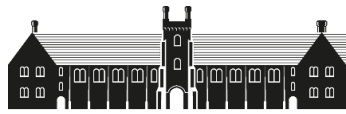




HATFIELD HOUSE HOSPITALITY

WEDDING PACKAGES AND PRICING



HATFIELD HOUSE HOSPITALITY

Welcome to Hatfield House and congratulations on your engagement. We are delighted that you are considering choosing the Old Palace or Riding School at Hatfield House for your wedding celebrations and we hope that the hospitality team here have the opportunity of welcoming you and your guests.

Whether you are looking for an intimate wedding or a large celebration, Hatfield House is the perfect setting for the wedding of your dreams. Our stunning venues are a sympathetic mix of tradition and history along with a classic contemporary feel.

The Old Palace, a historic venue being most famous for where Queen Elizabeth I held her first council of state, speaks for itself with its medieval brickwork and beautiful wall hangings. It is a unique and magical setting for any wedding couple wanting a perfect fairytale day. Guests can indulge in the romantic breath-taking knot garden for drinks and then be enchanted by the grandeur of the Palace, captivated by its beauty and atmosphere whilst dining like Kings and Queens.

The Riding School, set in the quaint courtyard is ideal for smaller and more intimate weddings. It has a blend of historical features that complement the modern architecture making this venue our contemporary space. The original wooden beams and its glass roof together with the beautiful leaded window provides the perfect backdrop for your wedding and photographs alike.

Maximum Capacities:

	Old Palace	Riding School
Wedding Ceremony & Wedding Breakfast	200	110
Wedding Breakfast (dining only)	280	120
Wedding Breakfast (dining and dancing)	250	120
Evening Reception	300	250

Both of our venues are licensed for civil ceremonies and marriages and have private bar facilities.

The Hospitality team at Hatfield House aim to make the planning of your wedding day as easy and enjoyable as possible. To enhance every Bride and Groom's big day we have wedding packages designed to allow flexibility and choice as well as creating peace of mind and memories that will last forever.

In the following pages you will find venue hire charges, wedding packages and additional booking information.





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Venue Hire and Minimum Numbers

Old Palace - Peak Season
June, July, August,
September & October

Day	Minimum Guest Numbers	Venue Hire
Monday - Thursday	90	£2,000 plus vat
Friday	90	£2,750 plus vat
Saturday	100	£2,750 plus vat
Sunday	90	£2,750 plus vat

Old Palace - Peak Season
December

Monday - Thursday	80	£2,000 plus vat
Friday	150	£2,750 plus vat
Saturday	150	£2,750 plus vat
Sunday	100	£2,750 plus vat
New Years Eve	150	£4,250 plus vat

Old Palace - Off Peak
January, February, March,
April, May & November

Monday - Thursday	60	£1,750 plus vat
Friday	80	£2,000 plus vat
Saturday	80	£2,250 plus vat
Sunday	80	£2,000 plus vat

Riding School
Any day of the week
throughout the year

Monday - Thursday	50	£1,000 plus vat
Friday	60	£1,750 plus vat
Saturday	60	£1,750 plus vat
Sunday	60	£1,750 plus vat

Civil Ceremonies

The Old Palace and Riding School are licensed for civil ceremonies. The Hatfield Registrar may be contacted on 0300 123 4045. Ceremony set up charge of £250.00 plus vat applies.



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Gold Package

Dedicated wedding co-ordinator
A glass of Italian sparkling wine on arrival
3 course wedding breakfast with coffee
½ Bottle of house wine
Jugs of iced water
A glass of Italian sparkling wine for the toast
Table stationery (Table plan, table names, menu cards and place cards)
White chair cover with sash, colour of your choice

£100.00 plus vat per person

£95.00 plus vat (excluding chairs and stationery)

Platinum Package

Dedicated wedding co-ordinator
Cocktail hour (2 drinks per person)
Selection of 4 canapes
3 course upgraded wedding breakfast with coffee and petit fours
½ Bottle of selected wine to match your menu
½ Bottle of mineral water per person
A glass of house Champagne for the toast
Table stationery (Table plan, table names, menu cards and place cards)
White chair cover with sash, colour of your choice

