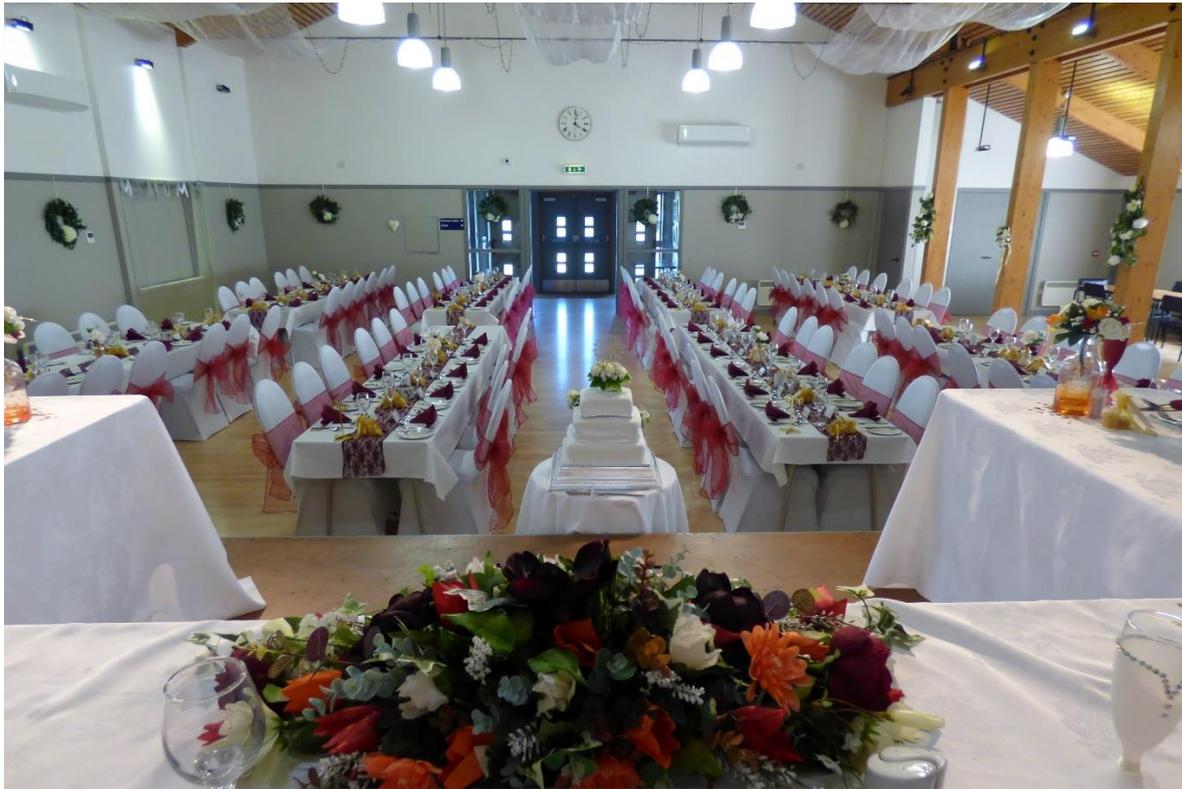


# Cunningsburgh Hall Wedding Information Pack - 2022

FAQ's

**Sections 1 - 9**



## **Section 1 - Hire**

### **How much does the hall cost to hire for a wedding?**

The cost of hire is £450. The hire duration is for the day before the wedding, the wedding day and until 12 noon the day after. There is a charge of £50 if additional days are required and if the dates are available. A deposit of £200 is to be paid no later than 2 months before the wedding date, or upon acceptance if the date is sooner than 2 months' time - an invoice will be sent out via email.

This cost includes exclusive use of the entire hall and bar facilities on the wedding day as well as a cleaner who will seep and mop the entire hall and toilet areas - once the wedding party have cleaned any wedding party items.

If the hirer requires to use the kitchen, for a soup / supper only, then we have an additional charge of £50. If you intend to have an external caterer to provide a full meal / catering we have an additional charge of £100 (**Note:** You will not incur both catering charges, the £100 is fully inclusive for Kitchen usage).

The hall has an alcohol Licence until 1 am. Last orders are at 12.45.

No carry ins of alcohol allowed to be taken into the hall.

## **Section 2 Capacity**

### **What is the capacity of the Hall?**

The hall can hold over 300 people for the evening reception, but we would recommend 300 as a comfortable number.

### **How many people can the hall hold for a meal?**

If your meal is in the Main Hall the capacity is 130 people using rectangular tables including a top table with maximum of 12 people on the stage. If you are using round tables, the capacity would be less.

If your meal is in the Ben End, we would recommend a capacity of 50/60 people seated for the meal.

**Do you provide highchairs?**

We have 3 highchairs for use.

### **Section 3 - Drinks**

**Can we take in our own drinks for the meal/wedding?**

Due to licensing laws, we cannot allow carry-ins of alcohol for either the meal or the evening reception.

Specific requirements can be discussed regarding wine/ prosecco/ soft drinks and any specialist drinks required for the meal or evening reception. The drinks will be chilled as required and placed on the tables prior to the meal.

**We would like to serve drinks on the door, what is the format for this?**

Any drinks required at the door to welcome guests etc. can be discussed prior to the wedding and can be served either in the Ben End or at the Main Hall entrance.

