



*Red Row Estate*

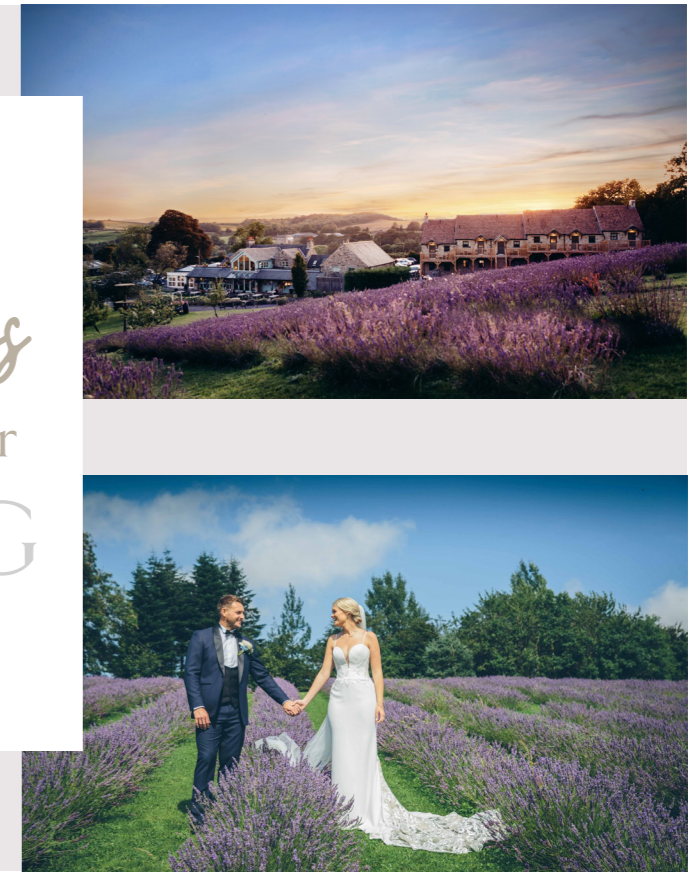
THE  
HAPPILY EVER AFTER  
GUIDE

At  
A quick  
**GLANCE**

*Contents Page*

Next Steps	3
Wedding Planning Timeline	4
Wedding Menus and Children's Menu	6
Order of the Day / Timeline Guide	12
Accommodation	13
Extra Touches	18
Suppliers We Love	20
FAQ's	22
Important Forms	27

*Congratulations*  
you've booked your  
**WEDDING**



A little guide to help you on your wedding planning journey.  
Everything from FAQ's to timelines and planning tips!



*Next*  
**STEPS**

First things first – if you haven't already, your next step is to book your registrar. It's key they have the date and time you're hoping for and needs to be booked as soon as possible after you've paid your deposit with us.

We recommend that your ceremony starts at 2pm but we are always flexible so can work with you to create a schedule to suit.

Register Office  
[aykleyheadshouserregisteroffice@durham.gov.uk](mailto:aykleyheadshouserregisteroffice@durham.gov.uk)

**03000 266 000**

Celebrants are also a popular option for our couples too. They allow for flexibility and a more personalised ceremony. At current, they can't legally marry so a registration of marriage will still need to take place on a different date to make it official.

# Your WEDDING PLANNING TIMELINE



## 12 - 24 months

- Discuss your initial budget
- Draw up your guestlist
- Consider hiring a wedding planner
- Book your venue registrar
- Send out save the date cards
- Reserve hotel accommodation for your guests
- Book your key suppliers. Contact your favourite and meet with two or three – e.g Photographer, Florist, Entertainment, Cake Designers.

## 8 - 10 months

- 25% of the total remaining balance will be due at 9 months. We'll send you a reminder.
- Create a design mood board to share with suppliers – pinterest is our firm favourite for inspiration.
- Create a wedding website
- Research Wedding insurance policy to protect deposits paid to suppliers
- Book in bridal dress appointments and groom tailor consultations to ensure sufficient lead times.

## 6 - 8 months

- 6 months prior you will be invited to a meeting and allocated a wedding coordinator. We will gather some more information as to how you would like your day to go, timings, music, table plans, although nothing final is handed in until 6 weeks before. We will also book in your menu tasting should you wish to have one.
- 50% of the total remaining balance will be due at 6 months. –We'll send you a reminder.
- Select your hair and make up artists and schedule trials 2 months before your wedding date.
- Order bridesmaids dresses and ushers suits.
- Commission the creation of your wedding rings
- Register your gift list.
- Start planning your honeymoon



## 4 - 6 months

- Send out your wedding invitations
- Consider furniture rental for additional items or props and put these on hold.
- Decide your final wedding menu selections.
- Consider wine tasting and matching suitable wines to your wedding breakfast.
- Begin shopping for shoes, accessories and lingerie.
- Create your ceremony and daytime playlists

