



# THE VENUE

AT

*Kersey Mill*

## *Venue Hire Charges*

		Monday-Thursday	Friday & Sunday	Saturday
<b>2015</b>	January-March	£1900	£2200	£2500
	April	£2100	£2300	£2600
	May-August	£2300	£2500	£2800
	September-October	£2100	£2300	£2600
	November	£1900	£2200	£2400
	December	£2100	£2300	£2500
	<b>2016</b>	January-March	£2000	£2400
April		£2200	£2500	£2800
May- August		£2400	£2700	£3000
September-October		£2200	£2500	£2800
November		£2000	£2400	£2600
December		£2200	£2500	£2700
<b>2017</b>	January-March	£2200	£2600	£3000
	April	£2400	£2800	£3100
	May-August	£2600	£3000	£3300
	September-October	£2400	£2800	£3100
	November	£2200	£2600	£2900
	December	£2400	£2800	£3000

## *Drinks Package Charges*

	Bronze	Silver	Gold
<b>2015</b>	£14pp	£17.50pp	£22pp
<b>2016</b>	£15pp	£18.50pp	£23pp
<b>2017</b>	£16pp	£19.50pp	£24pp



## *All Inclusive Wedding Package*

Available for any day of the week, this package includes:

Venue hire for civil ceremony and wedding reception

Chairs with chair covers & sashes, and round tables provided

Dedicated wedding manager, bar and waiting staff

Crockery, cutlery and table cloths

One reception drink per person, half a bottle of house wine with the meal per person and one toast drink per person

Four canapés per person

Three course wedding breakfast, with choices for each course, (special dietary requirements can be catered for) followed by tea and coffee

Evening finger buffet or evening BBQ

DJ entertainment

**Special All Inclusive Price: £6200 for 60 guests for a peak date (May-October 2015) or £5950 for an off peak date (January-April/November/December 2015)**

Extra day guests are charged at £52 per person

Children under 5: no charge; Children aged 6-10: £25 per child

Extra evening guests are charged at £13 per person

Upgrades are available

- *For a 2016 date the price is £6650 for a peak date, or £6250 for an off peak date, with extra day guests charged at £54 per person and extra evening guests charged at £14 per person.*
- *For a 2017 date the price is £7150 for a peak date, or £6750 for an off peak date, with extra day guests charged at £57 per person and extra evening guests charged at £15 per person.*

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01473 823 380



## *Two Course Wedding Breakfast Package*

Available for any day of the week except Saturdays, this package includes:

Venue hire for civil ceremony and wedding reception

Chairs and round tables provided

Dedicated wedding manager, bar and waiting staff

Crockery, cutlery and table cloths

One reception drink per person, one glass of house wine with the meal per person and one toast drink per person

Two course wedding breakfast – certain dishes only (special dietary requirements can be catered for) followed by tea and coffee

Five item evening finger buffet

DJ entertainment

**Special All Inclusive Price: £4500 for 50 day guests and an additional 50 guests in the evening for a 2015 date**

Extra day guests are charged at £35 per person

Extra evening guests are charged at £10 per person

Upgrades are available

- *For a 2016 date the price is £4750, with extra day guests charged at £36 per person and extra evening guests charged at £11 per person.*
- *For a 2017 date the price is £5250, with extra day guests charged at £38 per person and extra evening guests charged at £13 per person.*



## *Wedding Party Package*

Available for evening weddings, held Monday – Thursday, this package includes:

Venue hire from 4pm for civil ceremony and wedding reception

(The Venue is available for setup from 1pm on the wedding day)

Chairs and round tables provided

Dedicated wedding manager, bar and waiting staff

One reception drink per person and one toast drink per person

Wedding buffet: pulled pork with stuffing, chicken skewers, sausages, hot baby roast potatoes, hot savoury rice, chunky homemade coleslaw, mixed tossed salad, breads and dressings

(special dietary requirements can be catered for)

Crockery, cutlery and table cloths (Buffet service, cutlery placed on buffet tables) Tablecloths for a top table and a maximum of 6 round tables provided (additional tables can be provided for a charge)

Wedding Cake to be cut up and served with serviettes

DJ entertainment

### **Special All Inclusive Price: £2500 for 60 guests for a 2015 date**

Extra guests for the ceremony & meal are charged at £20 per person

Extra guests to arrive after the meal for the evening reception are free of charge

Upgrades are available

- *For a 2016 date the price is £3250, with extra guests charged at £23 per person*
  - *For a 2017 date the price is £3500, with extra guests charged at £25 per person*



# THE VENUE

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## *Menu Choices*

Jamie Lee Smith Catering is our inhouse Caterer at The Venue and offers an incredible choice of food for your wedding day. Once your booking has been confirmed, you'll be invited to a free tasting session with Jamie to discuss the menu for your day. Below is a sample menu, full menus will be provided at your tasting session.

