

## Weddings at the Didsbury Parsonage

The Didsbury Parsonage is the perfect venue for a small, informal wedding. We can accommodate up to **60** guests for a ceremony, drinks reception and meal, leaving the venue by 10.00pm. Due to other activities going on at the Parsonage, weddings are normally on Saturdays only. During school term times we have Saturday morning classes, therefore we can host only late afternoon ceremonies (i.e between 4.00pm and 5.00pm).

Please note that all charges quoted are for **2019/ 2020** as stated. Charges for 2021 are subject to revision.

### How much would it cost if I just had the ceremony here?

The charge is **£110 (2019 & 2020)** per hour for the venue hire plus a **£110 (2019 & 2020)** administration fee. Please note this is for a *ceremony only, i.e. with no drinks reception at all, and during office hours, leaving the building before 5.00pm*. The room would need to be hired for a minimum of two hours.

### How much would it cost to have the ceremony here plus a drinks reception?

Venue hire is **£110 (2019 & 2020)** per hour during office hours, **£165 (2019 & 2020)** per hour after 5.30pm; plus an administration fee of **£165 (2019 & 2020)**.

### How much would it cost to have our wedding ceremony here with a drinks reception and meal afterwards?

Venue hire is **£110 (2019 & 2020)** per hour during office hours, **£165 (2019 & 2020)** per hour after 5.30pm ; plus an administration fee of **£275 (2019 & 2020)**.

### Do we need to hire wedding chairs?

Yes, you will need to hire chairs, and we recommend Eventhire Ltd (MCM) in Stockport 0161 494 5213/ 0788 9205628. If you would prefer to use a different supplier, please bear in mind that they will need to liaise with us about when they can deliver, set up and collect the chairs.

### What other costs are involved?

We provide Events Assistants at a rate of **£10 (2019)/ £12 (2020)** per person per hour. They are familiar with the building and its facilities, and will serve drinks, assist guests and clear up.

### Where can we park?

We don't have any parking facilities in our grounds and Stenner Lane can be very busy. The Didsbury Pub has a large car park at the back of their building which operates a Pay & Display system - you can get your money refunded if you have a drink there.

### What about caterers?

You are welcome to research your own caterers, or ask us about caterers who have worked here before. If they are new to the venue, we would like to meet with them beforehand to familiarise them with the building and facilities. We would need to have a copy of the caterer's Third Party Liability Insurance to cover the eventuality of any accidents due to spillage or ill-health due to effects of food – these are not covered by our insurance.

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Caterers need to know that food cannot be cooked on the premises as we don't have adequate facilities. Some caterers overcome this by bringing their own ovens and putting them in our courtyard. We have an outside electricity point.

For safety reasons, we don't allow hot water urns; if you want your caterer to serve hot drinks, they will need to serve the drinks and provide hot water flasks.

The caterer can use one of our three main rooms to set out the food and drinks. Usually, they like to use Room 3 because it is nearer to the kitchen, Rooms 1 and 2 being used to seat guests at tables. Room 1 can accommodate 40 comfortably, and Room 2, 20.

### **Can I self-cater?**

For a wedding meal, you will need to hire professional caterers, and our Events Assistants for clearing up and serving your drinks reception.

### **Can I hold a stand up buffet for my reception?**

We cannot accommodate stand up buffets. If guests are being served or doing self-service, we would like them to have somewhere where they can sit down to eat.

### **What about crockery and cutlery?**

Your caterer should provide all crockery and cutlery, which they can then take away afterwards, either on the night or the morning after.

### **Do you provide glasses?**

We can provide all your glasses free of charge. We have champagne flutes, wine glasses, tumblers and some pint glasses. Check with your caterer what they can provide, e.g. they may provide glasses for the meal but not the drinks reception.

### **Do you have tablecloths we can use?**

We can provide tablecloths at no extra charge (they are a deep red, which match the colour of the walls in Room 1). Alternatively, your caterer may supply tablecloths, or we can order them for you - budget approximately £100 for a full meal for 60 people.

Our table sizes are as follows -

Trestle table measurements: 2.5 x 6feet. Tablecloth length required is 70x128 inches

Square table measurements: 2.5 x 2.5feet. Tablecloth length required is 70x70 inches

### **Are there rules about alcohol?**

We don't have a licence to sell alcohol so you need to supply any drinks. Some bottles can be stored in our fridge and we can order a drinks fridge for you if you need more space. The cost is approx. £140 per fridge accommodating 100 bottles. As a rough guide, for a drinks reception our fridge is usually adequate and you probably wouldn't need to hire a fridge.

