



# THE PALATIAL HALL

Weddings and Events



**Your Perfect Wedding Venue**

Wedding Information 2024

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# Bespoke Dry Hire Package

We appreciate that this is a very special day for you and we are dedicated to ensuring you have the most amazing experience on your wedding day.

We are happy to personalise the venue to suit your requirements.

## Dry Hire Rates

Guest	Wedding – Fri - Sat	Wedding Mon- Thurs/Sun
100	3200	2900
200	4200	3500
300	4900	4200
400	5600	4900
500	6300	5600

### Our venue dry hire includes

- RECEPTION ROOM HIRE Exclusive use of our Private ball room for your event
- KITCHEN SPACE: Use of a Kitchen space for your caterers
- TABLES AND CHAIRS: Use of 6ft round tables and gold chiavari wedding chairs
- SET UP: Tables and chairs laid out ready for your decoration company to come in and decorate.
- VENUE LIAISON HOST: Venue liaison host to oversee the event ( but not to run it. )
- STAGE: Inbuilt stage
- SOUND EQUIPMENT: sound system and microphone
- DANCE FLOOR: We can provide a dance floor for your event
- STAFFING: We do not include staff for the event We do not include any staff for the event during dry hire.  
All food service and further room turn around will be organised by your hired catering staff.

Please contact the Events Team for Bank Holiday and Seasonal Venue Hire rates.

**Unfortunately confettis are not allowed in our venue**

Provision of Chairs and table are as per number and any additional chairs and tables will be charged as per price list above in incremental of 50 persons.

A **30%** deposit of the total booking is applicable at the time of booking which is non-refundable and but transferable along with booking agreement to secure the preferred date.

### When does music finish:

Our venue is open till midnight with music finishing at 23:00 and guest departure by 00:00.

# Private Ball Room with Gold Decoration Package

## Decoration Package includes:

## Gold Package

- Floral Backdrop
- Couple Sweetheart table setup
- Throne Chairs/Sofa
- Personalised Dancefloor
- Aisle Runner
- Flower centrepieces
- Table Centrepieces
- Plate, Cutlery, Napkins and Wine glasses
- Chiavari Chairs
- Cake Stand/table setup
- Table linens & Runners



Guest	Wedding – Fri - Sat	Wedding Mon-Thurs/Sun
100	£5700	£4900
150	£6500	£5700
200	£7500	£6500
250	£8500	£7500
300	£9500	£8500
350	£10500	£9500
400	£11500	£10500
450	£12500	£11500
500	£13500	£12500

We pride ourselves on exceeding your expectations through our fantastic decoration packages. Understanding that every wedding is unique, our in-house decoration team offer the flexibility to tailor your decor style, whether you require an elegantly simple decor or an extravagant decor.

Our creative manager will be happy to discuss a tailor-made decoration within the budget of your package.

# Private Ball Room with Bespoke Platinum Decoration Package

## Decoration package includes

- Bespoke Backdrop
- Couple Sweetheart table & area setup
- Throne Chairs/Sofa
- Personalised Dance floor
- Large Flower centrepieces
- Glass charger plates
- Plate, Napkins, Cutlery
- Wine and drinking Glass
- Dior Chairs
- Cake Stand
- Glass Tables for special guest
- Aisle Runner
- Aisle Decoration
- Welcome board & Easel
- Guest list
- Reception area setup
- Entrance Decoration

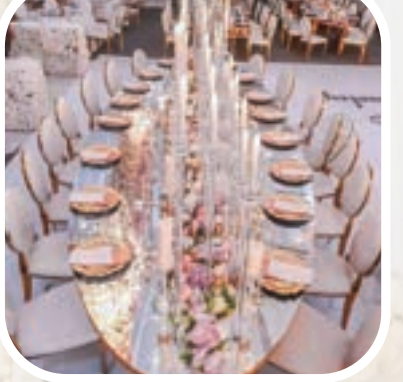


Guest	Wedding – Fri - Sat	Wedding Mon-Thurs/Sun
100	£8900	£6900
150	£9800	£8900
200	£12600	£9800
250	£15500	£12600
300	£18500	£15500
350	£21000	£18500
400	£24200	£21000
450	£26200	£24200
500	£29600	£26200

# Venue Layout

## Our Crystal Ballroom

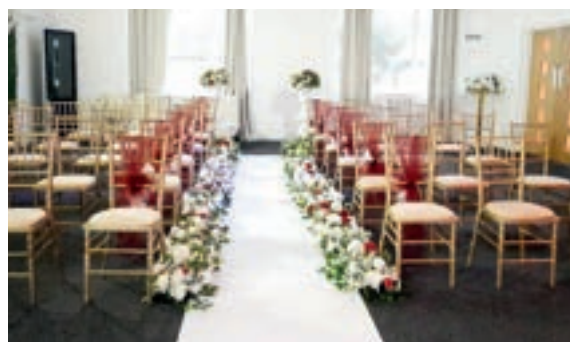
Each of our packages takes advantage of our private crystall ball room as standard plus a decoration of your choice



The Wedding Breakfast and evening reception setup is carried out by our Events Team to your requirements. We will be pleased to discuss the possible options for table layout and arrangements with you.

