

WEDDING PACKAGES

KEELE HALL

THE WEDDING PACKAGE

Keele Weddings are pleased to offer you the following complimentary services to ensure your special day is complete in every way.

- A team of dedicated personal wedding organisers
- Our Duty Manager will be on hand to guide you through the day
- Use of all of our grounds for your wedding photography
- Fresh flower arrangement for the top table, in the colour of your choice
- Personalised Menus and Table Plan
- White Linen napkins & table cloths for the Wedding Breakfast
- Use of a cake stand and wedding knife
- Overnight accommodation with breakfast for the Bride and Groom, including transport from the venue to Keele Management Centre
- A bottle of sparkling wine and a box of chocolates for the Bride and Groom in their room
- Discounted accommodation rates for your guests

KEELE HALL SALVIN SUITE

Includes the Salvin Room, Great Hall and Old Library

- £650 room hire
- £950 room hire with a civil ceremony / partnership

In addition your choice of menu and drinks package is based on a minimum of 60 adult guests for a wedding breakfast, followed by 120 adult guests for an evening reception in this suite.

KEELE HALL BALLROOM

Includes the Ballroom and Terrace Restaurant

- £600 room hire
- £900 room hire with a civil ceremony / partnership

In addition your choice of menu and drinks package is based on a minimum of 90 adult guests for a wedding breakfast followed by 150 adult guests for an evening reception.

Please speak to a member of Keele Weddings should you have different requirements, a supplement may be applicable.

***Room Hire Prices are valid until 31st July 2012.**



'LIKE' us at Keele Weddings

WEDDING PACKAGES

EVENING ONLY RECEPTION

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Keele Weddings are pleased to offer you the following complimentary services to ensure your evening reception is complete in every way.

- A team of dedicated personal wedding organisers
- Our Duty Manager will be on hand to guide you through the evening
- Paper napkins in the colour of your choice
- Use of a cake stand and wedding knife
- Discounted accommodation rates for you and your guests at Keele Management Centre

KEELE HALL BALLROOM

Includes the Ballroom and the Terrace Restaurant

- £350.00 room hire

In addition your evening reception menu choice is based on a minimum of 150 adult guests.

COMUS RESTAURANT

Based within the Chancellors Building

- £300 room hire

In addition your evening reception menu choice is based on a minimum of 100 adult guests.

HAWTHORNS RESTAURANT

Based within Keele Management Centre

- £300 room hire

In addition your evening reception menu choice is based on a minimum of 80 adult guests.

Please speak to a member of Keele Weddings should you have different requirements, a supplement may be applicable.

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CIVIL CEREMONIES/PARTNERSHIPS AT KEELE HALL

The beautiful setting of Keele Hall is fully licensed to hold civil ceremonies / partnerships with a choice of no less than two impressive venues; the Salvin Suite and the Ballroom.

If you wish to marry at Keele Hall you will require the attendance of the Superintendent Registrar of the District to conduct the ceremony and a Registrar to register the marriage. Please telephone 01782 297581.

You will also need to indicate your intention to marry to the Superintendent Registrar(s) in the district where you live, for which a charge may be made. Authority for the marriage will be issued by the Superintendent Registrar(s) of the district(s) notified, 21 days after notice is given. The authority(s) should then be handed to the Registrar at Newcastle Register Office. The fee, payable to the Register Office is currently £303.50 (or £353.50 for a Sunday or Bank Holiday ceremony)*. Your marriage authority is then valid for a period of 12 months. There is also an additional £50.00 booking fee required at the time of booking.

For marriage ceremonies only, at Keele Hall, the full names of the Bride and Groom must be given to your personal Wedding Organiser, prior to the ceremony. The marriage ceremony must be a civil, non-religious ceremony. Any readings, music, words or performances must be secular and regular and agreed with the Superintendent Registrar in advance. There must be no religious artefacts in the room.

No food or drink may be consumed in the room in which the ceremony is to take place, for at least one hour prior to the ceremony, or during the ceremony. Public access to the ceremony of marriage must be permitted.

* Subject to a price increase as from 1st April 2012.

GUESTS ACCOMMODATION AT KEELE MANAGEMENT CENTRE

Keele Management Centre offers 39 ensuite bedrooms, providing a variety of single, twin and doubles.

Special accommodation rates are available for guests wishing to stay at Keele Management Centre, in Keele Village:

- **Double/Twin** **£30.00 per person**

(There is a single supplement of £10.00 should a double room be requested for single occupancy).

- **Single** **£35.00 per person**

All prices include breakfast.

Check in time is from 2pm onwards and check out is 10am.

Please contact Keele Management Centre directly to make reservations on 01782 738900.

Should Keele Management Centre have limited availability we would be happy to recommend other accommodation close to Keele.