### **Canapés**

Mini burgers / Individual chicken Fajitas / Mini battered sausage in beer batter / Mini pizzas /  
Mini Shepherds pies / Pork meat balls with chilli and coriander served on lolly stick /  
Mini Yorkshire puddings with beef and horseradish / Mini bangers and mash /  
Welsh rarebit with tomato concasse / Shot glass of gazpacho soup / Breaded tiger prawns in chilli /  
Smoked salmon and horseradish on a seasalt and black pepper croute / Bruschetta topped with chicken  
and pesto with flaked Parmesan / Sweet potato fries served in a shot glass /  
Mini fruit scones with clotted cream and jam / Seasonal fruit skewers / Milk shakes

### **Wedding Breakfast**

When choosing your wedding breakfast menu, the chef is happy for you to give your guests a choice 2 starters, 3 main courses (including vegetarian option) and 2 puddings at no extra cost. All main courses come with fresh vegetables and potatoes. All main dishes are plated to ensure great presentation. If there is something that you would like and it is not above then please ask and we will be happy to work with you.

### **Starters**

Indonesian style chicken sate with sate sauce and fresh leaves  
Smoked salmon and prawn croquette served on chunky Salsa  
Goats cheese, red onion chutney and spinach tart with a tomato relish  
Fishcakes flavoured with lemon and basil on a tomato Carpaccio and aged Olive Oil  
Butternut squash and sage soup drizzled with Suffolk Honey  
Baked potato skins filled with roasted tomato and gorgonzola and served with a crisp apple and  
pear salad  
Bruschetta of roasted vegetables and Suffolk gold cheese drizzled with balsamic dressing  
Breaded Brie served with apple and cider chutney and warm bread  
Antipasto starter either as an individual or sharing platters on tables  
Chunky vegetable and pearl barley soup topped with garlic and rosemary  
Suffolk Homemade Pate served with bread croutes and a chunky relish

### **Main Courses**

Jerk chicken served on a sweet potato mash and drizzled with a pineapple mash  
Sliced rump of lamb infused with rosemary and garlic with apricot and red onion stuffing and natural juices  
Roulade of chicken, leek and pancetta with a creamy wild mushroom sauce  
Posh fillet of beef and Suffolk Ale pie infused with root veg and herbs and topped with a Puff pastry frisbee  
Trio of pork, loin of pork, belly of pork and a croquette of pork with an apple and nutmeg stuffing and a cider gravy  
Chicken, smoked bacon & asparagus wellington with a sparkling wine and herb sauce  
Breaded cod fillet served with chunky chips and a drizzled pea puree  
Roast sirloin of beef or leg of English lamb or roast Suffolk turkey all served with traditional accompaniments  
Trio of Suffolk sausages on a root vegetable mash topped with crispy onions and parsnips and a lovely thick  
homemade Jus  
Butternut squash and zucchini risotto with a Tarragon and Parsley vinaigrette  
Roasted vegetable gateau with Mozzarella and Basil

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## *Menu Choices*

### **Desserts**

Vanilla Madagascar Cheesecake  
Traditional Trifle flavoured with Morello Cherries  
Sticky toffee pudding with Butterscotch Sauce  
Dark Chocolate and toffee Cheesecake  
Apple Tartin with Crème Chantilly  
Pear and Almond Tart with fresh Cream  
Chocolate Brownie topped with Fudge  
Summer Fruits Crème Brulee with a brown sugar crust  
Continental Cheese Platter  
Raspberry Pavlova with fresh raspberries

All wedding breakfast meals are served with tea and coffee, crockery, cutlery, staffing and laundry

