



Venue Hire Charges

		Monday-Thursday	Friday & Sunday	Saturday
2018	January-March	£2400	£2800	£3200
	April	£2600	£3000	£3300
	May-August	£2800	£3200	£3500
	September-October	£2600	£3000	£3300
	November	£2400	£2800	£3100
	December	£2600	£3000	£3200
2019	January-March	£2500	£2900	£3300
	April	£2700	£3100	£3400
	May-August	£2900	£3300	£3600
	September-October	£2700	£3100	£3400
	November	£2500	£2900	£3200
	December	£2700	£3100	£3300
2020	January-March	£2600	£3000	£3400
	April	£2800	£3200	£3500
	May-August	£3000	£3400	£3700
	September-October	£2800	£3200	£3500
	November	£2600	£3000	£3300
	December	£2800	£3200	£3400

If you hold your ceremony and reception at The Venue, an additional charge of £200 will apply for ceremony setup.

Drinks Package Charges

	Bronze	Silver	Gold
2018	£17pp	£20.50pp	£25pp
2019	£17pp	£20.50pp	£25pp
2020	£18pp	£21.50pp	£26pp



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: £7400 for 60 guests for a peak date (May-October 2018) or £7000 for an off peak date (January-April/November/December 2018)

Extra day guests are charged at £59 per person

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

Extra evening guests are charged at £16 per person

Upgrades are available

- *For a 2019 date the price is £7500 for a peak date, or £7100 for an off peak date, with extra day guests charged at £60 per person and extra evening guests charged at £16 per person.*
- *For a 2020 date the price is £7600 for a peak date, or £7200 for an off peak date, with extra day guests charged at £61 per person and extra evening guests charged at £17 per person.*

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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: £5500 for 50 day guests and an additional 50 guests in the evening for a 2018 date

Extra day guests are charged at £40 per person

Extra evening guests are charged at £14 per person

Upgrades are available

- *For a 2019 date the price is £5600, with extra day guests charged at £41 per person and extra evening guests charged at £14 per person.*
- *For a 2020 date the price is £5700, with extra day guests charges at £42 per person and extra evening guests charged at £15 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: £3750 for 60 guests for a 2018 date

Extra guests for the ceremony & meal are charged at £27 per person

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

Upgrades are available

- *For a 2019 date the price is £3850, with extra guests charged at £28 per person*
- *For a 2020 date the price is £3950, with extra guests charged at £29 per person*

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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: _____