## 3 months to go

- Collect wedding RSVP's and contact guests that have not responded
- Confirm your order of all rental furniture/ décor
- Confirm your wedding day transport if required
- Consider booking your bridal bouquet for preservation

## 2 months to go

- Write your vows if required
- Attend hair and make up trials
- Organise dress / suit fittings.
- Send your order of ceremony and menu copy to the stationer and confirm the design

## 6 weeks

- Prepare shot lists for your photographer and videographer. Include who should be in each shot.
- Send a list of songs to your DJ/band, including songs you would prefer to be avoided.
- Contact all of your wedding suppliers and confirm the schedule for the day.
- Commission your stationer to create your placement table cards and table plan.

### Attend final details appointment!

What we will need from you at that appointment. Please complete our 'Final Details Form' here.

- Full breakdown of guest dietary requirements and menu choices and draw up a seating plan. Please complete 'Menu Choices and Table Plan Form' here.
- Timeline of the day (we can help you with this at your appointment.)
- Music choices for the ceremony, daytime and evening entertainment.
- A schedule of supplier delivery and set up times, plus contact numbers.

## 4 weeks

- Your final balance will be due and final details form signed and returned.
- Confirm your final guest numbers with the venue. Include suppliers such as the photographer, who will need a staff meal.
- Book in for bride and groom beauty treatments.

## 1 week to go

- Provide us with your table plan, placement cards and any additional items, along with any gifts you might like us to store ready for the day.
- Take some time out to treat yourselves to some pre wedding relaxing pampering
- Remember to relax, have fun and enjoy a wonderful day with family and friends.

# Deciding on YOUR WEDDING MENU



If you didn't already know, we're big foodies here at Red Row Estate.

We're very lucky and proud of the team we have onboard in the kitchen, they understand the importance of the food you choose for your menu as part of your big day and make sure it always looks amazing and tastes just as good (if not better)!

## WEDDING BREAKFAST

A 3 course wedding breakfast is our most popular option for your wedding meal and we have a wide selection of dishes to choose from. Please choose one option for your Starter, Main and Dessert as well as an option for any guests with dietary requirements i.e. vegetarian, vegan, celiac (gluten free).

If you would like the option to create a 2 choice menu to offer all your guests, an additional supplement of £4.00 per person for your full guestlist is added.

If you need any help with picking suitable options, just let us know!

# Food and Drink MENU 2023

CANAPES  
3 COURSE WEDDING BREAKFAST  
CHILDREN'S MENU  
EVENING RECEPTION

## CANAPÉS

THESE CANAPÉ SELECTIONS ARE DESIGNED TO ACCOMPANY  
A DRINKS RECEPTION PRIOR TO YOUR EVENT

Duck Gyoza, Hoisin sauce  
Wasabi Prawns, Baby Gem Lettuce  
Tempura Prawn, Chilli Lime Mayo  
Tomato & Mozzarella Bruschetta  
Chicken Satay Skewer  
Selection of Macaron  
Mini Chocolate Brownie

Please note we like to keep our menus current with the latest  
seasonal dishes so they are subject the change.

# WEDDING BREAKFAST MENU

## STARTERS

Choice of Soup & Bread Roll (V) (AVE) (AGF)  
Chose from: Vegetable, Leek & Potato or Tomato & Red Pepper  
Chicken Liver Parfait, Red Onion Chutney, Brioche Toast (AGF)  
Smoked Haddock Fishcake, Pancetta, Mussel Meat, Herb Bisque  
Smoked & Peppered Mackerel Pate, Salad, Toast (AGF)  
Baked Camembert, Chutney Croutons & Cornichons (V)  
Beef Brisket Potato Bonbon, Caramelised Silverskin Onion, Yeast Flakes & Braising Sauce  
Roasted King Prawns, Chilli & Garlic Butter, Garlic Croutons (£3.95 supplement) (AGF)

## MAINS

### FISH

Cod Loin, Chorizo, Parmentier Potatoes, Tomato & Basil Sauce (GF)  
Pan Fried Seabass, Broccoli, Herb Mash, Herb Cream (GF)  
Salmon Fillet, Crushed New Potato, Spinach, Dill Beurre Blanc (GF)

### MEAT

Roast Sirloin of Beef, Seasonal Vegetables, Yorkshire Pudding, Gravy (AGF)  
Skin on Roast Chicken Breast, Lyonnaise Potatoes, Tenderstem Broccoli & Pancetta Cream Sauce  
Slow Braised Belly Pork, Spinach, Confit Carrot, Potato Gratin, Cider Sauce, Crackling (GF)  
Spiced Lamb Shank, Bombay Potatoes, Raita, Mini Poppadom, Kachumber Salsa, Spiced Lamb Sauce (AGF) Beef  
Wellington, 6oz Beef Fillet, Baby Vegetables, Pomme Purée, Red Wine Sauce  
(£9.95 supplement to be taken by whole party only)