### **Evening Ideas**

All buffets comes with a selection of open and closed sandwiches on various breads with various fillings.  
You can then choose items from the list below:

Onion bhajji/ Chicken, pineapple and red onion kebabs/ Duck and Hoi Sin in pastry cups/  
Baby fish croissants/ Spinach and feta goujons/ Chicken sate/ Barbequed chicken wings/ Selection of pizza slices/  
Cheese and bacon pastry wraps/ Locally sourced honey sausages/ Breaded herb mushrooms/ Lamb kofte/ Breaded  
Brie wedges/ Salmon and dill quiche topped with smoked cheese/ Sweet pimento, Mozzarella and red onion quiche/  
Breaded prawn tails/ Mini spring rolls/ Vegetable or meat samosas/  
Breaded lemon chicken pieces/ Homemade Scotch eggs

### **Evening BBQ**

Local sausages, beef burgers, Chicken breast pieces, 3 salads, cheese, fried onions, breads and dressings

### **Hog Roast**

Slowly cooked pork served with fresh apple sauce, crackling, stuffing and 3 salads, vegetarian option and breads

### **Other Evening Foods**

Sausage or bacon baps with cones of wedges / Curry night – 2 curries with rice, Poppadums, Naan bread /  
Mexican night – Chilli and rice with nachos, salad, breads and potato wedges / Spanish Paella

### **Jamie Lee Smith Catering**

Tel: 07715 427421

Email: [enquiries@jamieleesmithcatering.co.uk](mailto:enquiries@jamieleesmithcatering.co.uk)

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*Food Price List*

	2015	2016
Appetisers	£1.00pp	£1.00pp
5 item finger buffet	£8.50pp	£8.75pp
7 item finger buffet	£9.25pp	£9.50pp
10 item finger buffet	£10.00pp	£10.25pp
Evening BBQ	£10.00pp	£10.00pp
Pork roast package	£8.00pp	£8.00pp
Paella package	£6.50pp	£6.75pp
Bacon rolls and wedges	£5.00pp	£5.50pp
Cheese ploughmans	£5.25pp	£5.50pp
Cheese and paté ploughmans	£6.50pp	£6.75pp
BBQ Menu 1	£17.50pp	£18.00pp
BBQ Menu 2	£24.00pp	£24.50pp
Fork buffet option 1	£16.50pp	£17.00pp
Fork buffet option 2	£21.50pp	£22.00pp
2 course meal	£22.50pp	£23.00pp
3 course meal	£29.00pp	£30.00pp
All Inclusive Package (including: canapés, three course wedding breakfast and evening food)	£39.00pp	£40.00pp

All the above prices are inclusive of crockery, cutlery, glasses, staffing and VAT.



# Terms and Conditions

## Booking Confirmation

Once you have confirmed your booking with The Venue at Kersey Mill, an initial invoice will be raised for a non-refundable deposit of £500. This must be paid within 14 days to secure your booking. You will also be asked to sign our terms and conditions and booking form at this time, and return them with the estimated number of guests for your event. The areas that you will be allowed to use for your event will be made clear at the time of your booking

## Schedule

After your booking is confirmed we advise you to contact Jamie Lee Smith Catering to discuss your initial catering requirements. Approximately two months before the date of your Wedding, a planning meeting will be held with yourselves and The Venue's wedding coordinator. This will be to plan the timings of the day, notify The Venue of any outside suppliers coming in and discuss any other matters relating to your wedding day. Final numbers of guests will be required, and any special requirements should be made clear. The caterer will require your final catering selections around one month before your wedding date.

## Disabled Guests

Prior to any event, it is your responsibility to give us full contact details of any disabled guests so that we can carry out a risk assessment with them and their carers so that in the event of a fire they can be evacuated safely.

## Payments

Payments to The Venue at Kersey Mill may be made by cash, cheque, or bank transfer. Six months before your wedding date, your second instalment payment will be due. This will be for £500. Two months before the date of your Wedding, after your planning meeting, your final invoice for the remaining balance will be raised. This will be due for payment 6 weeks before your wedding date, and will be your final bill. Any other costs accrued between then and your wedding day must be settled on or before the day. We are able to take monthly payments, from the time of your booking until your wedding date should you prefer to pay for your wedding this way. Payments for the catering part of your wedding should be made separately to Jamie Lee Smith Catering. If you have opted for a wedding package all payments should be made directly to each supplier.

