



HATFIELD HOUSE HOSPITALITY

OLD PALACE VENUE HIRE

DRY HIRE - VENUE HIRE	2021	2022	2023
Saturday	£12,600	£13,440	£14,400
Friday & Sunday	£9,600	£10,200	£10,800
Monday – Thursday	£7,200	£7,680	£8,160
*Use of the Old Palace Kitchen	£1,200	£1,320	£1,440

ADDITIONAL CHARGES

Civil Ceremony Setup:	£300
Evening Extension to 1.00am (<i>Bar & music ending at 12.30am & not available Sunday's</i>):	£660
Fairy Light Canopy: (<i>subject to availability</i>)	£660

RIDING SCHOOL VENUE HIRE

VENUE HIRE	2021	2022	2023
Saturday	£2,400	£2,640	£2,820
Friday & Sunday	£2,100	£2,220	£2,340
Monday – Thursday	£1,200	£1,320	£1,440
*The Riding School can only be hired in conjunction with booking the Old Palace. Used for ceremony or as a wet weather option for drink receptions.			

VENUE HIRE INCLUDES THE FOLLOWING:

The Knot Garden for drinks reception and photos / Dining tables and chairs in venues / Bar area for caterers use / Gift table / Wedding cake table / Trestle tables for the caterers
Easel for your table plan / Table number stands / PA system to play background music / Handheld microphone with stand / Complimentary parking for your guests

***Kitchen facilities hire at additional charge**



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ADDITIONAL INFORMATION

Hatfield House Hospitality require that you take out adequate event insurance to cover cancellation or any other unforeseen circumstances. A minimum of 2 million pounds public liability insurance is required. A copy of the insurance certificate should be provided to your event co-ordinator.

Once you decide on your event date we can hold the date on a provisional basis for up to 1 week after which we require a decision. A booking contract is then sent to you for signature together with our terms and conditions. A deposit of (half of full dry hire cost) is required on confirmation of booking with payment of the balance invoice paid at least 3 weeks prior to the event with any outstanding amount settled on the day.

Your chosen venue is available from 9.00am on the day of the wedding until midnight, with the bar closing and music finishing at 11.30pm. Should you wish to extend the party an extension is available until 1am (with the bar closing at 00.30) at an additional charge of £660. inc vat. Please note that the bar can only be extended to midnight on a Sunday.

We will contact you approximately 3 months before the wedding to set a date to run through the format of the day.

The long tables can be replaced with round tables in the Old Palace – Please note that round table do require more space and can change the maximum capacity in the venue.

The Old Palace has a PA system for your use. A microphone is available for your speech.

Unfortunately, confetti, rice or petals of any type is not permitted in the grounds / gardens outside the venues and fireworks/drones are not permitted anywhere on the grounds. Helium balloons and candles are not allowed in the Old Palace.

Your catering company would supply all staffing, crockery, cutlery, linen etc and run your day for you unless you hired a wedding planner who would work alongside your catering company. There would always be a manager from Hatfield House on site as point of contract for the day.

Once you have chosen your preferred certified cultural catering company, we would invite them to see the facilities and walk through the venue and ask them to sign our dry hire catering contract and provide the following documents:

- Certificate or Employers Public Liability Insurance
- Public and Products Liability
- Health and Safety Risk Assessment Documents
- Food Hygiene Rating Certificates

***Client to make own arrangements to have a representative for the event day from 9.00am – Midnight to ensure they have an on the day point of contact and that the venue is left as found. (This is usually the catering company or hired event planner). Please supply name and number.**