### VEGETARIAN

Cajun Roast Vegetable Pasta, tomato & Basil Sauce (VE) (AGF)  
Nut Roast, Seasonal Vegetables, Yorkshire Pudding, Gravy (V) (AGF)  
Spinach & Ricotta Ravioli, Spinach Cream (V)  
Herb Feta Tart, Spiced Beetroot (VE)

## DESSERTS

Sticky Toffee Pudding, Salted Caramel Sauce, Clotted Cream, Crushed Honeycomb (AGF)  
Key Lime Pie, Ginger Biscuit Base, Candied Lime  
Caramel Popcorn Brownie, Caramel Sauce & Fudge (AGF)  
Dark Chocolate Tart, White Chocolate Sauce, Chocolate Pencil  
Bailey's Pannacotta, Wild Berry Compote, Crunchy Honey Granola  
Lemon Posset, Meringue Shards, (GF)  
Pecan & Maple Pudding, Maple Syrup, Vanilla Ice Cream

Cheese course can also be added as an extra course.  
Selection of 3 cheeses with celery, grapes, biscuits and homemade seasonal chutney (£6.95 Supplement)

Coffee and Petit fours (£3.95 Supplement)

PLEASE MAKE ONE CHOICE FOR YOUR STARTER, MAIN AND DESSERT  
FOR ALL GUESTS, AS WELL AS AN OPTION FOR ANY GUESTS WITH DIETARY  
REQUIREMENTS I.E. VEGETARIAN, VEGAN, CELIAC (GLUTEN FREE).

Two choices of starter, main, and dessert for guests is a supplement of £4.00 per person for your full guestlist

(V) = VEGETARIAN (VE) = VEGAN (GF) = GLUTEN FREE (AGF) = GLUTEN FREE AVAILABLE UPON REQUEST

# EVENING MENUS

## COLD SELECTION BUFFET

Artisan Breads, Crackers, a Selection of Continental Cured Meats, Cheeses, Grapes,  
Chutneys and Pickles, Pork Pies, Grilled Vegetables, Pâté, Smoked Salmon

## HOT SELECTION BUFFET

Chicken Curry, Beef Chilli, Steamed Rice, Potato Wedges, Naan Bread, Indian Selection,  
Jalapeno Cheese Bites

## BBQ

4oz Burger (GF)  
Cumberland sausage  
BBQ or Buffalo Chicken Wings  
Brioche Buns, Cheese & Condiments

Served with a choice of 4:  
Homemade Coleslaw  
Mixed Leaf Salad  
Potato, Garlic & Rosemary Salad  
BBQ Beans  
Mac 'n' Cheese  
Jerk Rice  
Tomato & Mozzarella Salad  
Garlic Butter Corn on the Cob

## PREMIUM BBQ

4oz Steak  
Flat Iron Chicken  
Lamb Kofta  
Garlic King Prawns  
Bratwurst  
Brioche Buns, Flatbreads & Condiments

Served with a choice of 4:  
Homemade Coleslaw  
Mixed Leaf Salad  
Potato, Garlic & Rosemary Salad  
BBQ Beans  
Mac 'n' Cheese  
Jerk Rice  
Tomato & Mozzarella Salad  
Garlic Butter Corn on the Cob

## EVENING MENUS

### HOG ROAST (AGF) (caterers for up to 100 guests)

Whole Pig  
Sage & Onion Stuffing  
Roast Potatoes  
Gravy  
Stottie Bread  
Apple Sauce

### POSH DOGS & NACHOS

Premium Hot Dogs  
Nachos  
Nacho Cheese Sauce  
Chilli Con Carne  
Crispy Onions  
Bacon Bits  
Skin on Fries  
Guacamole, Salsa & Soured cream  
Jalapenos

### BACON & SAUSAGE SARNIE (AGF)

Bacon & Sausage Stottie's  
Fries  
Condiments

(V) = VEGETARIAN (VE) = VEGAN (GF) = GLUTEN FREE (AGF) = GLUTEN FREE AVAILABLE UPON REQUEST

## CHILDREN

UNDER 12'S

### STARTERS

Choice of Soup & Bread Roll (AGF)  
Fanned Melon, Mixed Berries  
Mozzarella Sticks

### MAINS

Chicken Goujons, French Fries, Baked Beans (GF)  
Sausage, Mash, Garden Peas  
Fish Bites, French Fries, Baked Beans (GF)  
Pasta, Tomato Sauce & Cheese (AGF)  
Pizza Slice, French Fries

