

The Old Vicarage

Planning your day!

We have compiled lots of information to assist you in planning your special day. You may find that some points have been repeated, this is to ensure they are covered in each relevant section.

Reserving a Date, Booking Process & Payment

Reserving a Date

A provisional booking of one date can be held up to 14 days, after which time it is at the Venue's discretion to release the date.

Booking & Payment

Please book your Registrar before confirming your booking with The Old Vicarage Hampshire Registration Services Telephone 0300 555 1392

With the exception of Weddings booked two years or more in advance, due to the Registration Services not releasing their dates until 2 years prior.

All bookings must be confirmed with a non-refundable deposit of £500.

A further deposit of £500 is required eight months prior to the Event.

If the booking is made less than eight months prior to the Event - the full £1000 deposit is required to book.

Full payment is to be received no later than 4 weeks prior to Event.

If you have booked the Midweek Package the Venue will book the DJ & Florist, and advise you.

Capacities

The Old Vicarage can host up to 100 guests for your Ceremony.

The Orangery can seat 76, with a further 24 guests standing in the Bar-Lounge area.
The outside Summer House can seat 100 guests.

The Marquee can seat 100 people for a 3 Course Meal, and up to 132 for Casual Dining (Afternoon Tea, BBQ & Hog-Roast).
A maximum of 200 evening guest are permitted in the Marquee.

The round tables, in the Marquee, can seat up to 8 guests.

The Bedrooms can hold a total of 14 guests.

Timings

Access to The Marquee is between 9am - 11am on the day of the Wedding; please ensure your suppliers are aware.

Access to The Orangery & Main House is from 11am on the day of the Wedding.

The earliest Ceremony time at The Old Vicarage is 1pm.

The Bar in the Main House, will open one hour before your Ceremony.

This Bar will then be closed once your guests have moved up to the Marquee for your Wedding Breakfast.

Check-in for the bedrooms is strictly from 3pm with no exceptions.

Unfortunately, there is no space at The Old Vicarage for any guest to get ready before the Wedding.

Checkout for the bedrooms is strictly 11am.

The latest service time for your Evening Buffet is 9pm.

Live music must cease at 9pm.

All windows and doors must be closed in main house and marquee past 9pm, as per our licensing conditions, to keep the noise travel to a minimum.

After 9pm a recommended DJ Disco or the Venue's I-pod dock may continue until 12am Midnight, no other PA equipment may be used.

Music must be turned down to background listening level from 11pm.

Last orders at the Bar will be called at 11.30pm.

All decoration must be cleared from the Marquee at Midnight and must be completed no later 12.30am. At 12am Contract Cleaners arrive, and if anything is remaining beyond 12.30am - it will be removed and you will be invoiced for £150.

Continental Breakfast is served at 9am, in the Front Room the following morning, seating a maximum of 14 guests.

Food & Drink

We pride ourselves on catering well for any guests with allergies and specific dietary requirements - Vegan, Vegetarian etc.

We are always happy to discuss current special menus for such guests.

Vegetarian & Vegan: For the BBQ & Hog-Roast Menus, we supply a Vegan Sausage and Vegan Veggie Burger.

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.

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.

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.

It is a really nice idea for you to print a single Menu for each of your tables, so that your guests know what food is to come. This also prompts any guests with dietary requirements, if they have not already done so, to notify a member of staff that they require specific catering.

No food or drink items other than a traditional Wedding Cake can be brought into The Old Vicarage.
Only Food and Beverage supplied by the Venue may be consumed on the premises.

We do not offer Corkage or for Outside Catering to come to the Venue.

The use of Alcohol as 'Table Favours' is strictly prohibited, due to our Alcohol License.

The latest service time for your Evening Buffet is 9pm.

The evening buffet food can not be left out for more than 2 hours, it will be cleared after this time.

The Bar, in the Main House, will open one hour before your Ceremony
The Bar, in the Main House, will be closed once your guests have moved up to the
Marquee for your Wedding Breakfast.

Last orders will be called at 11.30pm.

Continental Breakfast is served at 9am, in the Front Room the following morning,
seating a maximum of 14 guests.

Any alcoholic beverage found to be consumed, whilst not purchased from the Venue
will be confiscated and charged at £25 per bottle.
The charge also applies to any empty bottles found within all public areas used by the Event guests.
If guests are to be found consuming alcohol they have brought in from outside the premises,
it will be confiscated and they will be asked to leave.

Bedrooms & Check-in

We have a list of Local Accommodation, to offer to your travelling guests – available to download on our website.

Check-in for the bedrooms is strictly from 3pm with no exceptions.

Checkout for the bedrooms is strictly 11am.

