

The Old Vicarage

Final Meeting

We have created this document to assist you in getting everything together in preparation for your Final Meeting.

Your Final Meeting will be arranged 6 weeks before your Wedding.

The meeting will last approximately an hour, in which you discuss everything in fine detail and will provide all of the final numbers and information for your day.

It is important all information is correct at this time, as following your meeting The Old Vicarage will type up everything and issue you with a Running Plan for your day along with your Final Statement.

You should then thoroughly check over these documents, to ensure everything is present and correct.

Your final balance is then due for payment 4 weeks prior to your date.

Please note, the following must be supplied & confirmed at the 6 week Final Meeting:

Table Plans & pre-order forms can be found on our website, for you to download.

Children are chargeable up to the age of 10.

Adult prices charged above 10 years old.

Babies & Toddlers are free, if they do not require a meal.

For 3 Course Meal - Confirmation of menu choices & completed Pre-order form.

Please also label any Children & Special Dietary requirements on the form.

3 Course Meal Choices

Starter: Your choice of Starter for all of your guests plus a vegetarian choice for the vegetarian guest only

Main Course: Your choice of Main Course for all of your guests plus a vegetarian choice for the vegetarian guests only

Dessert: Your choice of Dessert for all of your guests

3 Course Meal Place Cards

Please write your Guests menu selections on the inside of their place cards.

For example: Soup - Chicken - Tart

Guests can sometimes forget what they put down on the pre-order, and accept a dish which was not actually theirs.

This then creates a knock-on effect to the other guests being served the incorrect food,

or having to wait whilst a dish is being cooked again. The chef obviously cooks the exact amount of each dish specified, and it is cooked table by table. We want everything to run smoothly for your meal.

It reflects negatively upon us if we do not provide the correct meal a guest has selected.

Children's Menu - If you are having Casual Dining (Afternoon Tea, BBQ or Hog Roast), the children will be served the same catering.

The specific "Children's Menu in the Brochure is especially for 3 Course Meal catering.

Table Plan with:

Total numbers of guests for each table.

The round tables, in the Marquee, can seat up to 8 guests. Location of any children, guests with special dietary requirements and all non-alcohol drinkers, clearly labelled.

Also, tables must be numbered from in order of importance that you would like them to be served. For example - the Top Table is table 1 - and you will be served your food first.

If you are having Casual Dining (Afternoon Tea, BBQ or Hog Roast), we will call your tables up one-by-one, in numerical order, to help themselves to the food.

Your Ceremony Music needs to be tested on our iPod Docking Station, this music must be controlled by a member of your wedding party on the day.

Proof of Public Liability Insurance for Suppliers and Entertainment must be supplied.

Live Music Agreements signed, by your band, and returned. (All documents can be found on our website)

Should guest numbers decrease within the 4 weeks prior to the Event, the original confirmed numbers at full menu price will, apply.

Any increase in attendance will be charged accordingly.

A £50 administration charge will apply if amendments are made after the Final Running Plan & Statement have been issued and confirmed.

Running Plan

Names	
Date	
Ceremony Location & Time	
Exclusive Use of House or House & Marquee	

Daytime Total:	Adult:	Child:	Infants (not catered for):
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Supplier Meals:	In addition to the above totals
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Guest Numbers for Drinks	Alcoholic Drink	Non-Alcoholic Drinks:
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Evening Total:	
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Catering

Drinks Reception Catering

Time:	Location:

Wedding Breakfast

Time:	Location:

Vegetarian:	
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Allergies:	
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Evening Reception

Time:	Location:

Vegetarian:	
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Allergies:	
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Cake Cutting

Time	
Cake Type	
Top Tier to be kept	
Portioned	
Served	

Continental Breakfast the following Morning - Served at 9am

Guest Numbers:	(Maximum of 14 residents)
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Drinks

Drinks Package	
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Welcome Drink Alcoholic		Extras
Welcome Drink Non-Alcoholic		Extras

Wedding Breakfast Alcoholic		Extras
Wedding Breakfast Non-Alcoholic		Extras

Toast Drink Alcoholic	
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Toast Drink Non-Alcoholic	
Tea & Coffee After Meal	
Evening Drinks	

Schedule for the Day

9am	Access to decorate the Marquee	If applicable
11am	Access to decorate The Orangery, Main House & Summer House	If applicable All decoration must be finished by 12pm To allow time for The Old Vicarage Staff to tidy and make Final Preparations Any items that are to be moved from The Orangery up to the Marquee are the responsibility of the Wedding Party
3pm	Check-in for Bedrooms	Bedrooms are not available prior to this time Check-out is 11am the following morning
	Ceremony The House Bar will be open 1 hour prior to your Ceremony for your guest's arrival. Grooms Interview with the Registrar 30 minutes prior to the Ceremony Brides Interview with the Registrar 15 minutes before the Ceremony.	Stag Head Up or Down: Signing Table - Rustic or Tablecloth: Please note - Ceremony Music must be controlled by a member of your Wedding Party and tested on the Docking Station prior to the day
	Drinks Reception	Dependent on Weather Front Lawn or Main House Bar
	Announcement into the Marquee	
	Wedding Breakfast	Please ensure a named table plan is provided clearly indicating Children - Highchairs required - Guests requiring the non-alcoholic drinks Please note for 3 course Meals menu selections must be written inside the place cards
	Speeches	
	Entertainment Set-up	Entertainment: DJ: Noise Limiter in place
	Evening Guest Arrival	
	Cake Cutting	
	Evening Buffet	
9pm	Live music to Cease	(If applicable)
11pm	DJ to lower Music level	
	Buffet Cleared	Food must be cleared after 2 hours
11.30pm	Last Orders at the Bar	
11.45pm	Bar to Close	
12pm	Finish	All decoration to be removed by 12.30am by members of the Wedding Party or Decoration Suppliers

Bedrooms

Room Number	Guest names	Extra Bed	Travel Cot
1		n/a	
2		n/a	
3			
4			
5 Bridal Suite		n/a	
6		n/a	n/a

Decoration & External Suppliers

Decoration	
Chair Covers / Sashes	
Extra suppliers	
Whom is removing all decorations at midnight	

External Suppliers & Decoration

- Please ensure Public Liability Insurance is supplied for all External Suppliers
- No food or drink items other than your Wedding Cake can be brought into The Old Vicarage
- No drawing-pins or staples may be used to fix any items to The Orangery beams or the outside wooden structures. Blue-tack in The Orangery or Fishing wire is recommended for attaching items, such as bunting, to the Marquee.
- Table Confetti, either paper or foil, is not permitted on tables. Scatter Crystals, pearls and fresh petals are allowed.
- The use of confetti is not permitted within or outside the venue. This also includes wedding rice, and the use of biodegradable confetti. The use of bubbles is permitted. Fresh or dried flower petals are permitted in the gardens only.

Candle Policy

The Orangery - Candles can be placed on the fireplace encased in holders, which are twice the height of the flame. No lit candles are to be used along the aisle, battery operated candles only. During the Wedding Breakfast candles may be placed on the tables, encased in holders, which are twice the height of the flame.

- Marquee - Candles can be placed and lit on the tables so long as they are encased in holders, which are twice the height of the flame.
- No lit candles are to be placed on the floor in the main house, marquee or anywhere within the gardens.
 - If Candelabras are being used as Centerpieces, battery operated candles must be used, or alternatively unlit wax candles.
 - All responsibility of naked flames is down to the client; The Old Vicarage will not be held responsible in case of accident or injury.