### DESSERT

Ice Cream  
Fruit Yoghurt  
Chocolate Brownie

## DRINKS

### CLASSIC PACKAGE

A welcome glass of prosecco, bottled beer or bucks fizz on arrival or after ceremony  
Two glasses of house red, white or rose wine with your meal  
A glass of prosecco for your toast drink

### SIGNATURE PACKAGE

A welcome glass of spirit of your choice and fever-tree tonic or a bottle of local ale on arrival or after ceremony  
Two glasses of house red, white or rose wine with your meal  
A glass of prosecco for your toast drink

### BUBBLES PACKAGE

A welcome glass of house champagne cocktail on arrival or after ceremony  
Two glasses of house red, white or rose wine with your meal  
A glass of house champagne for your toast drink

If you prefer to create your own drinks package our full drinks menu is available upon request.

(V) = VEGETARIAN (VE) = VEGAN (GF) = GLUTEN FREE (AGF) = GLUTEN FREE AVAILABLE UPON REQUEST

# How your DAY MIGHT FLOW



Just let us know what time you would like to arrive, when you would like to eat and when you want to party!



Here is just an example of how your day could run...

- 1.00pm Guests arrive and enjoy welcome refreshments
- 1.45pm Take your seat for the Ceremony
- 2pm Ceremony
- 2.30pm Champagne, G&T's, Canapés and Photographs
- 3.30pm Take your seats
- 3.40pm Entrance of the newlyweds
- 3.45pm Speeches
- From 4.15pm The Wedding Feast
- 7.00pm Cocktail hour and evening guest arrival
- 8.15pm First Dance
- 8.30pm Let the dancing begin!
- 9.30pm Late Night Munchies (carbastic!) and more dancing
- Midnight Carriages for off-site guests.
- 8.30am to 10.00am Enjoy a leisurely superbly cooked breakfast - the perfect hangover cure!
- 12pm Say your farewells and time to leave as Mr and Mrs



...but it's totally up to you!

# Accommodation GUIDE

## Red Row Retreat

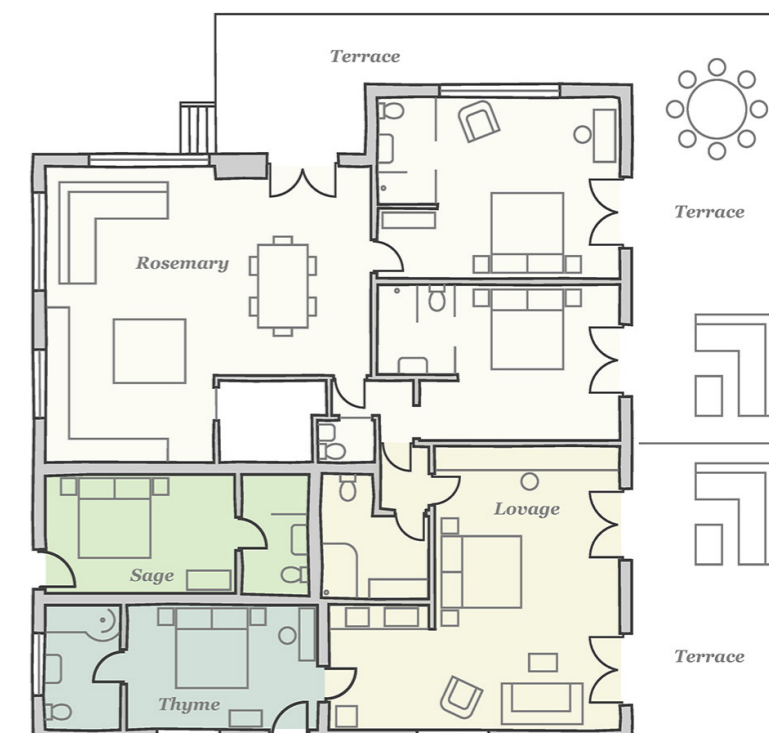


Our beautiful estate can cater for up to 40 guests staying onsite in a range of luxury bedrooms and self catering cottages.

Available to book as your own exclusive accommodation sleeping upto 10 guests or as individual suites.

Red Row Retreat consists of two self catering suites 'Rosemary' and 'Lovage' and two additional bedrooms split across the retreat.

'Rosemary', 'Lovage' and 'Thyme' can be hired together and interconnected to create one large fabulous retreat sleeping upto 10 guests.



# Red Row Retreat



TWO BEDROOM SUITE

## Rosemary

SLEEPS	SUN - THURS	FRI - SAT
4	£249	£349

Two-bedroom suite featuring super king beds with egyptian cotton sheets, en suites with walk-in showers and luxurious toiletries. Each bedroom has it's own access to the outdoor terrace overlooking the Beamish Burn Valley. A separate living space includes a dining table, kitchen, sitting area.

