

# OLD RECTORY HOUSE FAQs

## BOOKING YOUR WEDDING CELEBRATIONS

### WHEN CAN WE BOOK TO VIEW ORH?

We would be delighted to show you round and discuss your plans for your wedding celebrations.

To book a show round follow the link to find our availability:

<https://calendly.com/orhwedding/1hour>

### HOW LONG CAN YOU PROVISIONALLY HOLD A DATE FOR US?

Once you've been for a show round, we can provisionally hold a date for you for 7 days to give you the opportunity to speak to the registry office or church to book your wedding ceremony.

### WHAT DEPOSIT DO I HAVE TO PAY WHEN I CONFIRM A DATE?

Once you have confirmed your wedding date, we will send out a booking form with your chosen wedding package and guest numbers for you both to sign and request a deposit of £1000.00. Another payment is due six months prior to your wedding date and the full balance of payment (to include all catering and accommodation) will be invoiced 6 weeks before your wedding day following our final wedding meeting.

### WHEN DO I HAVE TO CONFIRM FINAL NUMBERS?

We will confirm your final guest numbers, wedding plans and details in our final meeting 8 weeks before your wedding. Following this meeting your final wedding invoice will be generated for payment.

### HOW DO WE PAY?

Payments are to be paid via BACS transfer.

### DO YOU HAVE A LIST OF RECOMMENDED SUPPLIERS?

We have a list of our recommended suppliers who have been to the venue, so we have seen their fabulous work first hand!

You are welcome to choose your own suppliers, the only exception to this is Catering and Bar as we have this covered with our fantastic Old Rectory House team.

## VENUE INFORMATION

### WHAT DOES EXCLUSIVE USE OF OLD RECTORY HOUSE INCLUDE?

Exclusive use of the House from 1pm - 11pm including 9-bedroom accommodation, wedding dressing room access from 11am\* (this may be an additional cost depending on your wedding package. Earlier access can be discussed depending on your ceremony time) the tipi and stretch tent and the gardens for your wedding photographs

We will close the gates to the venue to allow you to celebrate, just you both, your guests and the ORH Team!

\*Our wedding dressing room offers you a spacious relaxing space to prepare for your wedding day. Whether that be a space for hair and makeup and those all-important finishing touches, or for the Groomsmen to get dressed and meet for a quick drink pre wedding ceremony.

### ACCOMMODATION

Within your exclusive use package, you and your guests have access to our 9 bedroom accommodation. One of these is the Honeymoon Suite, leaving 8 rooms for your guests.

The room rate includes a full English breakfast the following morning all together in our Lavender Barn, as a lovely finish to your wedding celebrations.

### WHAT IS THE MAXIMUM NUMBER OF GUESTS YOU CAN HOLD AT OLD RECTORY HOUSE?

We can host 80 guests for your wedding ceremony and wedding breakfast and up to 150 guests for your evening wedding reception.

### WHAT TIME DOES THE BAR CLOSE?

Our bar & music licence is until 11pm, with all guests to bed or off site by Midnight.

### DO YOU HAVE A MICROPHONE FOR SPEECHES?

No, but our Orangery is the perfect size for your guests to hear you during your speeches without needing one!

### DO YOU ALLOW FIREWORKS?

Unfortunately, due to the close proximity of the venue to our neighbours and the tree preservation order we have on the trees in our lower garden we cannot allow fireworks, we do however allow you to organise to have sparklers for your evening reception.

### IS THE FURNITURE, CROCKERY, CUTLERY, GLASS WEAR AND LINENS INCLUDED IN THE HIRE COST?

Yes. We also have highchairs for younger children if you require them.

### DO YOU ALLOW CONFETTI?

We allow real petal or organic confetti outside in the grounds of the venue.

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## **DO YOU HAVE A SOUND LIMITER?**

No, we do not have a sound limiter, however we do request if you wish to book a Band for your evening reception that they have an electric drum kit as the acoustics of drum kits against our glass windows is uncomfortable for guests and the noise vibrates, distorting the band.

Our recommended suppliers are also attached for DJs and bands, but we do also allow external suppliers not listed as long as they have a site visit and supply all relevant insurance and PAT testing certificates before your wedding celebrations.

We have a full license for background music throughout the whole venue and outside in our gardens and we are also fully licensed for live music inside The Orangery.

## **DOES THE VENUE HAVE DISABLED ACCESS AND FACILITIES?**

The Orangery and Bar is all on the ground level, and we have ramps to other parts of the venue and accommodation with step access. We have a disabled toilet with facilities within our Lavender barn.

## **DOES THE VENUE HAVE AIR CONDITIONING?**

There is central heating throughout the whole venue and accommodation rooms and the Orangery has an air conditioning system that can be adjusted to heating or air con.