For an evening reception the venue capacity is a maximum of 500 guests or 450 for dinner dance Seating is provided for approximately 100 to 500 guests in the Crystal ballroom, which allows enough room for a dance area with a DJ booth by the stage

# Civil Ceremonies



**Our Regal Suite can comfortably seat a maximum of 50 guests for a wedding breakfast. For example, you could seat 40 people on 4 (6ft) round tables and 8 people on a rectangular Top Table.**

**Our ceremony area can be set up to accommodate civil ceremonies. A fee of £300 will be applied for holding Civil ceremonies and you will be required to book a Registrar with the local council.**

# Entertainment

We have a music and entertainment licence that covers music inside The Palatial Hall for your entertainment. We are happy for you to arrange your own DJ.

Our music licence requires the music to stop 30 minutes prior to the end of the hire or at the latest 11.00pm, with the exception of live music, this should finish at 10.30pm. A maximum of a 4 pieceband is permitted. These times cannot be extended.

Other types of entertainment are also welcome but please contact us to discuss this.



# Wedding Decoration Packages

We pride ourselves on exceeding your expectations through our fantastic decoration packages.

Understanding that every wedding is unique, our in-house decoration team offer the flexibility to tailor your decor style, whether you require an elegantly simple decor or an extravagant decor.

Our creative manager will be happy to discuss a tailor-made decoration within the budget of your package.





# Catering

It is often asked what makes a good wedding. For us it is about the decoration, the atmosphere and incredible food. At The Palatial Hall we work closely with different vendors and catering providers who are able to offer a range of cuisine choice to suit all styles, dietary requirements and budgets.

## Choose from our selected List - Ask a member of the event team

Whether you are looking for a traditional Wedding Breakfast, Asian cuisine, African menu, or even an inspiring Street Food Stall, every wedding is individual and our catering providers can provide menu packages tailored to your preference.

Our vendors cater for all dietary requirements. **We are also happy for you to arrange your own catering if need be.**



# Bar



Our bar is included in the hire of the venue.

We can provide all drinks needed for your reception, from Mocktails, Cocktails to Champagnes.

Choose from a selection of bar offering:

- PREPAID BAR: You can either pay a fixed cost per head or run a tab for the duration of your event.
- CASH BAR: Nice and simple your guests pay for their own drinks by card.
- BRING YOUR SOFT DRINKS: Celebrant is allowed to provide wine and soft drinks for guest



Only alcohol provided by The Palatial Hall bar can be consumed on site.

You are welcome to provide your own table wine, however, a £10.00 per bottle corkage charge will be applicable, by prior arrangement only for all dry hire bookings.

Our bar closes 30 minutes prior to the end of the hire or at the latest 11.00pm.

The Venue allow guest to provide their own soft drinks and Wine.

# FAQ

## **How Do I confirm the Booking**

The booking is confirmed upon The Palatial Hall receiving a signed copy of your wedding booking agreement within 7 days, with a 30% deposit. It is advisable that both parties sign this booking agreement.

## **Can I use Confetti's at The Palatial Hall**

Confetti is not allowed inside the building;

## **Do vendor have to clean**

All vendors including outside catering services will have to clean all areas used during their time and visit. And during the discharges of their services. A client stands to lose a deposit if their vendor does not clean their area of service

## **Will there be another event on the same day?**

Yes, we have two other function rooms here at The Palatial Hall which are both open to bookings. We do, however, offer exclusivity packages; please liaise with your coordinator for more information and pricings.

## **Do you have access for disabled guest?**

Yes, the entire venue is accessible to disabled guests, including a disabled access lift and access to the disabled toilet via a disabled ramp

## **Do you Provide security staff?**

The Palatial Hall provide one security staff as standard. If more is required based on the event, we will inform you regarding the additional cost

## **Are Live candles allowed at the venue?**

We allow candles only if they are in candle holders and must be white in colour.

## **When does music finish:**

All our events end at midnight with music finishing at 23:00. A 1-hour music extension can be added for a surcharge of £200.

## **Payment Structure and Information:**

Initial Deposit:

Date of event is one year away or more – 30% deposit of the agreed minimum numbers

- Date of event is within six months – 50% of balance is required of the agreed minimum numbers
- Date of event is within three months, or less – Full payment is required of the agreed minimum numbers

## **Balance Due:**

- Nine months prior to event – 50% of the remaining balance is to be collected
- Three months prior to event – Final balance is to be collected
- One month prior to event – Any remaining balance including extras and additional guests is to be collected

Please note: late payment may incur a surcharge per day and door will not be opened

## **Tasters and Menu Sampling before big day:**

We hold tasting days once a month on pre-set days where you can come and sample some of our dishes.

Please note all tastings are booked in at least 1 month prior so all choices for the tasting will need to be sent to us at least 3 weeks before. If you wish to be joined by family and friends, an additional charge of £20.00 per guest is required.



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[www.thepalatialhall.co.uk](http://www.thepalatialhall.co.uk)

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**SCAN FOR MORE INFO**