ONE BEDROOM SUITE

## Lovage

SLEEPS	SUN - THURS	FRI - SAT
2	£199	£249



A studio suite which can be booked individually or with Thyme to create a two-bedroom suite. This studio has a super king sized bed, Egyptian cotton sheets, en suite with luxurious toiletries and access to a private outdoor terrace with stunning views overlooking the Beamish Burn Valley. It also includes living space with a kitchenette, dining table, and sitting area.



DELUXE ROOMS

## Thyme & Sage

SLEEP	SUN - THURS	FRI - SAT
2	£115	£150

Deluxe rooms featuring superking size beds and en suites with luxurious toiletries

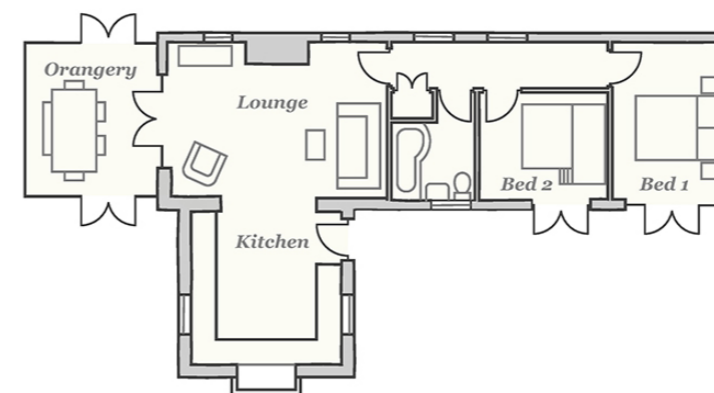
# Huckleberry Cottage

TWO BEDROOM COTTAGE

SLEEPS	SUN - THURS	FRI - SAT
5	£249	£349

Just a short stumble (2-3 minute walk) from the Black Horse Beamish and set in the idyllic Beamish conservation valley with fabulous panoramic views over the rolling countryside.

Accommodation consists of lovely large open plan kitchen and lounge with central fire place. The Kitchen is equipped with all mod cons. The adjoining conservatory and dining room comes with a large table seating 6. The master bedroom has a beautiful French King Sized bed and matching furniture. Second bedroom can sleep upto 3. The stunning surrounding garden comes with plenty of space for dining alfresco and BBQ.





# Old Red Row Bedrooms

TWELVE BEDROOMS

SLEEP  
2 adults +  
1 child

FROM  
PER NIGHT  
£180

Our 12 bedrooms are named after English horticulture and feature superking, bespoke four-poster beds with bed linen that has been carefully chosen to ensure a great night's rest.



Decorated in warm, earthy tones and adorned with a harmonious mix of contemporary local artwork and Oak furniture.

The open plan bathrooms are nothing short of spectacular, with a copper roll-top tub, large walk-in power showers and luxurious toiletries.

Each room has a sofa bed suitable for a child.



# Accommodation Terms and Conditions

Prices are subject to change without notice. Bookings are taken at the discretion of the venue and are subject to availability. Prices may be restricted or may not apply at certain times. Please enquire to get check availability and price applicable at the time of booking.

A non-refundable and non-transferable deposit per room per night will be taken at the time of booking. The remaining balance is due 28 days before check in. Please note your booking is not confirmed until a deposit is received and we can not hold rooms without a deposit. We reserves the right to release the booking without prior notice if full payment is not received on time.

## HOLDING ACCOMMODATION FOR GUESTS:

The only room that will be booked automatically is a room for the Bride and Groom on the night of your wedding (if available and applicable to your package). No accommodation will be held, it is the responsibility of the wedding party to book this.

We advise booking as early as possible to avoid disappointment as they are sold on a first come first serve basis.

## WEDDING RATE:

Guests can receive our flexible wedding rate by booking online using the code 'BHB\_WEDDING' in the search bar.

Please use this direct link: <https://bit.ly/42WDTP0>

Guest can also call our reservations team on 01207 232569 to book over the phone. It is your responsibility to share the booking code with your wedding guests. If you would like to allocate specific rooms to guests please contact us before giving the code to your guests and complete an **Accommodation Allocation Form**.

## CHECK IN AND CHECK OUT

Guests can check in at 3pm and check out is 11am. Early check in can not be guaranteed, if you require access to a room early on the day of a wedding, the only way to guarantee this is to book the evening before.

A security deposit may be required upon check in.