***Accommodation Prices are valid until 31st July 2012**

YOUR WEDDING DAY

ADDITIONAL SERVICES

We will be happy to offer advice with photographers, venue dressers, florists and all related services.

ENTERTAINMENT

We will be happy to supply a disco for your evening entertainment; this cost is currently £270.00 (inclusive of VAT).

You are welcome to arrange your own entertainment, however we do ask that you ensure they have their equipment PAT tested (Portable Appliance Tested) and they must carry Public Liability Cover.

When you meet with your Wedding Organiser 2 months prior to your Wedding we will require contact numbers for suppliers so certificates can be gained.

CANDLES

For Health & Safety Reasons, we ask that you liaise with us should you be considering candles or tea lights.

CONFETTI

Table confetti, either metallic or paper is not permitted in any venue however flower petals are acceptable. Confetti is permitted outside the buildings but we request that this is biodegradable.

BAR

A bar is available in all of our venues, this will open either following the Civil Ceremony or once the Wedding Party arrive from Church.

All our bars close at midnight as part of the package with ½ an hour allowed for departure time.

Should you wish to extend the bar for an additional 1 hour, the additional charge is £150.00. This extension is only allowed at Keele Hall or the Comus Restaurant.

WEDDING MENUS

The menus included within this brochure are our current seasonal menus and are correct at the time of printing. Your menus will be forwarded 4 months prior to your Wedding so you can make your selection.

WEDDING ORGANISER

You will be allocated your Personal Wedding Organiser 6 months prior to your Wedding, should you have any questions please feel free to call Keele Weddings directly and our team will be happy to assist.

WEDDING TERMS & CONDITIONS

1. WHO IS THE CONTRACT BETWEEN

The contract is between you (the client named on the booking contract) and us (Commercial Facilities Management, a department of Keele University). The event refers to the booking of our facilities for a specific date and time.

2. PROVISIONAL BOOKINGS

Your booking is considered provisional until you and we sign the booking contract. We will hold the provisional booking for 14 days.

3. PRICES

We may need to increase our prices from the original quotation in line with market fluctuations and inflation. Room hire will not be increased. We will let you know in writing of any increase in the prices and menus will be available 3 months prior to your wedding date.

4. CONFIRMING YOUR BOOKING

We will confirm your booking only on the basis of these terms and the booking contract signed by you. When you confirm your booking you agree to pay all the charges that are listed on the quote. We will base these charges on your confirmed minimum numbers, your estimated menu costs and room hire. You should tell us the minimum and maximum numbers for your booking. You must cater for 100% of your guests.

5. PAYING FOR YOUR WEDDING

When you confirm your booking you should send us a **non-refundable** deposit of £750.00. An invoice for the remainder will be sent when the final arrangements have been agreed with us, usually 6 weeks before your wedding. Full payment is due before your wedding day. Any additional costs incurred on the day of the wedding, after full payment has been made, should be paid on the night. Payment can be made by cash, cheque (payable to Keele University) or most major credit cards.

6. ALTERING YOUR BOOKING

If you make an alteration we will send you a new booking contract which will replace any previous booking contract. Any reduction in numbers or facilities must be paid for under clause 7. All of your requirements confirmed at the start of the booking will be charged for in full.

7. CANCELLING ALL OR PART OF YOUR BOOKING

7.1 You should tell us of any alterations to your booking in writing.

7.2 If you need to cancel more than 6 months before your event, only the deposit will be retained. If you need to cancel between 3 months and 6 months before the event, we reserve the right to charge 50% of the quoted amount. If you need to cancel between 28 days and 3 months before your event, we reserve the right to charge 75% of the quoted amount. If you need to cancel less than 28 days before your event, no refund can be made and the event should be paid in for in full.

7.3 You must pay in full for all items listed on your quote that you do not cancel. When a menu has not been chosen, the cancellation charges will be based on the current quote.

8. ALTERATIONS OR CANCELLATIONS BY US

8.1 We have the right to alter or cancel any booking due to circumstances beyond our control. If this happens we will use all reasonable endeavors' to offer you an alternative. We cannot accept responsibility if we are unable to provide any element of the booking because of industrial action or any other cause which was beyond our reasonable control or if the University needs the facilities for the use of its own students.

8.2 We may cancel or terminate an event if the booking might, in the opinion of the University, prejudice its reputation or endanger its staff, students, residents and/or clients.

9. CHANGES TO FACILITIES BOOKED

We may alter the facilities booked in order to meet the needs of the booking as you have explained them to us. If we feel that this is necessary, we will discuss it with you before any changes are made.

