

The North Range

Priory hire for up to 80 daytime guests and an additional 20 in the evening.

| | October 2019 – March 2020 | April – September 2020 | October 2020 – March 2021 | April – September 2021 |
|------------------------------|------------------------------|---------------------------|------------------------------|---------------------------|
| Monday - Thursday | £3100.00 | £3350.00 | £3250.00 | £3450.00 |
| Friday | £3500.00 | £3900.00 | £3600.00 | £4100.00 |
| Saturday - Sunday | £3800.00 | £4800.00 | £3900.00 | £5000.00 |



Add ceremony - £250.00 | Additional day guest - £8.50pp | Additional evening guest - £3.00pp

The Upper East Range

Priory hire for up to 50 guests.

| | October 2019 – March 2020 | April – September 2020 | October 2020 – March 2021 | April – September 2021 |
|------------------------------|------------------------------|---------------------------|------------------------------|---------------------------|
| Monday - Thursday | £1200.00 | £1500.00 | £1300.00 | £1600.00 |
| Friday | £1400.00 | 1800.00 | £1500.00 | £1900.00 |
| Saturday - Sunday | £1800.00 | £2500.00 | £1900.00 | £2600.00 |



Add Ceremony - £250.00



Priory Hire Costs Include:

- Access the day before your wedding to setup your decorations (subject to availability).
- Exclusive access to the private site on your wedding day.
- Access the day after your wedding to come and collect decorations.
- Tables and decorative chiavari limewash chairs.
- A dedicated wedding planner.
- Staff to assist you wherever required during the setup, on your wedding day and when you come to collect your decorations.
- Glassware for during your wedding breakfast – water glasses, wine glasses and champagne flutes.
- A stocked and staffed bar.
- Garden games to be laid out on the lawn for you and your guests to enjoy (subject to weather).
- SIA certified security staff during your evening function.
- Fairy lights to decorate the space and highlight its periodic features.
- A candlelit garden after dark.
- North Range packages also include uplighters to set a tone in the space.

Catering at Blackfriars Priory:

To give you the opportunity to create your perfect wedding day without the restrictions of set packages, we work with three local approved caterers for you to choose from. Whether you would like a sit down three course meal, a tear and share banquet, afternoon tea, BBQ or light buffet, the caterers will work with you to design the ideal menu to suit your style and budget. Please contact them directly to discuss menus and arrange tastings.

www.catercater.co.uk

www.heypestocatering.co.uk

www.orchardcatering.co.uk

Drinks

Blackfriars Priory offers a range of welcome and table drink options at competitive prices or you may like to provide your own and pay corkage. For more details, please contact your wedding planner.

Ceremony Only

| | Number of Guests in Package | Additional guest options? | Monday – Thursday | Friday | Saturday - Sunday |
|-----------------------------|-----------------------------|---------------------------|-------------------|----------|-------------------|
| The North Range | 80 | Yes | £950.00 | £1200.00 | £1500.00 |
| The Upper East Range | 60 | No | £650.00 | £750.00 | £800.00 |



Additional guests for North Range Ceremony - £8.50pp

Ceremony Only Hire Costs Include:

- Access up to two hours before the site opens for your ceremony for decorations.
- 3 hours exclusive access to the private site.
- A dedicated wedding planner.
- Staff for the duration of your ceremony to ensure the smooth running of your special day.
- An antique table and chairs for you to use while signing the register.
- The space to be decorated with fairy lights to highlights its periodic features.
- Decorative chiavari limewash chairs.

Please note that it is the responsibility of the couple to arrange the registrar and it is highly recommended that you check their availability before making other commitments. The above costs do not include registrar fees; this is a separate service to the venue. For more information, please visit gloucestershireregistrationservice.co.uk/your-ceremony

Drinks

You may wish to celebrate with your guests with a drink after your ceremony while photos are being taken. Blackfriars Priory offers a number of welcome drink options at competitive prices or you may like to provide your own and pay corkage. For more details please contact your wedding coordinator.



~Frequently Asked Questions~



Bookings & Deposits

Can we book provisionally?

Provisional bookings are held in our diary for a maximum of 14 days, if a deposit has not been paid and a booking form has not been received after the 14 days, your booking will be removed from our diary system and cancelled.

When do we pay our deposit?

To secure your booking we require a 20% non-refundable deposit of your quoted hire charge. If we do not receive a deposit and a completed and returned booking form your booking will be cancelled. An invoice will be issued to you, which contains payment options on the reverse of the page. Invoices must be paid within 14 days.

(Please note: deposits are non-refundable if you wish to cancel your booking with us)

When is full payment required?

Full payment (remaining balance) of hire will need to be paid to us 21 days before the date of your wedding. If we do not receive payment before your wedding date – Blackfriars Priory reserve the right to cancel the booking.

Do we get a discount if we have less guests than is included in the package?

Unfortunately not, our packages are a set fee for up to the number specified as the maximum.

Can we have more guests than is allowed in the package?

This is possible for weddings in the North Range but unfortunately not the East Range.

For daytime guests, there will be an additional charge of £8.50 inc vat per person to cover additional furniture and staffing for the setup and wedding day. Evening guests over 100 will be charged at an additional £3.00 inc vat.