# Extra FINISHING TOUCHES



Follow us on Instagram & Facebook for wedding inspo  
@blackhorsebeamishweddings



## Venue Extras

Venue Exclusivity No other wedding to be held that day.	£1000
Late Bar Celebrate into the night for an extra hour past midnight. Last orders 12.50am.	£400
Menu Tasting Choice of 2 starters, 2 mains and 2 desserts. Add an additional choice Add an overnight stay (subject to availability)	£120 per couple £25 per couple £99 per room
Alcoholic Favour Miniature bottle with one spirit of choice – Coffee liqueur Patron, Tequila, Sambuca, Gin, Whisky or flavoured vodka. (minimum 30)	£150 (£5 per favour)

## Decorative Furniture Hire

Wooden Crossback Chairs Additional chairs	upto 80 chairs £250 £3.00 per chair
Lime Wash Chiavari Chairs (minimum 35)	£4.70 per chair
Clear Perspex Ghost Chairs (minimum 35)	£6.50 per chair
Welcome Sign Perspex 'Welcome to our Happily Ever After' Sign.	£20
Toilet Pamper Basket Containing deodorants, hair spray, wipes, fresh mints, comb & 'ladies' products'.	£30
Children's Activity Table Mini table and chairs with colouring & pens. (minimum 4)	£15 per child
Outdoor Games Chest Croquet, Noughts and crosses, wooden quoits, Mini Golf set, balls & bubbles.	£50
Soft Play Corner White soft play (suitable for children 2 - 5 years).	£250
Sweet Station	£70
Post box White & Gold Royal Mailbox.	£40
Lanterns	£10 each



Cylinder vases with floating candles	£30 Set of 3
Chair Drapes Choice of colour from our resident venue dresser 'Bloomilicious'.	From £1.50 per chair
Gold Charger Plates (minimum 30)	£1 per plate
Sparklers x 60 Wedding sparklers in love bucket. Additional sparklers x 20	£40 £15

# Suppliers WE LOVE



A selection of some of our favourite Wedding Suppliers that we have worked closely with.

[VIEW MORE SUPPLIERS](#)



[FIND OUT MORE](#)



## Bloomilicious

WEDDING STYLING AND HIRE

Eliminate the stress out of styling your wedding.

Bloomilicious' aim is to simplify styling your wedding by offering some effortless yet stunning floral styling packages which will suit any kind of day.

The packages have been cleverly created to cover all aspects of your day from your ceremony, drinks reception, wedding breakfast and evening celebrations.

Specialising in luxury artificial flowers bringing you a fresh perspective to faux floristry.

Offering a unique collection of props and decor to pull the vision together and complete the look. From charger plates to chair drapes, the choices are endless.

## Beamish Blooms

LOCALLY GROWN FRESH CUT FLOWERS

Beamish Blooms grow beautiful scented speciality cut flowers from seed, bulb and tuber on their flower farm in Beamish, Co. Durham.

They offer a few different options to couples. Choose from either the Bespoke Wedding Flowers, Bouquets & Buckets or DIY Wedding Buckets.

**Bespoke Wedding Flowers** - Using Beamish Blooms fresh flowers to create timeless romance.

**Bouquets & Buckets** - Aimed at couples that would like to have a dabble in decorating their venue. Leave your Wedding Party Flowers to them and you can get creative with your table arrangements.

**DIY Wedding Buckets** - For the creative couple that wants to arrange their own floral magic for their special day.



[FIND OUT MORE](#)



[FIND OUT MORE](#)



## Petals Preserved

WEDDING FLOWER PRESERVATION

Turn your bouquet into a timeless treasure.

Your wedding flowers will be handcrafted in to a resin art display making the perfect keepsake.

No two pieces are alike: each item that leaves the studio is a masterpiece of its own kind. The flowers are first dried by the preservation artist. Resin is a type of solid plastic (poured in liquid form and solidifies/cures over time) that can encapsulate your flowers in a crystal clear coating.

Make sure you book a preservation slot in advance to ensure availability around your wedding date. It's quick and free to do so.

. Every bride deserves to keep her bouquet forever!

# Frequently asked QUESTIONS

& important info

## CEREMONY

### CAN WE GET MARRIED AT RED ROW ESTATE?

We are fully licensed to hold civil marriages and partnerships in both our venues -The Orchard Marquee and the Black Horse Beamish, offering a variety of rooms to suit all sizes of parties. You can even have an outdoor ceremony!

### HOW MANY WEDDINGS DO YOU HOLD AT RED ROW ESTATE PER DAY?

Red Row Estate has two venues – The Orchard Marquee and smaller intimate weddings can also take place in the ‘The George Ridley Room’ in the Black Horse Beamish. Both of our venues are completely stand-alone with separate entrances, gardens for photography, toilets, kitchens, and staff.

### DO YOU SUPPLY A MASTER OF CEREMONIES?

Yes.

### CAN WE PLAY OUR OWN MUSIC DURING THE CEREMONY AND WEDDING BREAKFAST?

Yes of course, you can make a playlist which we can stream directly in to our sound system. If you wish to have live musicians playing please notify a member of the wedding team at least 6 weeks prior to your wedding.

