



# Weddings & Civil Ceremonies

## Civil Ceremonies

We hold a license for Civil Ceremonies and Civil Partnerships in the Oval Room located on the first floor and the Garden Room on the ground floor, which enjoy beautiful views over the surrounding parkland and golf course. Seating capacity is restricted to a maximum of 60 people in the Oval Room and 80 in the Garden Room; there is *no flexibility* on this number due to Fire Safety Regulations. There is lift access for any disabled visitors, or parents with prams and pushchairs. Please note however that the external grounds may not be suitable for wheelchairs. Booking the Registrar is the responsibility of the couple, which needs to be completed at the earliest opportunity, at least several weeks notice of the ceremony have to be given.

## Booking Procedure

We understand and appreciate that arranging your special day involves making lots of decisions; therefore, we are happy to provisionally hold a date for you for up to 2 weeks with no obligation or deposit required, whilst you are coordinating all other arrangements.

If you then choose Cams Hall as your venue, we will require a deposit payment of a minimum 25% of the total fee along with a refundable damage waiver deposit of between £150 - £500 and a signed booking contract.

You may pay the remaining balance at any stage, or in full if you wish at the time of confirming your booking; all fees need to be settled in full 3 months prior to the event. All final details and arrangements will be confirmed approximately four weeks prior, when at this stage we will request a meeting to run through your day.

## Exclusivity

We recognise that your wedding is a very special occasion therefore our policy is to provide you with the exclusive use of Cams Hall. The room is prepared and set for your Ceremony from midday on Friday, you will be able to have access to the room, to put any final finishing touches that have previously been discussed and agreed with the Centre Manager. For example; if you are providing beverages to your guests after the ceremony (for a toast) you may wish to deliver these on the Friday afternoon and we will endeavor to house/chill the bottles for you.

The Hall will open approximately one hour prior to the ceremony time on your special day, and close dependant upon the time agreed & discussed with the Centre Manager (i.e., it will vary if you are having just a Civil Ceremony or Marquee Reception afterwards) although this is usually one hour after the Ceremony has finished. Guests should be made aware not to arrive any earlier than an hour prior as we are not able to allow them access to the building.

## Marquees

We are pleased to be able to offer the back lawn for anyone wishing to hold a Marquee Reception. You are able to source your own choice of marquee as this is not something that we provide. Please note: Any Marquee Reception or external event need to be completely self-contained and as such Cams Hall will be closed (an hour after the Ceremony has taken place if you have married here) All catering, bar, lavatory and any other facilities will need to be considered and arranged externally. Such events will also need to end by midnight for licensing laws to be adhered to.

## Photography

We have a list of recommended photographers who have used Cams Hall, but once again this remains your choice. Most photographers like to view the premises if they are not familiar with Cams Hall to gauge lighting effects and the variety of shots, they are able to obtain, we recommend that they call us directly to arrange a mutually convenient time. They have the freedom of being able to utilize the majority of the Hall with its stunning architecture and the beautiful external grounds. Registrars will generally dictate if and when photographs (including video equipment) can be taken throughout the Ceremony.

## Florists

Some couples may wish to have floristry either within the Ceremony room itself, or in various parts of the building. This can be agreed during final stage discussions with the Centre Manager as we welcome your individuality and do not impose many restrictions. Your chosen florist may wish to deliver on the Friday afternoon during the 'set-up' process, where flowers can be left in a cool room overnight. Alternatively, they may wish to deliver when we have opened one hour prior to your Ceremony.

## Music

The Oval Room is not equipped with any form of audio system, but due to the nature of the high ceiling, sound is carried well. You may wish to bring your own 'stereo system' to play your chosen music on; alternatively, you may have instruments or other musicians performing.



## Your Questions Answered

Below are some Frequently Asked Questions with answers that we trust will clarify the details of the facilities offered for Civil Ceremonies here at Cams Hall. We endeavor to allow you as much flexibility as possible in creating a day to suit your own personal requirements. Please read these details in conjunction with our full Terms & Conditions.

### What do the costs include?

#### £1500.00 for Ceremony & Drinks Reception

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This fee is for the use of The Oval Room for the Ceremony to take place and the facility of hosting a brief drinks reception in The Garden Room after the ceremony, whilst perhaps photographs are being taken in the hall and grounds, prior to your onward destination for your actual Reception. We do not provide beverages or glassware; therefore, all relevant arrangements would need to be arranged by you, however we do not charge corkage like most other venues.

#### £3500.00 for Ceremony & Hire of the Rear Lawn

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This fee is for the Use of The Oval Room for the Ceremony to take place and for the hiring of the back lawn for a Marquee Reception.

We do not have any internal rooms within Cams Hall that are able to accommodate Receptions, therefore should you choose to have your Civil Ceremony here and wish to combine the reception within the same location; we offer the rear grounds for the erection of your chosen Marquee. All arrangements relating to this will need to be made by you independently although we can provide you with recommended suppliers who know Cams Hall and have used the facilities here previously; however, you have the freedom to select your own giving you more flexibility on cost and choice. We simply request that your chosen company will then liaise with the Centre Manager to agree the final arrangements.

When selecting the Marquee option, generally the Garden Room would not then be required for a drinks reception as this would usually take place within your Marquee.

#### £2000 for use of the Back Lawn Only

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Some couples already have their ceremony arranged at a church or registry office, but may still wish to use Cams Hall as a stunning Reception Venue. This fee is for hiring the rear lawn only, should you wish to arrange a Marquee Reception or similar event. Internal access to Cams Hall will not be possible during this time and all facilities must be provided externally.

All prices above include VAT at 20%, but exclude Registrar's fees.



### **How much is the Deposit and when is the balance due?**

A non-refundable deposit of £25% is required to secure your booking, along with a signed copy of the Terms & Conditions. The final balance will be required three months prior to the wedding and an invoice will be sent to you for the outstanding amount.

### **Can we make a Provisional Booking?**

We will hold a verbal booking for a maximum of 14 days. If we have not received your deposit by this time, the booking will be released/made available.

### **When can we marry?**

Cams Hall operates as a Business Centre from Monday to Friday and The Oval and Garden Rooms are used for Conferencing purposes during this time. Our Wedding License only permits Ceremonies to take place on a Saturday or Sunday. However, you will also need to liaise with the local registrar's office to ascertain when they are available to perform your ceremony.

### **How many people can attend?**

For Fire Safety Regulations our Wedding License permits a maximum of 60 guests - Oval Room and 80 guests (adult or child) including the Bride & Groom but excluding the Registrar.

This number is not flexible and must be adhered to.

### **When can we view the facilities?**

As mentioned above, the Rooms are frequently used for Conferencing and as such we are unable to allowing viewing during these peak times. Arrangements can be made to view by appointment between 10.00 to 16.00 Monday-Friday. We are not open at weekends for viewings. Alternatively, you can view Cams Hall online at our main website:

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

### **Is there lift access as the Oval Room is located on the First Floor?**

Yes. There is a lift for anyone with walking difficulties, or pushchairs perhaps, which leads to the landing adjacent to The Oval Room itself. Please note however that the external grounds may be less suitable for those needing wheelchair/ pushchair access.

### **Who makes all the other arrangements (e.g., liaise with the Registrar?)**

You do. We are not involved in any of these arrangements. You will need to contact the local Registry Office to select an available date and complete all of the relevant formalities.

### **How do we finalise arrangements?**

Approximately one month prior to your wedding, the Centre Manager of Cams Hall will request a meeting with the couple to finalise all matters and run through details.

### **Cancellations**

Please see our Terms & Conditions for full details.

If you have any further questions that are not answered here, please contact us directly on 01329 227444.