We can offer a per bottle price on items we sell by the bottle in the bar (IE prosecco and wine(s) which are 750ml). All alcoholic drinks, including spirits will be charged at our bar prices to align with licensing requirements.

### **Section 4 - Catering**

**Does the hall provide catering?**

This can be discussed prior to the confirmation of booking, but at present we are not looking to offer catering and would promote the use of an external caterer.

### **Do you provide supper and serve it?**

This can be discussed prior to the booking, but as advised above, we would prefer the use of an external caterer to provide these services.

### **Cutting of Cake?**

This service can be provided if required, but again can be discussed prior to the wedding.

## **Section 5 - Decorations**

### **What decoration does the hall have?**

The Hall has fairy lights in the ceiling of the main hall. You can use any decorations in the hall. Please note if you take down any pictures already in the hall, Ben End or corridors would you please put them back after the hire.

It is usually best to arrange a date and time to come and visit the hall regarding sizes/areas for decorating purpose- to see the layout of the hall and also to arrange times such as bar opening times and drinks e.g. drinks to welcome guest and also for the evening guests. Also to arrange what type of wine/soft drinks etc. are required at the meal.

### **Does the hall provide chair covers and table clothes?**

The hall has white chair covers for hire, at a cost of £1 per cover. The hall can provide table cloths for the bridal table, the hire cost depends on the number of cloths required.

## **Section 6 - Do you have a bridal room?**

We have a lockable bridal room located off the Ben End with exclusive use for Bridal party. Key is provided at beginning of hire.

## **Section 7 - Cleaning of Hall**

### **GENERAL INSTRUCTIONS TO ALL HALL HIRERS**

**The premises must be left as found - this includes:**

**Cleaning is the responsibility of the hirer** - buckets, mops and cleaning materials are to be found in the kitchen and cleaners' cupboard.

**Outside areas** where litter, glass, cigarette ends etc must be collected.

The **whole hall** must be cleaned which includes the Main Hall, Ben End, Kitchen, corridors, and toilets.

**Black bags** and all other rubbish must be deposited in the appropriate recycling bins provided and are located outside the kitchen door.

All furniture must be cleaned then stored away after use.

All floors must be swept - and washed if required.

Property belonging to the hirer must be removed at the end of the hire.

Any damage and breakages will be charged for.

Make sure the power in the kitchen is switched off at the metal box in the kitchen.

**Remember to check the heating and air/con systems are switched off**

**Make sure that**

1. All windows are closed
2. Doors locked
3. Lights are switched off
4. Ensure no one is locked in the Hall - **CHECK** all the Hall including

**TOILETS**

## Section 8 - Drinks Price list

### CUNNINGSBURGH HALL - DRINKS PRICE LIST 2022

Nips -	£2.00
Nips Premium -	£2.50
Wine -	£10 - depending on brand - this includes providing glasses and chilling as required - all wine on the tables - ready for the meal
Prosecco	£14 - depending on brand - glasses provided and drink chilled
Shloer	£2 - £3 depending on what is on offer
Sparkling Shloer	£4
Mixers	£1 - £2.50 dependant on mixer type

These prices are just a rough guide as it depends what offers are on at the time of your wedding and what kind of wine you want.

We require a booking request form to review your requirements and to confirm / clarify any queries that we may have - this gives us time to look for the best offers available and get them delivered in good time.

If you want any specific drinks - please let us know along with your wine requirements.

If you need more info or any other prices of any other drinks or wish to discuss anything further then please contact us by e-mail - [bookings@cuningsburghhall.com](mailto:bookings@cuningsburghhall.com)

Or - we can discuss at the arranged visit to the hall.

## Section - 9 Booking Form

The wedding request form can be completed online by visiting the following link: <https://forms.office.com/r/ENSSWyJWFn>

Or you can use the attached Booking Form and email it to [bookings@cunningsburghhall.com](mailto:bookings@cunningsburghhall.com) or taken with you when you arrange a visit the hall to see the layout of the building and confirm your requirements.

### BOOKING FORM - CUNNINGSBURGH HALL

Name of Hirers			
<b>FUNCTION</b>			
<b>DATE</b>			
<b>AREAS REQ.</b>	BEN END	MAIN HALL	EXCLUSIVE USE
Mark with Cross as required			
<b>BAR</b>	PAYING	FREE	NONE
Mark with Cross as required			
<b>TIMES FOR BAR</b>			
<b>DRINKS AT DOOR</b>			
<b>DRINKS BEN END</b>			
<b>HIRE OF CHAIR COVERS - £1 per cover</b>	No. required	<b>TABLECLOTHS</b>	No. required
<b>CATERING</b>	MEAL	SUPPER	KITCHEN ONLY
Mark with Cross as required			
<b>NUMBERS - APPROX</b>			
<b>HIRE CHARGE</b>	£		
<b>MEAL CHARGE</b>	£		
<b>SUPPER CHARGE</b>	£		
Contact address			

Address 1	
Address 2	
Address 3/post code	
Telephone/Mobile	
E-mail	
Invoice address if different from above	
Confirmation of order Date sent	
Hall Contact details	
Address 1	
Address 2	
Telephone/mobile	
E-mail	
<b>Please state if you require a certain type of drink to be served at the door and the meal - prices can be supplied</b>	<b>E.g. Sparkling wine - Cava - Prosecco - spirits and any other requirements re soft drinks - water - Shloer or anything other of your choice</b>