10. THE FINAL DETAILS

Your wedding organiser will invite you to meet and discuss final details approximately 2 months before the date of your wedding. Final details including menus, numbers and timings should be confirmed no later than 6 weeks before your wedding. Following this the booking contract and quote will be updated and an invoice will be raised for final payment

11. ARRIVAL AND DEPARTURE

Facilities are only available for the time shown on the booking contract. Any extension to this should be done with our agreement and it will be confirmed if a charge will be made.

12. FOOD AND DRINK

Neither you nor anyone attending your event should bring food, liquor or refreshment onto University premises. All food and drink is to be supplied by Keele.

13. HEALTH, SAFETY & LEGAL REQUIREMENTS

13.1. You must advise us of any equipment you or your suppliers intend to bring onto the University premises. You must ensure this is in good repair and condition and shall obtain all risk assessments as appropriate. We reserve the right to request copies of these. We also reserve the right to refuse equipment to be used onsite should we feel this necessary.

13.2 You must advise us of any portable electrical equipment which you or your suppliers intend to bring onto the University premises. You must ensure any such equipment has been PAT tested and has a valid certificate; we reserve the right to request copies of these in advance of the event. We also reserve the right to refuse equipment to be used onsite should this not be tested or the test invalid.

13.3 You should notify us as soon as you are aware of any individuals attending your wedding who are disabled or have any special requirements. We will contact the person concerned and discuss their requirements to allow us to make the appropriate arrangements. We will endeavour to meet any reasonable request, however we regret that we cannot guarantee any request will be met unless we have specifically confirmed this in writing. All such requests are subject to availability. The person will be met on arrival by a member of the Keele staff and a Personal Emergency and Evacuation Procedure will be discussed.

13.4 All guests and your suppliers must follow our Health and Safety procedure at all times and be made aware of emergency procedures.

13.5 There is a maximum capacity of people for all of our facilities including function rooms and bedrooms. If you exceed this number we will ask the number in excess to leave the room.

13.6 Smoking is not permitted inside any venue of the University.

13.7 You must inform us of any accidents or incidents which involve you or any individuals associated with your event which occurs whilst on the University premises. You will need to complete the Universities standard accident / incident report available from the venue reception, university reception areas and security and return to us within 3 working days

13.8 We do not accept any responsibility for the security of you or your guest's personal possessions.

14. OUTSIDE SERVICES

14.1 If you use the services of anyone other than the University they must follow our procedures this can include but not limited to entertainment suppliers & acts and chocolate fountains. You must notify us in writing that you intend to have outside services present during your wedding and we reserve the right to approve these. We will require their details including company name, contact name and telephone number confirming to us at the final details appointment with your wedding organiser. You should ensure that they comply with our regulations and you should bring these Terms & Conditions to their attention.

14.2 All outside services must follow 13.1 and 13.2 in relation to any equipment they bring onto the University premises, all equipment must be PAT tested and have a valid certificate; we reserve the right to request copies of these in advance of the event. We also reserve the right to refuse equipment to be used onsite should this not be tested or the test invalid

14.3 Copies of all outside services insurance documents are required, they must carry public and employers liability and provide risk assessments if requested by us. We do not accept liability for acts or omissions of any party employed by you as part of your event.

14.4 We strongly recommend that you do not confirm any bookings with suppliers before these conditions have been met and we have received copies of all certification as detailed in this point.

15. SECURITY AND BEHAVIOUR

15.1 A security presence is required for evening functions and this will be arranged and provided by Keele University. This is provided for the safety of your guests and Keele Staff. A minimum of two staff will be provided for the core hours of the event, including at least 30 minutes after bar closure time. Keele reserve the right to perform bag searches, so that no unauthorised or dangerous items are brought on site.

15.2 You must ensure that those attending your event behave in a way that does not cause a nuisance or disruption to other clients, staff, residents or students. If any participant is unable to correct their behaviour, we may ask them to leave the premises.

15.3 Any damage caused to Keele University property by those attending your event will be invoiced after the event. In order to maintain the quality of our facilities for all our clients, we ask that nothing is affixed to the wall, floors or ceilings without our written approval

16. FOR YOUR PEACE OF MIND

16.1 Keele University's insurance policy only covers Public Liability where Keele University is held to be liable. We recommend that you insure yourself against other eventualities. Our liability is limited to the contract price.

16.2 In case of dispute, we can call on the services of Meetings Industry Association Arbitration and Conciliation Service.

17. GENERAL INFORMATION

You may not make any amendment or variation to these terms unless we agree in writing with you before the event. You may not dispose of any of your rights or obligations under this agreement without us agreeing in writing before the event. This contract forms the entire agreement and understanding between the parties for this event. The contract is governed and construed in accordance with English Law and is subject to the exclusive jurisdiction of the Courts of England and Wales