

LEITH'S

Leith's at Beaulieu
The National Motor Museum
Beaulieu
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Beaulieu

National Motor Museum
Palace House & Gardens
Beaulieu Abbey & Exhibition
Domus
Lecture Theatre
Event Fields
Marquee
The Brabazon Restaurant
www.beaulieu.co.uk

Events at Beaulieu

Information Pack

This sheet is designed to assist you when planning your event at Beaulieu with some general information and frequently asked questions. Should you require any additional information our team are always on hand to deal with your queries, please call 01590 614769 or e-mail christine.bennett@beaulieu.co.uk

Parking

All parking at Beaulieu is free of charge. The area where you park will depend on where your function is being held and at what time. During the daytime all guests except those for events in The Domus will park in our main visitor car park. Guests visiting The Domus will usually park in the Meadow, which is next to Beaulieu Abbey unless there is a church event happening or in bad weather. Please note parking on site is not permitted overnight. We will advise you of your arrival plan prior to your event. We look forward to welcoming you on arrival.

Signage

We will ensure that there is adequate signage for your event when your guests arrive. We have a specific format for all signs at Beaulieu and they are made on site. We will need to know in advance what title you would like written on them.

Event Co-ordination

Your event will be organised by our dedicated co-ordination team. Should you have any queries at any stage please call 01590 614769.

Event Manager

Your event will be run by a dedicated manager on the day. We will inform you prior to your function whom this will be and you are welcome to meet them before should you wish. Should you need to contact your event manager on the day of your event please call our duty manager mobile: 07733103295.

Entertainment

Live Bands and DJ's are welcome in The Domus, The Brabazon Suite and The Marquee. If your event is in Palace House or the Museum live bands, DJ's and dancing are not permitted but you are welcome to have softer entertainment such as a Harpist or a String Quartet playing.

Frequently Asked Questions:

What do we provide?

Within your costings we provide the tables and chairs for your event, the linen and crockery and table numbers. The table numbers are in clips so if you wish to provide table names instead we can take the numbers out. We also provide a coatrail and easel for your tableplan.

What do we require from you?

A tableplan to go on our easel and place name cards for the tables. If you would like to deliver the name cards prior we will happily place them on the tables for you.

What is the average drinks allocation for a dinner?

You will usually expect guests to have two drinks during an hour's drinks reception. We recommend that you have 2 choices of alcoholic drink available with a soft drink alternative. For the meal on average guests will have half a bottle of wine and half a bottle

of mineral water per person. Please note we are happy to recommend wines to match specific menus.

General Information:

The napkins are placed trifold style unless you specify otherwise. We have a range of colours available for the linen, please ask for further information.

For functions in The Domus, The Brabazon Suite, The Terrace Room and The Marquee the bar will close at 12.00am with guests departing by 12.30am unless you specify an earlier finish. Please note the Domus bar is not available during the meal due to the location of the kitchen.

For functions in The National Motor Museum and Palace House we are unable to have a cash bar and thus all drinks need to be pre-arranged.

At the end of the function we recommend that you take any items of value with you, however if there are items you wish to leave we will take them to The Brabazon restaurant for you to collect the following day.

If you are choosing a sit down dinner menu you must choose one starter, one main and one dessert for all guests. If you have any vegetarian guests we have a vegetarian menu you can choose from for them. Please let us know if anyone has any special dietary requirements and chef will prepare something suitable for them. We can cater for anything we know about.

We need your final numbers and requirements 10 days prior to your event so that we can ensure our operations team can place the relevant orders. You will be charged for the number of guests given ten days prior even if that number then drops. If your numbers increase less than 10 days prior please inform us and we will amend the order where possible. For wine choices we need these 10 days prior, however, if you have them sooner it would be helpful.

Please note our menus and wine lists are suggestions and given enough time, we are happy to create something bespoke for you should you wish.

Corkage is not available.

We will happily recommend florist, photographers and musicians should you require any information on this

We don't have a PA system in any of our locations on site for speeches and playing music, however we can happily hire one for you at your request.

Your photographer, florist or musicians are welcome to visit the site beforehand. Please ask them to call us on 01590 614769 to arrange a visit.

During the colder months should you wish us to light the fire in The Domus the cost is £50 plus VAT and this will be added to your final balance.

When planning timings please allow half an hour for your guests to sit down for dinner.

For events in The Domus we have a stair lift which we can operate for disabled guests. This takes most types of non-electric wheelchair (we do have a wheelchair which fits if necessary). Please let us know in advance if you require use of this.

For conference bookings in The Lecture Theatre we have a modern full back projection system which you can use DVD, VHS or PC with and an audio system which uses CD or cassette. There is also WIFI Internet access.