£150.00 plus vat per person

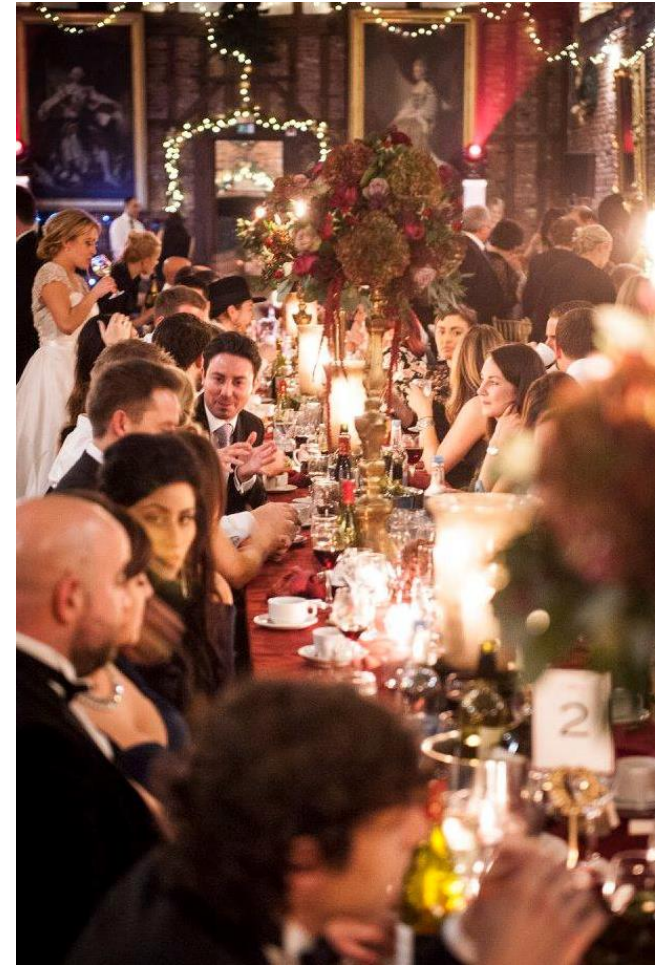
£145.00 plus vat (excluding chairs and stationery)

Venue hire applicable to package and includes the following:

Long banqueting tables in Old Palace and round tables in Riding School (Hire of round tables £350 plus vat in Old Palace)
White table linen and napkins
Service staff
Cash and card bar
Silver cake stand and knife
Easel for your table plan and table number stands
PA system to play background music
Handheld microphone with stand
Complimentary parking for your guests









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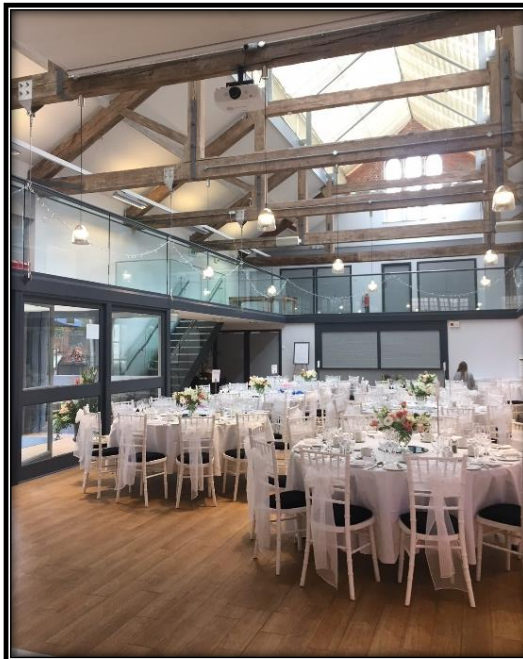
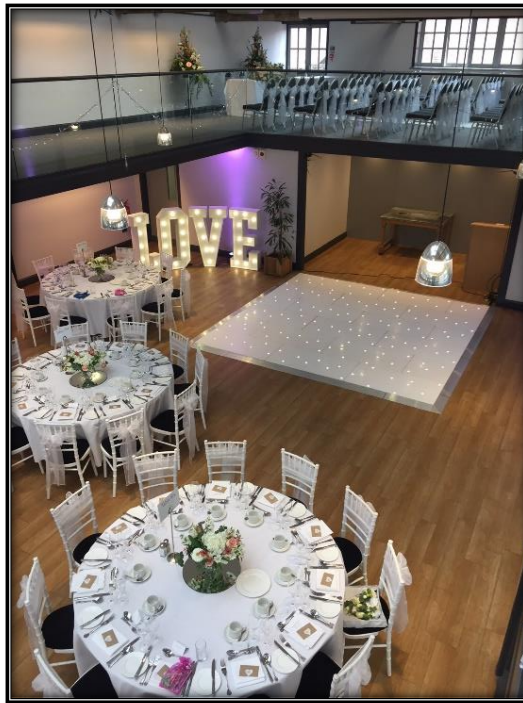
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THE RIDING SCHOOL





