

EST. 1898

**PRINCIPAL**

HOTEL COMPANY LTD

# Chicheley Hall Frequently Asked Questions



All the information you need to plan your perfect wedding day



## What's included?



Congratulations on booking Chicheley Hall for your wedding venue. The planning process can now begin and we are here to help you along the way, I hope this pack helps with some of your questions. This is your big day and we think you should have whatever you require!

### Your Wedding Package

Dedicated Wedding Coordinator

Master of Ceremonies

Red Carpet Arrival

Drinks Reception\*

Wedding Breakfast\*

Wine with your meal\*

Jugs of Iced Water

A glass of sparkling wine for your toast

Silver cake stand and knife

Table Linen

Cutlery & Glasses

Complimentary menu tasting for the bride & groom

\*Please refer to your booking agreement for the food & drink included within your wedding package

### What additional extras would we have to pay for?

Our package do not include any suppliers or Registrar fees, so you will need;  
Chair covers or Chair hire

Flowers

Decorations

Stationary

Entertainment

Photographer

Videographer

Cake

Registrar;

*The Register Office (call 2 years to the day before your wedding to book online)*

*Bracknell House*

*Aylesbury Street*

*Bletchley, Milton Keynes*

*MK2 2BE*

*01908 372101*

<http://www.milton-keynes.gov.uk/births-marriages-and-deaths>

## Timings of the Day

### Access and Departure

**When can we / suppliers have access to the room to set up?**

Suppliers have access to set up from 11.00am on the morning of the wedding, exclusive use of the Main house starts from 1.30pm on the day.

**What are the bedroom check in & out times?**

Check in time is from 3.00pm. We cannot guarantee an early check in for your guests. Luggage can be kept in reception before hand and your guests are welcome to use our public facilities if they wish to get changed beforehand.

Check out time is 11am.

**What time is breakfast served?**

Breakfast is served from 7am – 9:30am on week days & 8.00am – 10am at the weekend.

**What time does the music have to finish?**

11.00pm for live music @ 12.00am for pre recorded music.

**What time does the bar close?**

The main bar will close at 12.00am. The main hotel bar can stay open later and is a residential bar only no cash if requested in advance and it is up to the Duty Managers discretion on the evening.

### Timings on the Day

**What will my timings be on the day?**

We are flexible with timings but they do depend on your number of guests and any special requirements you have. Please consider these timings when you book your registrar and see how long your photographer needs to get the best shots! The timings below are a rough guide line for you to consider.

Civil Ceremony – 30 minutes

Drinks Reception – 1.5hrs – 2 hrs

Wedding Breakfast – 1.5hrs

Speeches – 30 minutes

Evening Reception – 4 hrs

\*Please be aware after your wedding breakfast, our team will need 1 hour after your speeches to turn the room around ready for your evening reception.

If you have decided to get married in a church we still stick to the same timings. All we need to know is what time your service is and how long it will take for you to get to Chicheley Hal. Please have a member of the bridal party call the hotel when you are en route from the church if possible.

**When can I cut my cake?**

This is up to you! We usually recommend for you to do the cake cutting in the evening. This makes your evening guests feel more involved within your special day and it gathers everyone together before you show off your moves for the first dance!



## Civil Ceremony



What time do we have to be there?

The registrar usually asks to speak to the Groom about 30 minutes before the ceremony, they will then speak to the Bride about 15 minutes before.

Where will my ceremony take place?

We have a selection of rooms to choose from that are licensed for different numbers. Please see our brochure for more details.

How do I book the registrar?

Call the Bletchley Registrars Team: 01908 372101 – exactly 2 years to the date of your wedding

[registrars@milton-keynes.gov.uk](mailto:registrars@milton-keynes.gov.uk)

The Register Office, Bracknell House, Aylesbury Street, Bletchley, Milton Keynes, MK2 2BE

How many guests can I have?

This depends on which room you decide to get married in. Our maximum number of guests for the civil ceremony for the Grand Hall is 80, in Winton 2 is 40 and Wolfson 1 is 100 .

Please be aware that the number of guests include both the Bride & Groom & Children.

Can we have live music in the civil ceremony?

You are welcome to have live music in the ceremony room.

What music will we need?

We ask you to provide the following: 30 minutes worth of background music for when your friends & family arrive

1 track for when the bride walks down the aisle

3 tracks while you both sign the register & your friends & family take photos

1 track after you are a married couple to walk back down the aisle too

- No religious referencing music is permitted by the Registrar during your ceremony

What happens if we want to our Wedding breakfast or Drinks reception outside but the weather isn't very nice?

Of course your wedding day is going to have beautiful sunshine, however if it does decide to rain, we will always have a wet weather option ready inside. We will make this decision the morning of the wedding.

## Drinks Reception

### What drinks can we choose from?

The drinks you can choose from within the wedding package are, Depending on your package, Bucks Fizz or Sparkling Wine is included.

Champagne upgrade @ £3.00 per glass

Pimms – upgrade @ £2.00 per glass

Kir Royale @ £2.00 per glass

Bottles of Peroni / Budwiser straight swop

\*If you would like to arrange an alternative option, please ask your Wedding Coordinator for ideas.

### Can we offer food for our guests?

Yes. Canapés are a popular addition to the drinks reception.

Please see our brochure for our menu.

### Do we need to provide music?

We recommend you bring around 1.5 hours worth of background music as it creates a nice atmosphere in the room.

This music can be anything of your choice.

### What decorations do you need in this room?

We can display your table plan on our easel for you as this gets all your friend & family talking. Please make sure this is placed on strong cardboard and is at least A3 in size so it stays upright. We can also put a gift table out for you so you can provide a post box, wishing tree, guest book, thumb print tree etc.





## Wedding Breakfast



### Where does the wedding breakfast take place?

We have a couple of rooms we use depending on your numbers.

Our most popular rooms are the Grand Hall in the Main House and the Atrium in the Wolfson Centre.

### Do we need to provide music for the wedding breakfast?

We recommend you provide around 2 hours of background music to play during your wedding breakfast.

This can be on an iPod - we have a sound bar with AUX connection in the Grand Hall or we can play a CD with through a PA system.

### How would the room be set up?

We can provide a long, or round top table which we often place in the Hall or along the corridor in the Grand Hall or near Wolfson 2 in the Atrium. Then rounds of 10.

### What is the maximum number of guests for the wedding breakfast?

Our maximum number for the wedding breakfast is 80 in the Grand Hall and 100 in the Atrium.

### Do we need to give you a table plan and other wedding items? If so, when?

You will meet with the Operations team who will be running your wedding a couple of days or the day prior to your wedding day to hand over all your decorations and table plan/name cards.

### Do you allow candles on the tables?

We do not allow any flames in the buildings they must be LED

### Do you allow confetti?

We do allow confetti outside only and it must be bio degradable.



## Evening Reception



### Can we have additional guests in the evening?

The more the merrier! You are more than welcome to invite any additional guests for the evening celebration. Our maximum number in the evening is 150 in both Wolfson centre and main house.

### What time should I tell my evening guests to arrive?

Our suggested timings of the day are on page 2. You will work out timings with your Wedding Coordinator and they will be able to give you an idea of what time your evening reception will start.

### Do we have to pay for a dance floor?

The Main house marble floor is fine to use as a dance floor as is the tile floor in the Atrium, you may need to hire one in Wolfson 2.

### Can we have a sweet cart or a photo booth?

Sweet carts and photo booths are popular at weddings and we permit them, please speak to your Wedding Coordinator for the best place to have them and the public liability insurance required.

### Where would the evening buffet be placed?

We usually have the evening buffet in Winton 2 in the Main house, or Wolfson 1 in the Atrium.

### What time would you suggest we have the evening food?

You can have the buffet at any time you would like. Most people have the food around 2 hours from the start of their evening reception. Due to health and safety regulations, we are only able to leave food out at an ambient temperature for 1 1/2 hours.

### How many tables and seats do you leave in the room?

We usually leave 2 round tables against the left side of the Hall in the Grand Hall. Atrium can have more left or placed in Wolfson 2

### Can we have a band in the evening reception?

You are more than welcome to have a band or a DJ in the evening reception in the Grand Hall. No Bands are permitted in the Wolfson centre however DJs are. The venue will require a copy of their liability insurance for £10 million and a valid PAT test certificate for us at least 2 weeks before your wedding day.



