

LEITH'S

Leith's at Beaulieu
The National Motor Museum
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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

Wedding Information Pack

This sheet is designed to assist you when planning your wedding 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

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. The bridal car is welcome to access the site via Chestnut Avenue, we will happily show you this entrance. We look forward to welcoming you on arrival.

Signage

We will ensure that there is adequate signage for your wedding when your guests arrive. We have a specific format for all signs at Beaulieu and they are made on site.

Event Co-ordination

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

Event Manager

We will have a dedicated manager for you on the day. We will inform you prior whom this will be and arrange for you to meet them. Should you need to contact your event manager on the day of your wedding please call our duty manager mobile: 07733103295.

Entertainment

Live Bands and DJ's are welcome in The Domus. For set up purposes they need to arrive either prior to the wedding or in the comfort break after the meal and before the evening reception. We do recommend they arrive prior where possible as time is limited during the comfort break. They cannot set up during the wedding breakfast as they need to access the room via the main stairs with their equipment.

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. Corkage is not available.

Can I decorate the Minstrel's Gallery above the fireplace?

Unfortunately due to health and safety reasons we cannot allow access to the Minstrel's Gallery.

Can my guests use confetti?

No, confetti is not permitted inside or outside The Domus

Where will my guests dance?

After the wedding breakfast has been served we will take a short comfort break in which we will clear and break down a few tables close to the stage to create a dance floor. Alternatively if you are having a barn dance we will remove tables from the middle of the room.

Where will I display my table plan?

We have an easel for your tableplan which we place downstairs in The Undercroft.

Where will my evening guests enter?

As with your other guests people arriving in the evening will park in the meadow car park. We will have a member of staff at the gate to greet them. If you can supply us with a list of expected evening guests this would be very helpful.

Are fireworks allowed?

Unfortunately we cannot permit fireworks out of respect for local residents.

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 bar will close at 12.00am with guests departing by 12.30am unless you specify an earlier finish. Please note it is not possible to extend these times out of courtesy to local residents. The Domus bar is not available during the meal due to the location of the kitchen.

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 can provide a childrens meal for £10 plus VAT per child. This consists of Chicken Nuggets, Chips, Beans, Ice Cream and a soft drink. Alternatively for older children we can arrange a half portion which is half the chosen menu cost per person.

We have highchairs available on request.

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.

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

We don't have a PA system in The Domus 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.

If the weather is cold we can provide heaters downstairs in The Undercroft for your drinks reception, there is an additional charge for this. The main room upstairs has a heating system.

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.

We will provide a table at the top of the stairs for any presents, hats or a guest book.

We will provide a couple of tables with downstairs in The Undercroft for the duration of the day.

We will set up a cake table for you next to the top table. We will provide a knife and should you require it we have a solid silver stand either round or square.

You can choose to have a long rectangular top table or a round top table. Please advise us which you would prefer. Our 5ft round tables seat 10 guests maximum.

The quoted price includes wooden chairs. If you would like to order gilt chairs please let us know. The cost to do this is £3.50 plus VAT per chair.

On the day The Domus is available from 9am for set up. If we don't have any event taking place the day prior we can arrange for

you to come in during the afternoon from 3pm for set up.
Alternatively if you would like to drop your place names and table decorations off to us prior we are happy to place these out for you. If doing this please ensure table place names are packaged per table and that they are clearly laid out on the tableplan.