Additional Information

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 £500.00 plus vat. Please note that the bar can only be extended to midnight on a Sunday.

The provision of white napkins and tablecloths are included within the menu prices quoted. Specialist equipment may be hired at an additional charge.

Hatfield House has an easel for your table plan as well as table numbers and stands for you to use. We have 2 cake stands available on site and can provide one of these at no extra cost, providing it is available on the date of your wedding when you request it and that it matches the size of your cake. We can provide a knife to cut the cake.

Candles/naked flames are not permitted in the Old Palace and Riding School other than battery operated candles/tea lights.

The long tables can be replaced with round tables in the Old Palace at an additional charge of £350.00 plus vat.

The hospitality team is available at any time to answer your questions or if you require any advice. However, all details will be discussed with your wedding coordinator in a meeting 2 months prior to the wedding. We will contact you approximately 3 months before the wedding to set a date for the meeting with you.

We will ask you to bring your table plan, name cards, favours, table decorations and any other item two days before the wedding. We will then set up everything on your tables so it is all ready for you when you arrive on the day.

Both the Old Palace and Riding School have a PA system for your use. Microphones are available for your speeches and music can be played from an MP3 player during your wedding ceremony and wedding breakfast.

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 are not allowed in the Old Palace.



HATFIELD HOUSE HOSPITALITY

Additional Information

Making your big day happen

The Hatfield House Hospitality team are dedicated to making your wedding day perfect and will work with you from the early planning stages to the day of your wedding to ensure everything runs smoothly and stress free. We also work with a selection of approved partners who can add those finishing touches to your special day, from florists to musicians and cake makers to photographers. We are happy to provide a list of our recommended wedding suppliers.

Catering

Hatfield House Hospitality prides itself on offering a high standard of catering and a variety of menus to cater for a range of tastes. Dietary requirements can be catered for and Chef can prepare menus to suit any youngsters attending the wedding. Our in house Chefs use the best of fresh local produce wherever possible and are happy to discuss your requirements to create your perfect wedding menu.

Civil Wedding Ceremony

The Old Palace and Riding School are licensed for civil ceremonies. The Hatfield Registrar may be contacted on 0300 123 4045. An additional set up charge is applicable and this is £250.00 plus vat. If you are getting married in the Riding School and wish to have chair covers for the ceremony an additional fee of £3.00 plus vat per chair cover applies.

Cultural and Kosher Weddings

We welcome cultural and kosher weddings with the Old Palace available for Dry Hire, Saturday's £10,500 plus vat per day, Sunday & Friday £8,000 plus vat, Monday – Thursday £6,000 plus vat during 2020. Hire of Riding School in addition to the Old Palace is charged at £2,000 plus vat. Please advise your chosen caterer that a £1000.00 plus vat fee is chargeable for use of our kitchen.

Wedding Insurance

Hatfield House Hospitality require that you take out adequate wedding 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 wedding co-ordinator.

Booking Details

Once you decide on your wedding date we can hold the date on a provisional basis for up to 2 weeks 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 £2,000 is required on confirmation of booking with payment of the balance invoice paid at least 3 weeks prior to the wedding with any outstanding amount settled on the day of the wedding.

Ideally situated within the historic estate of Hatfield House, Lawn House is a boutique 14 bedroom guest house, perfectly placed for guests attending weddings and events in the Old Palace and Riding School.

Lawn house comprises a bridal suite, 10 double bedrooms, 2 twin bedrooms and a single bedroom together with an impressive drawing room, cosy breakfast room and a wonderfully bright garden room.

