booking form below:**

## WEDDING RECEPTION WEEKEND BOOKING FORM

|                     |  |
|---------------------|--|
| 1) The hirer        | Title:<br>Name:<br><br>Address:<br><br><br>Telephone number:<br><br>Email:   |
| 2) Bride and Groom  | Bride's name:<br><br>Groom's name:   |
| 3) Date of wedding: | <i>Note: for a Saturday wedding the terms of your hire allow you access to the hall from 3pm Friday to 3pm Sunday</i>  |
| 4) Guests           | Approximate number of guests<br><br>Day:                      Evening:   |
| 5) Bar              | What time do you require the bar to be open?<br>From (time):                      To (time):<br><br><i>Note: all beverages for weddings must be purchased via the bar. Pre-ordering welcome drinks, wine and toast beverages will offer a discount from the on the day bar price list.</i> |

To confirm your booking a minimum deposit of £400 is required. Our prices may be subject to a small annual increase; to guarantee your price for a wedding taking place in a future year full payment is required at the time of booking.

### PAYMENT

I wish to:

- Pay by cheque (please enclose cheque payable to 'Arkholme Good Times Ltd' along with this form)
- Pay by BACS (invoice will be issued upon receipt of this form)

Balance payment will be due on receipt of invoice approximately 1 month prior to your wedding. Additional information will also be requested at this time via our WEDDING ADDITIONAL INFORMATION FORM which can be downloaded at [www.arkholme-village-hall.co.uk/downloads](http://www.arkholme-village-hall.co.uk/downloads)

- I agree to be present during the period of hire, and to perform the stipulations referred to in the **STANDARD CONDITIONS OF HIRE** which shall form part of the terms of this booking
- I understand that Arkholme Village Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided.
- I agree to ensure no alcoholic beverages are brought into the venue or consumed during my event other than those purchased via the bar.

SIGNED:

Date:

Please complete, save and return this form to [arkholmevillagehall@gmail.com](mailto:arkholmevillagehall@gmail.com) or print and return by post to AVH Bookings, Thorneycroft, Arkholme LA6 1AZ