

WWT LONDON WETLAND CENTRE

CLIENT INFORMATION BOOKLET

Weddings



London
Wetland Centre

WWT London Wetland Centre

Booking your Wedding at WWT London Wetland Centre

We can provisionally hold a date for you prior to a visit to the centre for up to 2-3 weeks, unless we have another enquiry regarding the same date.

Visiting the Venue

Your visit to WWT London Wetland Centre will include viewings of all Ceremony and Reception spaces, followed by a discussion of menu options, packages available and your individual requirements.

Following this visit - a proposal and costings sheet will be emailed to you on request based on your requirements.

Confirming your Booking at WWT London Wetland Centre

To confirm a booking at WWT London Wetland Centre, return the booking form via email confirming the date you wish to book.

We will raise an account for you and invoice you for 50% of the room hire fees. The remainder of the room hire and catering fees will become due for payment no later than 4 weeks before the date booked.

Room Hire Contract

A contract for room hire will be sent to you. This states the agreement between you and WWT London Wetland Centre and outlines the rooms and periods hired along with the agreed fees. It also states our terms for payment of these fees.

Attached to the contract (but not part of it) is a schedule of rooms hired, catering options and other details - this will be adjusted as more information on numbers and catering requirements is agreed.

WWT London Wetland Centre

Catering

We offer several different options for catering which is all undertaken in-house. We do not allow for outside catering due to our food hygiene & safety policies, the only exception to this is the Wedding Cake.

If you choose the informal or formal menus, there is the option to book a menu tasting to enable you to narrow down your choice of menu.

The final menu will be based on the following:

Starter:

One meat/fish option and one vegetarian option



Main course:

One meat/fish option and one vegetarian option



Dessert:
one option

We are able to offer some variations to the menu for those guests with special dietary needs



Wine Tasting

We offer some wine tasting, to be sampled with the menu tasting if you are having informal/formal dining. We can arrange wine tasting independently if you are having alternative menu options.

Please note wine tasting will incorporate up to 4 different wines, but does not include Cava, Prosecco or Champagne.

Time Line for Menu options

Menu tasting to be undertaken 16 - 24 weeks before the event.

You will be required to inform us of your menu choices no later than six weeks before the event.

Numbers of each choice to be confirmed four weeks before the event.

Final adjustments 14 days before the event.

Table Planning (See attached example)

It is important that we know where individual guests will be seated to ensure we deliver the correct menu choices. To help you with the planning there is an example of the room planner based on 10 tables seating 11 people. The seats are numbered 1 - 11 and can be adjusted to meet your guest numbers.

Corkage Charges

You are able to bring in your own alcohol and soft drinks; however, we do charge corkage for all drinks.

Please discuss this with your co-ordinator who can provide you with individual charges.





Master of Ceremonies

We advise that you nominate someone from your wedding party as 'Master of Ceremonies' to ensure guests are directed to where they need to be for photographs, speeches and your wedding breakfast.

This will ensure your day runs to time.

Sound System

The Water's Edge Room has a sound system, speakers, a projector and screen. There is a sound limiter set at 95 decibels. Musicians and DJ's booked for your event need to be aware of this. We also have a wireless microphone for speeches.

The Observatory and Wetland Living do not have a sound system. You are welcome to bring in your own music (iPod and speakers) if required or to book live music for your ceremony or reception.

Music

You have the option to book a live band or DJ for your wedding day, we also have a sound system in the Water's Edge Room if you wish to play your own music via iPod or CD's.

If you book a DJ or Live Band they will need to set up after the wedding breakfast when the room is reset for the evening. Please discuss this with your event co-ordinator as timings for set-up will depend upon the catering options that you have chosen

Decorations

We offer fairy lights for the Water's Edge Room which we install and take down, there is a small charge for this.

We allow for bunting and additional decorations to the rooms, however we do not allow for balloons due to the danger to wildlife.

We also do not allow anything to be pinned or stuck to the walls of the rooms.



Flowers

We do have a recommended florist; however, you are free to choose whoever you wish.

Please let us have an outline of the displays for the day and when the florist will be arriving to install the table centre pieces and other flowers.



Wedding Cake

We have a recommended local baker if you require someone for your wedding cake, however you are free to choose your own supplier.