## Numbers of Guests

Your final number of guests attending your wedding should be confirmed by the time your final invoice is issued. Should your final numbers fall in the final four weeks prior to your wedding, no refund will be given. At certain times of the year, inclusive wedding packages are available. These packages are calculated for a set number of guests. Additional guests may be added to these packages at the advertised rate, but there will be no reduction to the package price if your number of guests falls below the number of guests that the package caters for.

## Photographs

The Venue at Kersey Mill reserves the right to use any photographs taken during your event for our albums and for marketing purposes only. Please contact us in writing with any objections.

## Cancellations

Should you wish to cancel your booking, please note that all deposits and payments are non-refundable. Cancellations can only be made in writing. You will also be liable for the following charges depending on when you make your cancellation.

Time of Cancellation:      6 months to 1 year before the event: 40%  
   3 months to 6 months before the event: 60%  
   1 month to 3 months before the event: 80%  
   Less than 1 month: 100%

We reserve the right to cancel your booking in the event of any damage or destruction to the venue due to fire or any other cause beyond our control, which would prevent us from fulfilling our obligation in connection with your booking. If this unfortunate situation was to occur all deposits and payments would be returned. We will not be held responsible for any consequential or third party losses.

## Insurance and Damages

We strongly advise that you take out Independent Wedding Insurance at the time of your booking.

You will be held responsible for any damage caused at your event, or any items removed from The Venue, either by yourselves or your guests. At the time your final balance is due, you will be asked to provide details of a credit card in your name to cover loss or damage. Should no damage occur no charge will be made to your card. Should any damage occur, or any items be found to be missing after your event, an appropriate amount will be charged. A charge would also be made in the event of excessive mess. You will be informed of any charges made. You are not permitted to bring any alcohol onto the premises, unless by prior arrangement and the appropriate corkage fee has been paid. Anybody found to be doing so would be charged corkage. Chewing gum is not permitted at The Venue.

Please note that we cannot take responsibility for possessions left at The Venue. Cars are permitted to be left overnight, but this is entirely at the owner's risk, and they must be collected by 11am the next day. However caravans and trailers shall not be permitted on our premises.

We do not provide storage rooms for wedding items and it is the wedding parties responsibility to ensure that all items are removed from the venue. We will not be held responsible for any loss or damage of items due to negligence of guests. Should any items be left behind by anyone within your party, you or a member of your party must contact The Venue within 48 hours of the function date to arrange collection, or the items will be discarded by the venue.

## Licensing

For any event the bar shall remain open until 11.30pm, and any music must finish at Midnight. We request that your guests leave promptly after this time. Due to the location of The Venue, it is highly recommended that taxis are booked prior to the end of the event. A late licence may be requested for your event, subject to availability. A fee will be charged for this. Alcohol is only permitted to be brought in to The Venue by prior arrangement and if the corkage charge has been paid. This is for use up until the end of the wedding breakfast only. Corkage charges on unopened drinks will not be refunded.

We are licensed to hold Civil Ceremonies, under the authority of The Sudbury Registry Office (Tel 01787 314050) and it is your responsibility to deal with them directly. The Kiln Room can hold a maximum of 30 people for a Wedding Ceremony, this must include the Registrar, Photographer, Bride & Groom and all guests.

## Suppliers

Should you wish to bring in any outside suppliers, we must be notified of this at your planning meeting. Any supplier coming in must hold Public Liability Insurance, Professional Liability Insurance and PATT Test Certificates (where needed.) The Venue at Kersey Mill has an approved supplier list, of recommended and reputable companies. Should you wish to use any other outside supplier, it may be advisable for them to visit The Venue before the event. This can be arranged by appointment only. The Venue at Kersey Mill will not be held responsible for any loss or damage caused by any outside supplier.

**Please complete and sign to confirm your booking and acceptance of the Terms and Conditions and return this page with your deposit.**

Signed: \_\_\_\_\_ & \_\_\_\_\_

Names: \_\_\_\_\_ & \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Estimated Numbers of guests; day: \_\_\_\_\_ evening: \_\_\_\_\_