

*Weddings
at
Kirkley Hall*

Congratulations

May we first congratulate you on your plans to get married and extend our very best wishes for the future.

Kirkley Hall is one of the North East's most romantic wedding venues situated in the Northumberland countryside, just outside of Ponteland.

The 17th Century Grade II listed building has several function rooms available for your wedding all looking out onto the Italianate patio and beautiful grounds and gardens, perfect for your reception drinks and photographs. Compliment this with superb menus, fine wines, and a welcoming atmosphere, we guarantee you will have a day to remember.

We are pleased to cater for wedding breakfasts and evening receptions and the hall is also licensed for civil marriages and partnerships for those couples wishing to marry at the venue. From a small intimate occasion to a large marquee wedding you will enjoy exclusive use of the hall and exemplary service for you and your guests.

We pride ourselves on providing a personal service. Our staff will discuss your individual requirements and give you advice on all aspects of your wedding planning.

Kirkley Hall is easily accessible from Newcastle airport and the A1; ideal for those guests travelling to your big day.

From your initial enquiry a member of the Wedding team will take your details, look at the date you have in mind and make a provisional booking if requested. They will then invite you come and see the Hall itself, which is highly recommended as it is an opportunity to inspect the grounds and gardens, and see for yourself the many photo opportunities.

We provide flexible menus allowing you to hand pick every course. We can also cater for any dietary requirements and can adjust whole menus or single meals accordingly.

All of the main function rooms at Kirkley Hall are on the ground floor and are wheelchair accessible. There is disabled parking available and ramps provide access in to the main building and out on to the terrace.

What is always included?

- Professional advice and guidance to design a wedding package to fit your exact taste and budget
- A member of the Operations Team to act as Master of Ceremonies
- Red carpet entrance
- Silverware, Crockery, Glassware and the Table Linen
- Use of our cake knife (n.b. we do not have a cake stand)
- Background music for during your day if required
- Table Easel to display your table plan

Optional extras

To help with the planning of your wedding breakfast we can arrange the following optional extras:

- Chair covers (Linen or Lycra) with any coloured sash
- Tea lights in glass holders
- In-house DJ (clients are also allowed to bring their own DJ or band)

We are always happy to advise couples on other musical entertainment providers, florists, cake decorators, photographers, cars - the list is endless. We will always advise couples and will never stipulate the use of a specific service provider.

Accommodation

Kirkley Hall is not residential, however there are many varied types of accommodation in the local area. We would be happy to advise you on accommodation and provide relevant contact details from our recommended list of hotels.

Please do not hesitate to contact our Wedding Coordinator with any questions you may have or to arrange a viewing. We are happy to help and look forward to offering our experience and assistance in making your wedding day a dream come true

What is next?

Kirkley Hall has proved to be a popular venue for civil ceremonies/receptions. To secure your chosen date we advise that you contact the Operations Manager to arrange an appointment to discuss your forthcoming wedding/reception.

Following your visit we will make a provisional booking date which can be held for 7 days. To confirm your big day we will then require a deposit of £500.00 and a contract signed by both the Bride and Groom within 7 days of the provisional booking (contract can be found on page 16). This deposit is **non-refundable** and the booking is only confirmed on receipt of the deposit.

Room Hire and Capacities for Civil Ceremonies		
	Maximum Capacity	Room Hire Charge
Banqueting Room	150	£250.00
Blue Room	80	£225.00
Oak Room	70	£225.00
Conference Room	40	£225.00
Terrace (outdoors)	100	£225.00

Room Hire and Capacities for Wedding Breakfast and Evening Reception					
	Wedding Breakfast		Evening Reception		Room Hire
	Min	Max	Min	Max	
Banqueting Room	60	118	60	85	£400.00
Blue Room	60	75	40	60	£400.00
Oak Room				40	£225.00
Conference Room				40	£225.00
Marquee Pitch Fee	-	-	-	-	£900.00 includes use of banqueting room

The Banqueting Room and Blue Room are separated by sliding doors and are commonly used as one room to accommodate up to 200 seated guests.

The Oak and Conference Rooms can be hired at the above prices for receptions rooms, evening lounges or to increase the maximum capacity for an evening reception.

There is also a dressing room which can be hired throughout the day at a cost of £75.00 to allow the bridal party to get ready or freshen up in.

For wedding ceremonies or receptions taking place on a Friday, Saturday or Bank Holiday Sundays the minimum number of guests we can cater for is 60.

Evening reception room capacities may be increased depending upon your menu choice (i.e. a seated meal or standing buffet).

Final numbers must be confirmed to your coordinator at least 14 days prior to the function. Invoices will be produced based on these final numbers and full payment should be made 14 days prior to the function. See terms and conditions for details on payment and guest numbers.

Civil Ceremonies at Kirkley Hall

Guidance for couples who wish to marry at Kirkley Hall

We would be delighted to welcome couples who would like to be married here at Kirkley Hall. The licence we have currently extends to all of our function rooms and terrace, however the law does not allow ceremonies in marquees or outdoors.

Having confirmed the date and time of your marriage at Kirkley Hall, you must contact the Ceremonies Co-ordination Team immediately to secure a provisional booking:

Ceremonies Co-ordination Team

27 Fenkle Street

Alnwick

NE66 1HW

Telephone: 01665 602870

Email: alnwickreg@northumberland.gov.uk

The Superintendent Registrar will then confirm whether they can attend and conduct the ceremony.

You will then receive, within 7 days of your request, confirmation from the registrar along with details of legal requirements and the fee to be paid.

The fees for solemnisation of a marriage are as follows and should be paid direct to the Registrar (they do not include any Kirkley Hall charges)

Monday to Thursday £395.00*

Friday to Sunday £425.00*

Bank Holiday Weekend £495.00*

* The above fees are effective from 1st April 2016 until 31st March 2017

Booking fee £35.00 (non refundable)

Notice of marriage £35.00 per person

You can find out more about the legal requirements for civil ceremonies by downloading the Perfect Day brochure from Northumberland County Council's website or by contacting the Ceremonies Co-ordination Team at Alnwick.

A notice of intention to marry can be given a maximum of twelve months in advance of the date of the marriage. This must be done before the Superintendent Registrar of the Office in the District in which you reside. You cannot get married without giving notice in the district(s) where you live.

A ceremony that takes place at the approved premises must have no religious connotations. The Superintendent Registrar who performs the ceremony will outline the manner in which it is to be conducted. You must discuss in advance any way in which you wish to personalise the ceremony.

Please ensure you have satisfied all the legal requirements and that the Superintendent Registrar who is conducting the ceremony has all relevant authorisations in their possession, well in advance of the marriage. A full set of restrictions and requirements are available on request from the Registrar.