Caistor Hall Hotel

NORWICH

Booking Information 2012

Booking Information

Our Venue Hire Fee includes....

- Private hire of all function rooms required for your day
- Complimentary Bridal Suite for the night of your wedding, with Four Poster Bed, Jacuzzi Bath & Full English Champagne Breakfast in bed.
- Bridal Suite available for early check in should you wish to get ready here
- Wedding Co-Ordinator
- Red Carpet in the Ceremony Room
- Use of Round or Square Cake Stand and Cake Knife
- Use of Ring Cushion
- Complimentary Menu Cards & Table Plan
- Dressed Tables - table cloths, napkins, chairs, crockery, cutlery and glasses
- Setting up of your place cards, favours, sprinkles/petals, menu cards and table plan on the day
- The guarantee that yours will be the only Wedding Reception booked here on the day
- Toastmaster (Our Duty Manager)

Minimum Numbers

Saturday Weddings

A minimum of 60 guests is required for a three course wedding breakfast, drinks package and evening buffet catering for 100% of total evening guests.

Friday and Sunday Weddings

A minimum of 40 guests is required for a minimum of a three course wedding breakfast, drinks package and evening buffet catering for 100% of total evening guests.

Sunday's that fall on a bank holiday weekend will be subject to the same criteria as Saturday weddings.

Monday - Thursday Weddings

A minimum of 20 guests is required for a minimum of a two course wedding breakfast, although catering can be flexible. £250 additional fee if Coach House is required for an evening reception with a buffet or £500 if no catering is required.

A £500 supplement will apply should you wish <u>not</u> to offer catering for an evening reception.

Optional Extra's

Chocolate Fountain
£300 for 100 guests,
£350 for 150 guests
£400 for 200 guests
Choice of dips include Fresh Strawberries, Red & White Grapes, Banana Slices, Marshmallows, Profiteroles, Mini Doughnuts, Shortbread & Sugar Curl Wafers.

Ice Cream Cart
Price quoted on request, please ask your wedding co-ordinator.

Sweet Buffet Pic & Mix
Price quoted on request, please ask your wedding co-ordinator.

Chair Covers (cream) £2.00 per chair
covered for ceremony & wedding breakfast.

Chair Bows £1.00 per chair
limited colours, please ask your wedding co-ordinator.

You may wish to supply your own bows, which can be delivered to the hotel prior to the day, if you require hotel staff to tie these on for you a charge of £2.00 per chair will apply, otherwise we ask you to please organise someone to do this for you.

Decorations
Within the venue hire fee we will put out your place cards, favours, sprinkles/petals, menu's and table plan on the day of your wedding. Should you require us to set up additional decorations for you a charge of £50.00 will apply, or you may organise someone else to do this.

Complimentary Private Dining Room
for Dinner the night prior to your wedding.

Complimentary Private Room
for Breakfast the morning after

Subject to availability, please ask your wedding co-ordinator for details.

Entertainment

Resident DJ - £290.00
If booking own DJ or Band there will be a £50.00 charge for use of our equipment.

Casino Tables - £425.00
To include 2 tables Black Jack & Roulette, Croupier's & Fun Money

Late Extension
To extend your evening reception past midnight a charge of £150 per hour will apply, up to 2.00am at the latest (Friday & Saturday only). Please note that the bars will close half an hour prior to your finish time.

Wedding Stationery
We are able to assist with your wedding stationery, various designs and packages available, please ask your wedding co-ordinator for details

*****The use of Fireworks & Chinese Lanterns is strictly prohibited***

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