## **WILL THE CHAIRS AND DECORATIONS BE MOVED IF REQUIRED FOLLOWING WEDDING CEREMONY?**

Yes, our staff will move your decorations, flowers and chairs following your ceremony. If your wedding ceremony takes place in the Orangery, we will require an additional 30 mins to be added on to your reception drinks time to turn the room around for your wedding breakfast meal.

## **WHAT SIZE TABLES DO YOU HAVE?**

We have round guest tables in the Orangery that seat a maximum of 10 guests. We also have one 6ft round table which can seat up to 12 guests.

The Orangery allows a top table for up to 10 guests either against the brick wall or the windows depending on your preference.

## **CAN OUR DOG BE PART OF OUR WEDDING CELEBRATIONS?**

We do not allow dogs inside the venue, however if you are having an outdoor ceremony we can make an exception for your well-behaved pets, if this is important to you!

## **FOOD & DRINKS**

### **WE HAVE ACCESS TO THE WEDDING DRESSING ROOM, CAN WE ORDER SOME FOOD AND DRINK TO THE ROOM?**

Absolutely! Our Head Chef will put together a platter of breakfast pasties and fruit for you to enjoy whilst getting ready, and we can deliver a bottle or fizz from our Bar menu to toast your upcoming ceremony! Prices start from £4.00 per person.

### **CAN WE PROVIDE ALCOHOLIC FAVOURS?**

Yes, these can be provided at no additional charge.

### **CAN WE ORDER ADDITIONAL BOTTLES OF WINE FOR OUR WEDDING BREAKFAST?**

Yes. Additional bottles of wine from your chosen package can be purchased for you and your guests. Please discuss with our wedding coordinator.

### **CAN WE UPGRADE OUR WINES TO A DIFFERENT PACKAGE WINE?**

Yes. Please see our upgrades page.

### **CAN WE BRING IN OUR OWN WINES?**

Yes, you are welcome to provide your own wines if you have a favourite. We charge a corkage cost of £15.00 per bottle of wine, £20.00 per bottle of prosecco and £30.00 per bottle of Champagne (all standard size/no magnums!)

### **CAN YOU CATER FOR DIETARY REQUIREMENTS AND GUESTS WHO ARE VEGETARIAN/VEGAN?**

Yes, our menus include options for vegetarian and vegan guests and our Head Chef can work with you to ensure your dishes are suitable for any guests with dietary requirements.

### **DO YOU PROVIDE A CAKE STAND AND KNIFE?**

Yes, we include a cake knife and large log slice for your wedding cake within our wedding packages.

### **DO YOU HAVE A CHILDREN'S MENU?**

We have a specially created a 3 course children's menu, designed for children aged 2-10 years old. We recommend children over 11 have the same menu as the adults but will still be charged children's price. Any person 18 or over will be charged at full adult price.

### **I BOOKED ON THE 2021 WEDDING PACKAGE, WHICH WEDDING PACKAGE DO I CHOOSE?**

Our 2021 wedding package has become our Bronze wedding package.

### **CAN WE ADD CANAPÉS TO OUR WEDDING PACKAGE?**

Yes, canapés can be added to any of our wedding packages. Prices start from £8.95 per person for 3 canapés each.

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## **CAN WE HAVE A CHOICE MENU FOR OUR GUESTS?**

We recommend choosing 1 starter, 1 main and 1 dessert for all guests. This is the same for the children's menu. All guest dietary requirements can be catered for separately.

## **ARE WE ABLE TO UPGRADE OUR DRINKS OPTIONS, NO MATTER WHICH PACKAGE WE CHOOSE?**

Absolutely! Please see our upgrade options to find out the costs for any upgrades you wish to make.

## **CAN WE PROVIDE OUR SUPPLIERS WITH A MEAL?**

Yes, we offer a 2-course supplier meal of our chosen main course and dessert for your suppliers, which will be served to them during your wedding breakfast meal. Supplier meals are charged at £24.95 per person.

## **DOES THE BAR TAKE CASH?**

Yes, the bar takes both cash and card payments.

The bar opens from following your wedding ceremony or arrival from church and closes at 11pm.

## **ACCOMMODATION AND GUEST INFORMATION**

### **ACCOMMODATION CHECK IN AND CHECK OUT**

Check in is from 3pm.

Check out is 10.30am following breakfast in the Lavender Barn.

### **CAR PARKING**

We have space on our carpark for 25 cars on site and plenty of on street parking outside our gates should you require it.

Cars can be left overnight but we request they are collected by 10am the following morning.

### **LOCAL TAXI NUMBERS**

We recommend you book your taxi before you arrive at Old Rectory House. All guests not staying in our accommodation must be off site by Midnight, so we recommend you book your taxi for 11.45pm at the latest.

### **REDDITCH TAXI NUMBERS**

A1 Taxis - 01527 66666

Redditch Taxis - 01527 66604

Star Taxis - 01527 65777

A2B Taxis - 01527 60000