

WEDDING RECEPTION WEEKEND INFORMATION & BOOKING FORM

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
- 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 £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.

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, you must ensure that no other alcohol is brought onto the premises or consumed while the bar is open. 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. The bar is licensed to provide alcohol for consumption on the premises 19.00 to 23.00 Monday to Thursday, 19.00 to 01.00 Friday, 12.30 to 01.00 Saturday and 12.30 to 23.00 Sunday.

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.

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:

