



## Summerhill Wedding FAQs

### Spaces and capacity

#### **Which spaces can we use for our wedding event?**

Wedding clients have exclusive use of the Pavilion, kitchen, and the lower lawn for the duration of their event. You are also welcome to use the wildlife garden and orchard, though they may also be in use by members of the community and exclusivity is not guaranteed in these spaces.

#### **How big is the Pavilion?**

The main pavilion floor space measures approximately 12m x 8m. The stage is 5m x 2m and is raised 30cms.

#### **How many people can the Pavilion hold?**

The Pavilion has room for 110 people or 75 seated.

#### **Can I decorate the Pavilion?**

Yes, we are happy for you to decorate the space. There are conveniently located hooks installed around the pavilion to hang bunting, balloons etc. We request that no blue-tac, pins or tape are used to hang decorations and that no confetti or glitter is used inside or out, unless this is biodegradable/organic material and agreed with management first. You should consider the time needed to decorate the venue when you are pricing venue hire.

#### **Is it possible to put a marquee on the lawn?**

Yes, you are welcome to erect a marquee or temporary cover on the lower lawn. We have a regular marquee supplier that we recommend. We ask that a marquee supplier who doesn't know the venue undertakes a site visit prior to the wedding. There is a pitch fee of £200 for marquees which covers the cost of grass repair and maintenance.

#### **Can we have a barbecue or firepit?**

Barbecues are fine as long they are in a proper barbecue device and are supervised by a responsible adult.

Firepits are allowed if they are provided by reputable suppliers and used according to instructions and guidelines.



## Times and access

### **What time can we start our wedding event?**

Our guideline time options are as follows:

Half day (5-11pm)

Full Day (11am – 11pm)

Full Weekend (Midday Friday – Midday Sunday)

### **What time can our wedding go on until?**

Our license runs until 11pm. We must adhere to this punctually and build in clearing-up time, so we ask that music is switched off at 11pm and all guests depart at by 11.30pm. Last orders are called at 10.50pm.

### **Is there disabled access?**

We do not currently have full disabled access to the pavilion. The toilet facilities include an ambulant WC for guests who may need additional space. There are two steps at the entrance to the pavilion.

### **How do caterers, marquee suppliers etc access the venue?**

Suppliers can access the venue within the timeframe of your booking. We will always try to accommodate drop off and collection of equipment outside your timeframe but can't guarantee the site will be open or staff available. It is requested that our contact details are shared with external third parties to help organize

### **When can I decorate the Pavilion?**

You can decorate the Pavilion at any point with the timeframe of your booking. If you need additional time to decorate **you should budget for additional hours** or choose a longer timeframe. We have welcomed many clients who wish to customise the space and can advise you on the time it takes to decorate.

## Services and facilities

### **Can we hold our wedding ceremony at the venue?**

Yes! We are fully licensed to hold your ceremony on site. Please note that you will need to request this with the registry office and confirm availability.

### **You can bring your own...**

**Alcohol:** We are happy for you to bring your own wine/fizz for arrival drinks and toasts. If you're having a wedding meal, you can also bring your own table wine. Corkage charges per 75cl bottle apply. All other alcohol is supplied by the venue and served from the bar.



**Furniture:** you can hire in tables and chairs. We have several options on site, too. A furniture itinerary is available on request.

**Candles:** We cannot have exposed flame in the pavilion for insurance reasons. We recommend using alternatives where possible.

**Inflatables:** Yes. Please ensure that the supplier has the correct insurance and is a member of the British Inflation Hirers Association.

### **Do you provide a wedding planning service?**

We don't officially provide wedding planning services, but we are happy to advise you on all aspects if necessary. Just ask!

### **Do you provide catering services?**

We don't supply catering services but encourage using third parties and external services.

### **Can you recommend suppliers to us?**

Depending on budget and requirement, we are always happy to suggest caterers, marquee companies, entertainment etc based on our previous experiences.

### **Is there a kitchen we can use?**

Yes, we have a small but well-equipped kitchen that you or your caterers can use. For your use there is: a 20l tea urn, a 6-burner natural gas catering oven, a microwave, 2 heated soup kettles, a dishwasher, glassware, and water jugs. NB: we do not provide crockery or cutlery.

### **Is there a bar at the venue?**

Yes, we have a fully stocked bar which we will open and staff for you. The bar serves a wide range of wine, beer, spirits and soft drinks and we can also provide tea and coffee.

### **Can the venue accommodate music and entertainment?**

Yes, you can have amplified music in the Pavilion and most clients use the stage area for bands and DJs. Amplified music is **not permitted** in outside areas including the porch and lawns and within marquees.

### **Is there a sound system?**

Yes! We have an in-house sound system that your audio device can be connected via mini-jack. It is more than adequate for many entertainers including DJs, but we find that many bands bring their own equipment. If you bring your own sound system, we will need to do a volume level check before use and electrical equipment must have an up-to-date PAT test sticker.



### **Is there power outside?**

Yes, there is a 32amp power supply which is sufficient for most marquee requirements. If your caterers want to use outside power, please check with us as their requirements may be different.

### **Is there parking onsite?**

Yes, there is 8 spaces in our parking area for use by wedding clients. The immediate surrounding area is permit only parking, but there are pay and display spaces in Blandford Square and on Westgate Road, a short walk from the venue.

### **Is there a taxi rank nearby?**

The nearest taxi rank is less than a ten-minute walk away, towards the city centre. Taxis can often be difficult to find or book after 9pm. We advise early booking and can provide you with numbers of firms if you aren't familiar with the city.

### **Are there toilets at the venue?**

Yes, there are toilets to either side of the porch area. There is one disabled access toilet, two urinals and two cubicles.

### **Do you provide staff for the bar?**

Yes, our bar is fully staffed.

### **Do you provide cleaning services?**

We ask that you leave the hall and kitchen as you find them. This includes washing and drying any crockery and glassware, emptying the fridge and cleaning the microwave, hob and oven. We will clean the bar area and toilets.

### **Can I dispose of my rubbish on site?**

Yes, there is a 1000l general refuse bin, a glass recycling bin, and a cardboard and plastic recycling bin. We ask that you ensure waste is disposed on in the correct bin. We will deal with bar waste. Please be mindful of food waste where possible.

### **[Booking and payment](#)**

#### **Can I make a provisional booking?**

We will only hold dates provisionally without a deposit for a short period of time due to high demand. As soon as we receive your deposit will be add your date to the diary. The deposit is non-refundable.

#### **How much is the deposit?**

A deposit of £200 is needed to secure your booking. This is redeemed against the cost of your booking.



**Is there a minimum spend for the bar?**

Yes, the minimum spend is £250. This is payable in advance so that we can buy in sufficient stock. We also charge corkage. See our Wedding price list for more details.

**When do I need to pay the balance of the hire costs?**

We ask that you pay the balance of your hire fees and your minimum bar spend 14 days before your event. Non-payment may cause you to lose your booking.

**Can we pay with a card?**

Yes, we accept major credit/debit cards, apply pay and google pay.

We look forward to hearing from you and to showing you round our lovely venue.

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