### HOW MANY TRACKS SHOULD THE CEREMONY MUSIC INCLUDE?

We recommend 5 for pre-ceremony, 1 for walking down the aisle, 3 for signing the register and 1 more for your exit song. We do also recommend your track for walking down the aisle is a minimum of 3 minutes long.

### CAN WE THROW CONFETTI?

Yes providing it is biodegradable, we allow confetti to be thrown outside but not in the building.

### DO I NEED TO BOOK A REGISTRAR AND WHAT TIME SHOULD I OPT FOR? WHO DO I CONTACT FOR THIS?

Before confirming a date you must check there is a registrar available to marry you first. To check availability please contact the local registrars in Durham directly on 03000 266 000. Please consult a member of the wedding team what time you should opt for.

### HOW MUCH DO THE REGISTRARS CHARGE? DO I PAY THEM DIRECTLY?

You need to contact and pay Durham council and pay an initial £40 non-refundable booking fee then the remaining ceremony fees range from £395-£500 dependent on the day of the week and year. Please contact the Durham registrars directly on 03000 266 000.

# Frequently asked QUESTIONS

& important info

## ROOM DECORATION & SET-UP

### WHAT IS INCLUDED IN THE PACKAGE FOR TABLE SET-UP?

All crockery, cutlery, glassware, tables, banquet chairs, white linen, napkins & chair covers are included in your package. We have range of items available to hire at an additional cost including table centre pieces, runners and chair dressing. Anything additional would need to be provided by an external room decorating company (or by yourself). Please refer to our extras list or suppliers we love list.

### DO YOU SUPPLY HIGH CHAIRS?

Yes.

### DO YOU ALLOW CANDLES IN YOUR VENUE AND GROUNDS?

Yes we allow candles in candle holders but this needs to be arranged with the wedding team for health & safety purposes.

### CAN WE BRING OUR OWN DECORATIONS AND PROPS?

Yes of course. You are more than welcome to drop off your personal items for tables etc that you wish for us to store ready for your day. This may include - table plans, name cards, favours, gifts. They should be divided into individual boxes per table and each labelled and marked with your names. We ask that you bring a list of all items that you are bringing and we will use this form to assemble all your belongings the day after the wedding. When collecting the items the following day you must check that all items are accounted for before leaving. Please note that we cannot guarantee the safety or responsibility of any items and do recommend that you have someone responsible to look after all valuables and set them out for you on the day.

### WHEN DO OUR SUPPLIERS COME IN AND DRESS THE ROOM?

Your suppliers can have access from 8am on the day of the event to set up the room for you.

## ENTERTAINMENT

### DO YOU PROVIDE A DJ SERVICE?

Yes this is something we can provide for you, please refer to our enhancements page. As soon as you have confirmed your wedding with us, we recommend booking a DJ to book to avoid any disappointment nearer the date!

### CAN WE PROVIDE OUR OWN BAND AND DJ? CAN THEY USE YOUR PA SYSTEM?

Yes, of course you can have your own DJ or band, please notify a member of the wedding team at least 6 weeks prior to your wedding. All bands and DJs must be self contained and provide their own PAT tested electrical equipment and public liability insurance. Please refer to our list of recommended suppliers for details of DJs you may find useful. Please note live bands or discos are at the discretion of the management. The Orchard Marquee is fitted with a sound meter and your entertainment should be notified that this is set at a maximum of 84 decibels.

# Frequently asked QUESTIONS

& important info

## CONTINUED...

### DO YOU HAVE DISCO LIGHTS?

We do have a lighting system in The Orchard Marquee however there are no fixed disco lights in the George Ridley Room. You are more than welcome to bring your own providing these are pat tested.

### DO YOU ALLOW FIREWORKS OR CHINESE LANTERNS?

Due to our beautiful rural location which is in a conservation area, we are not permitted to allow fireworks.

## FOOD & DRINK

### HOW LONG DOES A TYPICAL WEDDING BREAKFAST TAKE?

Our 3 course wedding breakfast takes around 1.5 – 2 Hours.

### IS THE WEDDING BREAKFAST A CHOICE MENU?

We ask that you make one choice, for each course for all your guests, excluding any dietary requirements or children. If you require a choice menu, this will be a £4 supplement per person for a choice of 2 selections per course and pre-orders must be returned to us 2 weeks prior to your wedding.

### WHAT AGE IS A CHILD CLASSED AS FOR A MEAL?

A child is aged 2-12 years. 13-18 year olds will have full adult's meal.

### DO YOU OFFER MENU TASTING?

We do offer a menu tasting at an additional cost, price on request. Must be pre-booked, pre-ordered and pre-paid, and there must be two guests in attendance.