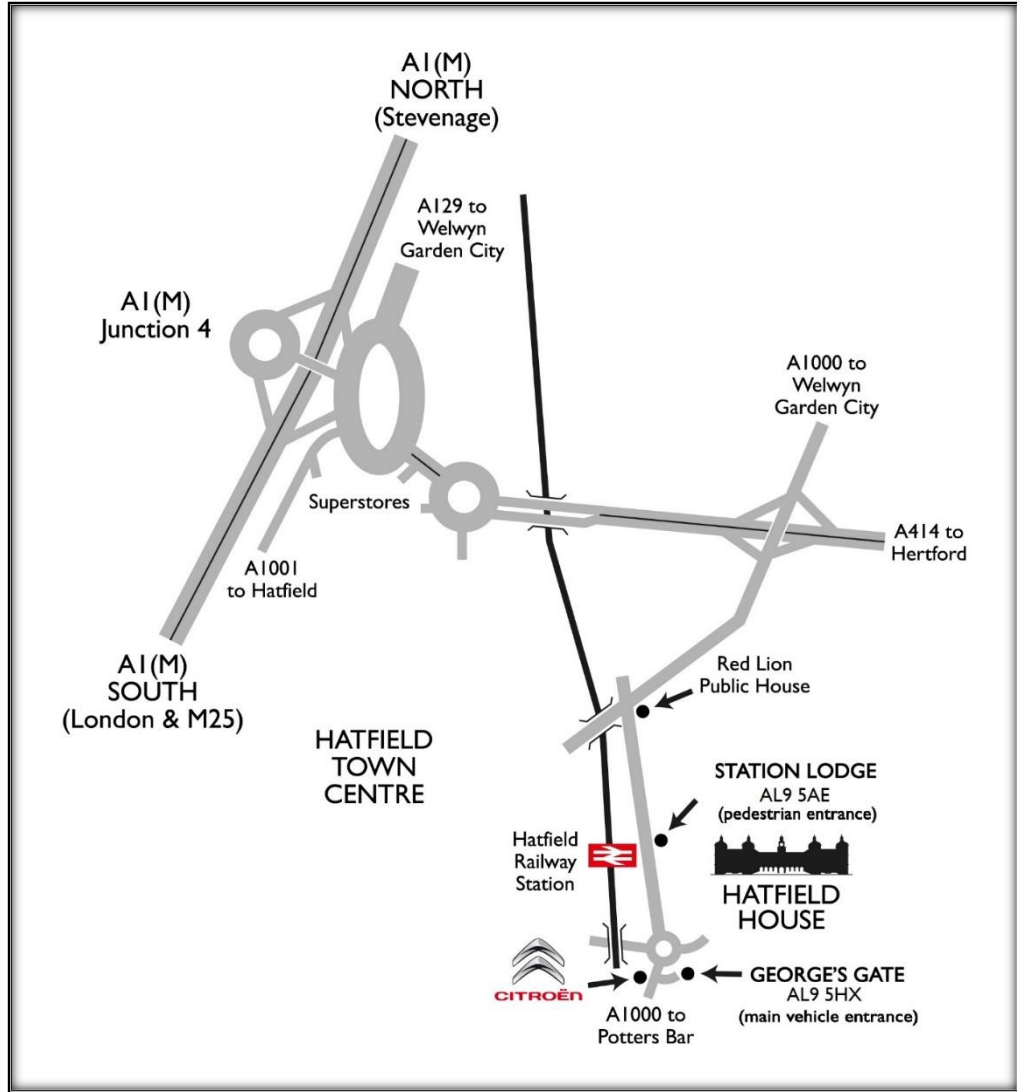
You have the option of taking exclusive use of the property or just a few rooms for the night.

Room rates include breakfast and car parking.

For further information visit www.lawn-house.com or to make a reservation contact 07384 255 084 or email enquiries@lawn-house.com



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HATFIELD HOUSE HOSPITALITY

The hospitality team here hope to have the opportunity of welcoming you and your guests to Hatfield House for your forthcoming event. Please contact us if you wish to check available dates, arrange a showround or if you have any further questions.

Office: 01707 287 003

Email: hatfieldhospitality@compass-group.co.uk

For further information, visit the website www.hatfieldhousehospitality.co.uk