### **Can we have music?**

We have a CD/Bluetooth/USB music system, which you can use free of charge, or you can bring your own. If using our equipment we would advise a practice run prior to your event. You can have live music, although space may be too limited for a band.

### **Can we decorate the room?**

Yes. If you would like to put up bunting or other similar decorations, we charge half the normal hourly rate, **£55 (2019 & 2020)** during office hours. Please bear in mind that there will be an art exhibition on the walls, so decorations should not interfere with the artwork.

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We have ladders you can use to put up decorations: please note that these are very large and it takes two people to use them – one person to go up the ladders, and one person to hold the ladders firmly in place. It is your responsibility to use the ladders safely.

Depending on room availability it might be possible to set up decorations the day before. Please note that we cannot accommodate any 'floaty' decorations that might set off our intruder alarm overnight – anything like this would have to be put up on the day, and taken down the same night.

Table decorations can be done on the day, after the furniture has been put in place: please liaise with your caterers about this, as it will be their task to lay tables. We have a supply of small bottles/vases if you would like to use these for your table decorations.

All table decorations will be cleared at the end of the event, so that tables can be taken down.

Please note we do not allow use of table confetti, as it gets stuck in the floorboards, or real candles – battery operated only.

### **Do we need to pay a deposit?**

We require a deposit of £150 to confirm your booking, and this will be deducted from your final invoice.

The booking deposit is fully refundable if you cancel your event three months before the scheduled date. If you cancel one month before, 50% will be refunded. If you cancel less than one month before, the booking deposit is not refundable unless there are exceptional circumstances.

Bank transfer is the best payment method for us. We cannot take payment by credit or debit cards.

Our bank details are:

Account Name: Didsbury Parsonage Trust

Sort Code: 40-31-20

Account No: 41467433

We also require a returnable deposit of £200 against damage, which can be paid immediately prior to the event. This will be refunded in full after your event, assuming no damage is caused.

### **What else do we need to know?**

We will ask you to identify a 'Responsible Person' who can oversee things for you on the day, and we would like to have their mobile number and email. This should be someone other than the bride or groom, who can liaise with our staff, direct guests and generally keep an eye on things.

If you are having a meal here after your ceremony, the meal will be in the same room as the ceremony, Room 1. The layout of Room 1 will be changed while the drinks reception is being held in Room 3. Please note this means that we may need to store some furniture in Room 2 to facilitate a quick layout change. It also means that your caterers, or members of your party, will need to prepare tables and any table decorations, as Events Assistants will be serving drinks in another part of the building at this time.

Your caterer may need to leave things until the next morning and they can use Room 4 for this. Please note that we have limited, domestic-scale, waste facilities, so you and your caterers will need to take rubbish and recycling away on the night or by 10.00am the following day.

Please note that the Parsonage is an exhibition space as well as a wedding venue, with changing exhibitions every month. Once artwork is in place it cannot be moved or taken down.

Part of the charm of the Parsonage is its beautiful oak floors, which are regularly polished and maintained. Oak floors and high heels sadly aren't a good mix, so we would ask you to avoid wearing high heels if possible.

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Our terms and conditions are below: please read through these and if anything isn't clear we will be happy to help.

## **WEDDING BOOKING TERMS & CONDITIONS**

1. A booking deposit of £150 is required to secure your booking, and this will be deducted from your final invoice. The booking deposit is fully refundable if you cancel your event three months before the scheduled date. If you cancel less than three months, but more than one month before, 50% will be refunded. If you cancel less than one month before, the booking deposit is not refundable unless there are exceptional circumstances. We require a returnable deposit of £200 against damage. This will be refunded in full after your event if no damage is caused.
2. The final invoice will be issued within a week of your event.
3. We ask that you assign a Responsible Person for your event, and provide the Trust with a contact email and phone number for this person. This person should be a third party, not the bride or groom. The person is to act as a liaison point for Trust staff on the day. Further details will be sent to the Responsible Person prior to the event.
4. Artwork on display at the time of your event must not be touched, moved or altered in any way. The cost of any damage is payable to the artist who owns the artwork.
5. Candles or any naked flame is not permitted in the building.
6. You are welcome to bring rose petals or other biodegradable confetti
7. Balloons/bunting or any other decoration that may move in draughts of air cannot be left up overnight, either before or after the event, as this will set off the intruder alarm.
8. We have a 10pm curfew, after which all music must be turned off and guests must leave the venue.
9. All rubbish and recycling must be removed after your event, either on the same day, or by 9.30am the following day.
10. When you make a booking with us, we will add your email address to our monthly Newsletter to keep you up to date with our events.

Thank you for thinking of holding your wedding at the Parsonage. We will do everything we can to ensure it is the happiest day for you.