Please let us know when the cake will be delivered and installed by your supplier.

Photobooths

Wedding photo booths are a great way to capture memories of your guests. Choose a company that will allow you the design of your choice for the photo prints created. A guest book for friends and family leave their photos and messages is a great addition to your photo booth.

We do not organise photobooths but allow set-up of one outside the Water's Edge Room after the reserve has closed at 17:30pm.

Please speak to your co-ordinator for more information.

Parking

Parking is free to all guests invited to your wedding.

Exit from the car park is via a token issued at admissions, during your event however the barrier is lifted allowing your guests to leave without the need for a token.

We do allow cars to be left overnight at your own risk, please ensure the make and registration number of cars left is given to the operations coordinator. Cars will be locked in the car park overnight; the cars can be collected after 09.30am the following day, to exit during opening hours you will need to collect a token from admissions.

Entry to the Reserve

Your booking includes free entry to WWT London Wetland Centre for all your guests during normal opening times. The reserve is closed to everyone at 16.30 (Winter) and 17.30 (Summer). Access to the reserve is prohibited after closing for health and safety reasons and is due to the nature of the reserve, with its deep water, lack of wardens and lack of lighting.



Getting here

Transport & Taxis

WWT London Wetland Centre is situated close to central London, on the banks of the River Thames in Barnes. It is easily accessible by private and public transport and is close to both Barnes and Barnes Bridge stations. Buses from Barnes station and Hammersmith tube/bus station stop at the Red Lion Pub on Castlenau, just a 5 minute walk to the Centre.

By bus

Buses 33, 72 and 209 stop nearby (alight at the Red Lion stop, approximately 100 metres walk from the wetland centre). If you get the 72 back to Hammersmith tube ensure the bus is going to East Acton.

The 485 bus from Hammersmith comes directly into the Centre but only twice an hour and not at all on Sundays or Bank Holidays.

By rail

Barnes rail station is just 25 minutes from Waterloo or 10 minutes from Clapham Junction. It is then a 15 minute walk to the WWT (or five minutes by buses 72 or 33). You can also alight at Barnes Bridge station then walk through Barnes village (about a 15 minute walk) or catch a 209 bus (alight at the bus stop opposite the Red Lion pub, which is approximately 150 metres from the Centre).

By tube

Hammersmith tube (on the Piccadilly and District and Circle Lines) is the nearest tube station. From here it is just a 10 minute bus ride (see 'by bus').

By car

There is free parking for visitors arriving by car, although we cannot guarantee parking to all guests on busy days. The centre is located just off the main A306 which runs from the South Circular at Roehampton (with easy access to the A3) to Hammersmith (just minutes from the A4/M4). Once in Barnes you can follow the brown tourist signs to the centre. The centre is situated outside the London Congestion Charging Zone.

Our address is Queen Elizabeth's Walk, Barnes, London SW13 9WT.
For further information on public transport please visit www.tfl.gov.uk

Timeline for Weddings

Twelve Months before

Confirm rooms you wish to hire and pay non refundable deposit (50% of room hire fees). Draft your guest list.

Four - Six Months before

Book your menu tasting if you have chosen the informal or formal dining menus

Book your wine tasting, if you have chosen the drinks package and wish to choose alternative wines to the house wines.

Six - Twelve Weeks before

Book an update meeting with your event co-ordinator to confirm the following:

- Guest numbers (to date)
- Menu choices for Canapes, Evening Buffet and Wedding Breakfast
- Any special dietary requirements for guests
- Beverage choices for welcome drinks, drinks package etc.
- Confirm choice of chairs

Six Weeks before

Pay the balance of the room hire fees and catering costs. Any additional costs, will be invoiced after the event.

Please provide final guest numbers.