Continental Breakfast is served at 9am, in the Front Room the following morning, seating a maximum of 14 guests

Room 1 - This room offers a superior king size bed with in-built wardrobes. The large windows have views over the trees and on to our neighboring fields, while the white en-suite offers a bath and shower.

Room 2 - Our second room also offers a superior king size bed with a spacious shower en-suite. The large windows offer views over the trees and onto our neighboring fields.

Room 3 - This is our largest superior room, offering in superior king size bed surrounded by plenty of floor space. With a small table and two chairs set by the large windows, it's the perfect place to sit and enjoy the surrounding countryside. The spacious white en-suite offers a large shower. This room can have an additional travel bed (£20 charge, including Breakfast.)

Room 4 - This room is next to the Bridal Suite and of equal size, offering a superior king size bed and spacious high ceilings. A large window overlooks the front lawn. The luxurious en-suite offers a roll top bath. This room can have an additional travel bed (£20 charge, including Breakfast.)

Room 5 Bridal Suite - Our Bridal Suite offers large windows with stunning views over the front lawn, gardens & woodlands. The four-poster superior king size bed is surrounded by plenty of floor space, with the ornate style furniture a contrast to the modern feel of the room. The walls in the white en-suite have been stripped back to red brick with a beautiful Victorian roll top bath taking centre stage.

Room 6 - Our smallest room offers a king size bed with generous high ceilings and views over our courtyard & gardens. The white en-suite is spacious and offers a corner shower with beautiful window overlooking our courtyard and gardens.

The Ceremony

The earliest Ceremony time at The Old Vicarage is 1pm.
The Old Vicarage can host up to 100 guests for your Ceremony.

We have a PA System Docking Station Amplifier available for your Music for your Ceremony. Please ensure you have your music uploaded to an I-phone / I-pad, and allocate the controlling of the music on the day, to one of your wedding party.

You are welcome to bring you music, to your Final Meeting, to test out on the PA System.

On the day, please ensure your allocated guest, to report to member of staff, whom will thoroughly run through the music system with them.

The Orangery

The Orangery can seat 76, with a further 24 guests standing in the Bar-Lounge area.

The chairs in The Orangery are Wooden 'Chiavari' Chairs.

If you are decorating the chairs, please note that we do not transfer any chairs between The Orangery & The Marquee. They are each fully stocked with the correct number of chairs required.

Outdoor Ceremony

Ceremonies in our Garden Summer House are available 1st May - 30th September

The Summer House decking is laid out with Benches to seat your guests.

These benches can not be moved, or exchanged for chairs.

In the event of inclement weather, The Orangery will be laid out with Chairs for your guests to be transferred indoors.

Please be aware when planning all eventualities, that if the Ceremony is to be transferred indoors, a maximum of 76 guests may be seated in The Orangery, with up to 24 further guests standing in the Bar Lounge area.

If, due to inclement weather, the Ceremony is to be moved inside, please ensure you have allocated Guests or Suppliers to transfer any decoration, as this is not the responsibility of The Old Vicarage Staff.

Please don't let it spoil your day if the ceremony cannot take place outside. Make plans for your chosen room inside too - and consider it a bonus if the weather is kind to you.

If you wish to hold your Ceremony In the Garden Summer House, please ensure that you immediately inform & arrange this with Hampshire Registration Services.

On the day of the Wedding - The Registrars arrive approximately one hour prior to the ceremony.

Live Music & DJ

Access to the Marquee is from 9am. Access to the Main House is from 11am.

Please arrange with your Band / DJ with regards to set-up times, as there may not be sufficient space for you to set-up until after the meal, when tables can be removed.

Live music must cease at 9pm.

All windows and doors must be closed in main house and marquee past 9pm, as per our licensing conditions, to keep the noise travel to a minimum.

After 9pm a recommended DJ Disco or the Venue's I-pod dock may continue until 12am Midnight, no other PA equipment may be used.

Music must be turned down to background listening level from 11pm; whereby no bass or lyrics may be heard at any of our boundaries.

Live Music

A Live Music Agreement (which can be downloaded from our website) must be sent to your performer and returned to us no later than 30 days prior to your Wedding.

Live music is permitted strictly until 9pm. The Band / Performer must time their sets, so as that the last song finishes exactly at 9pm, or before.
Under no circumstances can live music continue after this time.

A Noise Limiter is in place in the Marquee.
All equipment must be plugged in and played through this.
The Noise Limiter in place has been set-up by a professional Sound Engineer.

It is up to the Band / Performer to perform a sound check, to ensure they are playing within the limits.

All equipment must be PAT tested

Speakers must be placed on the floor.
They may not be raised off of the floor on either boxes or stands.