### DO YOU ALLOW OUTSIDE CATERING?

No – please consult a member of the wedding team if you are unsure.

### DO YOU ALLOW CORKAGE?

Our extensive cellar is filled with the perfect beverages to accompany your chosen dishes. However if there is a particular bottle you desire, we charge a corkage price of £16.00 per bottle of wine and from £25.00 per bottle of champagne. Please note this also includes alcoholic items used as favours.

### DO YOU CATER TO DIETARY REQUIREMENTS?

Yes of course, if you or your guests have any special dietary requirements please let a member of the wedding team know prior to your wedding day so we can build it into our menu / table planning.

### WHAT TIME WILL THE BAR CLOSE ON OUR WEDDING NIGHT?

The bar closes at 12am (last orders 11.50pm).

### WHAT HAPPENS IF IT RAINS AND WE HAVE ARRANGED A BBQ OR HOG ROAST?

For the ease and comfort of you and your party we can serve your BBQ inside our stunning marquee or George Ridley room straight to your guests meaning everyone can still enjoy the BBQ or a hog roast, even if the British weather is not great!

# Frequently asked QUESTIONS

& important info

## WEDDING JOURNEY CONTACT

### WHEN WILL I NEED TO COME IN FOR APPOINTMENTS ONCE I HAVE BOOKED MY WEDDING?

After booking your day with us our wedding team will be on hand to answer any questions you may have via phone or emails. We aim to respond to emails within 24-48 hrs. We will add your email address to our wedding mailing list which sends out helpful planning tips, appointment reminders and payment reminders. It is important that you check these emails don't end up in your junk mail box.

You will be invited to meet us at 6 months prior and again between four to six weeks prior to your wedding for your final details appointment. No other appointments between these times should be necessary. During the final details appointment we will run through all timings, menus, your expected guests numbers and details of any suppliers you may be using (please bring PAT & insurance certificates). Between four to six weeks prior to your wedding we will require your final numbers and table plan along with your final balance.

## ACCOMMODATION

### AM I OBLIGED TO BOOK ACCOMMODATION WHEN I BOOK MY WEDDING?

No, you are not obliged to book any of our accommodation.

### WHEN IS PAYMENT REQUIRED IF I BOOK ACCOMMODATION?

A non-refundable and non-transferable deposit per room per night will be taken at the time of booking. The remaining balance is due 28 days before check in. Please note your booking is not confirmed until deposit is received.

### CAN I HOLD ACCOMMODATION FOR MY GUESTS?

The only room that will be booked automatically is a room for the Bride and Groom on the night of your wedding (if available and applicable to your package). No bedrooms are held for the wedding party. We advise booking as early as possible to avoid disappointment. Please use our accommodation allocation form to help you, it can be found here.

### WHAT TIME CAN GUESTS CHECK IN ON THE DAY OF OUR WEDDING?

Guests can check in from 3pm on the day of your wedding.

### WHAT TIME IS CHECK OUT ON THE DAY AFTER OUR WEDDING?

Check out is 11am.

### WHAT TIME IS BREAKFAST AVAILABLE IN THE BLACK HORSE BEAMISH?

Monday-Sunday 8am-10am.

Please refer to our accommodation guide for further information and terms and conditions.

# Frequently asked QUESTIONS & important info

## PAYMENT

### HOW LONG ARE QUOTES VALID FOR?

Our quotes are valid for 7 days. Due to the current market conditions and cost increases our prices are subject to change and we can not guarantee the price of an item unless it is confirmed in your contract. If you ask us to price for an item we can only guarantee the price for 7 days until it is confirmed in writing by yourself.

### HOW CAN I PAY MY NON-REFUNDABLE DEPOSIT?

If you are ready to confirm your big day with us, we can provisionally hold a date deposit-free for up to 7 days. We then require a non-refundable deposit to secure the date.

### WHAT IS YOUR PAYMENT PLAN AFTER MY INITIAL DEPOSIT?

Payments are spread out for you in instalments.

- 25% of your total remaining balance is due 9 months prior
- 50% of your total remaining balance is due 6 months prior
- Final remaining balance is due 1 month prior to your big day, in conjunction with your final guest numbers.

### CAN I PAY VIA BACS?

Yes, of course. Please ask a member of the wedding team for our details. We also accept debit cards or credit cards.

## INSURANCE

We recommend that couples obtain appropriate wedding insurance, including public liability cover, prior to booking their event. This is to protect themselves against accidents, ill health and other unforeseen circumstances including but not limited to the failure of suppliers, cancellations, accidental damage to the contents of our property, or any property not belonging to the bridal party or guests which is proven to have been damaged by the

# Important FORMS

Please click here to view our forms.

- Table Plan and Allergy/Dietary Requirements
- Accommodation Allocation Form
- Final Details Appointment Questions