Two Weeks before

Book a meeting with the Operations Co-ordinator to finalise the following:

- Table seating plan & Room layout
- Order of events (programme) for the day
- Time suppliers will arrive to set up (DJ/Music, florist, cake etc).
- Confirm the plans for decorating the venue, who, what and when
- Discuss guest numbers, any updates or changes
- Table decorations, table numbers or names and name place cards

One Week before

Provide a list of suppliers involved in your wedding to WWT with timings for deliveries and a contact number. Provide name of 'Master of Ceremonies' to WWT Co-ordinator

One Day before

If agreed with the venue, decorate the reception room with table centre pieces, name cards, room decorations, table seating plan and cake stand

On the Day

Decorate the room if unable to the day before (see above for details).
Introduce the Master of Ceremonies & maid of honour to the wedding co-ordinator

The Day After

Arrange a time to collect any personal items and decorations from The Wetland Centre. Please note there may be another event on this day.

on the Day

Arriving at WWT London Wetland Centre

Guests

Guests should arrive at least 30 minutes before the start of the ceremony to ensure everyone is in their seats before the bride arrives.

Groom

Should arrive no later than 40 minutes before the ceremony commences. The interview with the registrar will commence 30 minutes before the ceremony in the Meeting Room. The wedding co-ordinator will direct you to this room.

Bride

Should arrive no later than 25 minutes before the ceremony. The interview with the registrar will commence 15 - 20 minutes before the ceremony in the Meeting Room. The bride should remain in the car until the wedding co-ordinator collects you to take you to the Meeting Room.

This will ensure the groom does not meet the bride before the ceremony. Please send one of the bridesmaids to admissions to let us know you have arrived.

Ceremony

The ceremony will take approximately 30 - 45 minutes and will be undertaken in either Wetland Living or the Observatory. Guests will be directed here on their arrival.



Welcome Drinks

Welcome drinks will be served on arrival unless you are having a civil ceremony, in which case they will be served after the ceremony. These will be served either at Wetland Living or in the Observatory. If the weather does not allow for drinks outside they will be served in the Water's Edge Room.

Photography

Time should be set aside after the ceremony and drinks reception for your wedding photography, this can take approximately 45 minutes to 60 minutes. Please liaise with your photographer to establish how long they require. It is advisable that the photographer visits the centre prior to the wedding day to familiarise themselves with the grounds and photo opportunities available.

Wedding Breakfast

Guests will need to be seated 15 minutes before the Wedding Breakfast is served, this will ensure the meals are served on time to prevent spoiling. If you are having a formal three-course wedding breakfast with speeches, you will need to allow around two and a half hours for this to be served. It is important that guests are seated according to the seating plan to ensure they are served with their chosen meals. Please inform the event co-ordinator if there are any last minute changes to the seating plan.

Resetting the Room

Coffee is normally served on the Balcony or in the Observatory to allow staff to reset the room for your evening dancing and guests. At this point some of the tables may be removed to allow space for dancing. Additional chairs will be left around the room if required. This normally takes 30 - 45 minutes.

Band & DJ Set-up

The band and DJ will have time to set up during the resetting of the room. It is not possible to set up earlier in the day if you have a formal/informal wedding breakfast.

Evening Reception

Once the room is reset and the band/DJ are ready guests return to the reception room for the first dance. Evening guests usually arrive just prior to the first dance.

Cutting the Cake

Please let the event co-ordinator know when you would like to cut the cake, this can be done in the evening when all your guests have arrived before the first dance.

Bar

The bar can be a cash bar or we can run a tab, we are able to take cash or debit card. We will let the master of ceremonies know when the tab limit is almost reached to allow you to decide whether to increase it or move to a cash bar. Please discuss and agree your individual requirements beforehand.

Evening Buffet

If you are having an evening buffet, this will be served from the buffet tables mid-way through the evening. Please ensure you have agreed timings for the buffet. Unfortunately we are unable to make changes to the buffet menu on the day.

Last Dance/Drinks

The last dance is normally undertaken 15 minutes before the end of the evening. The bar will close 10 minutes before the end of the evening, guests are asked to leave promptly and via the catering gate, which is close to the car park. The gate will be manned by security throughout the evening.





Contact Details

WWT London Wetland Centre, Queen Elizabeth Walk, Barnes, SW13 9WT

Opening times: 09.30 - 16.30

Telephone: 0208 409 4400

Email: functions.london@wwt.org.uk

Website: www.wwtlondonwetlandcentre/venuehire

Event Co-ordinator: Debra Burgess-Lim
Event Operations Co-ordinator: Przemek Pietrowski