Drums can not be amplified. Base must be kept to a minimum.

We work hard to maintain a good relationship with the local council and neighbours, to ensure that we can offer the option of having Live Music in the marquee to our clients. The above regulations were agreed with the council, in order for us to be able to continue to offer Live Music.

Failure to comply with the above may result in Live Music being ceased.

After 9pm, when the Live Music ceases, you are welcome to have a DJ up until 12am.

DJ

Your DJ must be selected from our Recommended Suppliers List:

- Quantum Disco www.quantumdisco2012.moonfruit.com
- Coastal Discos 07837 066161 www.coastaldiscos.co.uk
- CCL Sound And Light 07906432013 cclsoundandlight.co.uk
- We Need a DJ 07780691948 weneedadj.co.uk

If you have booked the Midweek Package the Venue will book the DJ, and advise you

What is required at your Final Meeting

We have a document 'Final Meeting Preparation' available to download from our website, to assist you in getting everything ready for your Final Meeting.

Please note, the following must be supplied & confirmed at the Final Meeting, 6 weeks prior to your day.

Total numbers of guests, including breakdown of adults and children.
Also breakdown of guest drinking alcohol / no alcohol.

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.

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 a maximum of 10 guests each. For a 3 course Meal 8
guest can be seated comfortably, with a maximum of 9 at each round table.

Location of any children, guests with special dietary requirements and all
non-alcohol drinkers, clearly labeled.

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.

If applicable - Selections for your choice of wines during the Wedding Breakfast

Allocation of guests to bedrooms.

All detail outlined in the Event Schedule will be confirmed in the Final Meeting,
6 weeks prior to the Event.

All details for the Event including numbers, menus and table plans must be provided and confirmed.

The Wedding Coordinator will then issue a final Event Schedule along
with an Invoice for the full and final payment due.

Full payment is to be received 4 weeks prior to the Event.

Any amendments made after the Final Meeting will incur a £50 administration fee.

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.

Please note that the Venue may not be able to accommodate an increase in numbers.

Suppliers, Decoration & Fireworks

Set-up on the day & End of the Evening Take-down

The Old Vicarage provides everything form Chairs, Tables, Tablecloths,
Napkins, Crockery, Cutlery & Glassware.

We can also prove a PA System with Microphone for use during your Speeches.

Our round tables, in the Marquee, can seat up to 8 guests each.

The top Table can seat a maximum of 12 guests (comprising of 3 x 5ft trestle tables)

If you have booked the Midweek Package the Venue will book the DJ and advise you.
You may choose your Florist from our recommended Florists.

A copy of all of your Suppliers' Public Liability Insurance must be provided to The Old Vicarage,
no later than 30 days prior to your wedding.

Access to The Marquee is between 9am - 11am on the day of the Wedding, please ensure
your suppliers are aware of these timings.

Access to The Orangery is from 11am on the day of the Wedding

All decoration must be cleared from the Marquee at Midnight and must be completed no later
12.30am. At 12am Contract Cleaners arrive, and if anything is remaining beyond 12.30am – it will be
removed and you will be invoiced for £150.

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.

The Old Vicarage can not accept responsibility for your Gift Table containing Cards & Gifts.

We advise you to supply a secure post box for your guests to deposit any cards.
The Old Vicarage staff will not move your card box at any time - if the post box needs to be transferred
from the main house, up to the marquee, please give this responsibility to one of your wedding party.
Your cards & gifts must be taken up to your bridal suite at the end of the night,
and not left in any public areas unattended.

Candles - please read our candle policy.

No Chinese Lanterns are allowed in the grounds.

You are welcome to have Fireworks in the evening. Fireworks must be set-off and complete by 10pm.

If you wish to have Fireworks at your Wedding, we have a single approved supplier,
as our Insurance Company has approved them.

They have provided Fireworks at The Old Vicarage many times before and have
carried out a full site-safety survey.

Firework Solutions

07747 863196 will@fireworksolutions.com www.fireworksolutions.com

All decoration, including chair covers, must be cleared from the Marquee at Midnight and must be
completed no later 12.30am. At 12am Contract Cleaners arrive, and if anything is remaining beyond

12.30am - it will be removed and you will be invoiced for £150.

All decoration, including chair covers & sashes, must be cleared from the Marquee by your Supplier or members of your wedding party by 12.30am.

The Marquee & Orangery must be vacated at 12am midnight. Guests staying overnight in the Main House may remain in the lounge area. The Main House doors will be locked.

The following day - all rubbish from decorations and any cardboard must be removed by your wedding party, as unfortunately we can not dispose of any excess waste in our commercial bins, due to them being at maximum capacity throughout the wedding season.

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 any circumstance.