## Accommodation



### How many bedrooms do you have?

We have 48 bedrooms on site at Chicheley Hall. We have 14 premium rooms located in our Main house that are included in the Main House wedding package. That leaves a remaining 34 standard bedrooms (a mixture of doubles, twins & singles) in our Garden wings.

### Do we get bedrooms reserved with our wedding?

Upon booking your wedding we reserve 10 standard bedrooms the night of your wedding for guests to call us directly to book with a unique reference code .

### Do my guests get a discounted bedroom rate?

We offer your wedding guests a special discounted room rate, ask your wedding coordinator for more details on this. In order for your family & friends receive this, they will be asked for a code over the phone and payment is required at the time of booking and it is non refundable and non transferable.

### What happens if we can't fill all of the bedrooms?

Any bedrooms that are not booked by your guests are released 3 months before your wedding at no charge to yourselves. Please note that if any of your guests book bedrooms after this point they will be offered the current selling price.

### Do you have any family rooms?

We have a few rooms that are big enough for cots and extra fold away beds for children up to 12 years. Please make sure you request this upon booking so we allocate you the correct room.

### Do you have twin rooms?

Some of our rooms are able to twin. Please let us know if this is needed upon booking and we can get this ready prior to your arrival. Please be aware this is subject to availability.

### Do you have disabled access rooms?

We have one fully accessible room with a wet room and emergency cords. We also have a number of rooms that are easier to access. We have lifts in both the Manor house and our garden wing. Please make sure you let the booker know your requirements when you book the bedrooms.

### How do my guests book bedrooms?

Please call the Chicheley Hall Reception team on 01234 868650 and ask your guests to quote your names & block code to get the discounted wedding rate.

## General

### Do we need wedding insurance?

We recommend that you get wedding insurance for your own peace of mind.

### Can my photographer come and see the venue before the wedding day?

Some photographers like to come and have a look around the venue to make sure they get the best shots on the day which they are welcome to do. Please ask them to your Wedding Coordinator beforehand to discuss the best days/times as we have to consider our other events and their timings.

### Can we release lanterns outside?

Chicheley Hall is surrounded by farmland an, Airfield & residents. Therefore unfortunately we are unable to allow paper lanterns as they are dangerous to the local environment & animals.

### Can we have fireworks?

We are not permitted to have Fireworks on site apart from NYE and Bonfire night

### Do we have to use your preferred suppliers?

No, some suppliers come here regularly and know us and the venue well and therefore we would recommend them, but you are welcome to use any company. Please ask for a copy for our supplier list if you would like one.



## So you have confirmed your special date – what happens next?

### First Details Meeting

After signing your contract and paying your deposit , your next step is your first details meeting. This is where you will meet with your Wedding Coordinator 3 months prior to your wedding day and discuss all your details so far, for instance timings, numbers, menu choices, supplier details & table plans. From this, your Wedding Coordinator will be able to send over your 1<sup>st</sup> function sheet draft itinerary of your special day.

### Menu Tasting

After your 1<sup>st</sup> details meeting the next step is your menu tasting.

We also do this 3 months before your wedding day on a day that is best suited to you and the venue business.

\*Please speak to your Wedding Coordinator for availability.

With this, the Bride & Groom can choose 2 starters, 2 mains and 2 desserts to try from our Wedding Brochure. Please advise your Wedding Coordinator of your menu choices at least 2 weeks before the date you have chosen for your menu tasting.

### Final Details Meeting

Your final details meeting which is done 4 weeks before your wedding day is where you go through everything you discussed in your first details meeting again with your Wedding Coordinator and finalise and confirm numbers and menu choices. Your Wedding Coordinator will then send over your final invoice ready for you to pay this 2 weeks before your wedding day.

### Finishing Touches

Once everything has been confirmed and completed, your Wedding Coordinator will then be able to produce and send over your event summary of your whole wedding day from the details you have discussed during your meetings.

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HOTEL COMPANY LTD

Chicheley Hall, Chicheley, Newport Pagnell, Buckinghamshire, MK16 9JJ

If there is anything we have missed or you are still unsure of please do not hesitate to contact our Wedding Coordinator on;

Siobhan Willmott

01234 868 650

[siobhan.willmott@chicheleymiltonkeynes.co.uk](mailto:siobhan.willmott@chicheleymiltonkeynes.co.uk)

We look forward to helping you plan your special day.