Access

When can I have access to the site on my wedding day?

Example for a Ceremony Only:

You have exclusive use of the whole site for 3 hours. We recommend the below timings using an example of a 13:00 Ceremony time.

10:00am - Access for bridal party to setup decorations.

12:00pm - Blackfriars to open the gates for your guests

12:15pm - Groom to arrive

12:45pm - Bride to arrive

13:00pm – Ceremony starts

13:30pm – Ceremony finishes

13:45pm – 15:00pm – Photographs & welcome drinks

15:00pm – Vacate site.

Reception only & full day weddings

Receptions: On the day of your wedding you are allowed to gain access to the site from 12noon onwards.

Full day wedding: On the day of your wedding you are allowed to gain access to the site from 10am.

When can we gain access to the site to set up decorations?

Ceremony:

Decorations/music can be dropped off two hours before the site opens for the Groom and guests.

Full day and Receptions:

When available, access will be arranged for the day before your wedding for you to come in and dress the room. Access times will be confirmed by your coordinator as this will be dependent on the venue's availability. As an example, we would usually allocate 11am – 2pm to couples and their families the day before the wedding to prepare.

What is the latest time we can have our evening function until?

Due to Blackfriars being in very close proximity to local residents, the latest evening functions can run until is midnight, with last orders typically being called at 23:40.

Drinks & Catering

Bar services

Do you have a bar on-site?

Blackfriars provides a bar service for Receptions & Full Wedding days. The bar is inclusive in our hire charges. **Please note:** Due to logistical issues, our bar uses plant based compostable plastic glasses.

Can you provide a bespoke bar?

We do our best to accommodate special requests where possible, which may incur an additional cost dependent on the request. Please contact your wedding coordinator to discuss this further.

Can we bring our own alcohol?

You are permitted to bring your own alcohol, which will incur our standard corkage fees. Our corkage charges are:

£18.00 inc vat per bottle of spirit.

£9.00 inc vat per bottle of champagne or sparkling wine. (please note for magnums, the corkage will be calculated based on the number of standard bottles held in the magnum).

£6.00 inc vat per bottle of wine £1.80 inc vat per bottle/can of beer or larger or equivalent.

Soft Drinks - £50.00 + vat set waiver fee.

For barrels, polykegs and boxes, corkage will be calculated based on how many bottles or pints can be held x the standard rate corkage fee.

Will you provide glasses if we provide our own alcohol?

If you provide your own alcohol, you will be responsible for providing your own glassware and the taking away and washing of it.

Can you chill our alcohol if we provide it ourselves?

We have limited fridge space at Gloucester Blackfriars but you are welcome to store up to 40 bottles in our fridges. If you would like to bring more than this, we can hire in additional fridges and pass on the cost or alternatively you are welcome to provide ice buckets.

If we bring our own alcohol, will you serve it for us?

Our staff can serve your welcome drinks from a welcome drink station, put out wine on the tables ready for your wedding breakfast and pour toast drinks at the table ready for speeches.

Can we put our own drinks behind the bar to be served to guests?

Unfortunately not, the bar and drinks provided by the wedding party must be kept separate to avoid confusion.

Can guests bring in their own alcohol?

Guests are not permitted to bring their own alcohol under any circumstances. Blackfriars reserves the right to confiscate and dispose of any alcohol that has been brought in from

elsewhere as this affects our licence. If guests cause disruption, we reserve the right to remove them from the site.

Catering

Do you have approved caterers?

Yes we do. Our preferred catering companies for are:

www.catercater.co.uk

www.heypestocatering.co.uk

www.orchardcatering.co.uk

Catering is arranged directly between yourselves and the caterers, so please feel free to get in touch with them to discuss your requirements.

We aim to give our couples as much freedom as possible to create a bespoke wedding of their dreams and so catering is arranged separately to our packages directly with the caterers. This means couples can go as big or as small as they would like to suit their wedding style and budget.

Can we use other caterers?

No, due to logistical issues and Blackfriars being an English Heritage owned scheduled monument, we have a duty of care to the venue and therefore catering can only be provided through one of our approved suppliers.

Can I bring food that I have prepared myself?

Unfortunately due to health & hygiene as well as logistical issues, we do not allow catering from home to be served onsite.

Can I bring my own nibbles and canapes?

All catering must be arranged through one of our preferred suppliers.

Registration

Who is the local registrar?

Gloucestershire County Council is the organisation you will need to get in direct contact with to organise your registrar.

Please see below link:

<http://gloucestershireregistrationservice.co.uk/your-ceremony>

Where can the ceremony be held?

We have two licensed rooms at Blackfriars Priory:

The North Range – 150 guests seated (maximum)

The East Range – 60 guests seated (maximum)

Please note that for ceremonies with more than 80 guests, there will be an additional charge of £8.50 inc vat per guest.

Music

How do I run my ceremony music?

We have a small PA system that we use for ceremonies. Please note, couples must provide us with the music/devices, that the music is to played from for example, ipod, laptop, notebook or mobile phone.

We appoint a member of staff that is in charge of the music throughout the ceremony. Please provide a list of songs and when they should be played to your wedding planner in the lead-up to the wedding.

Reception music

Blackfriars has no in-house DJ's and as such, do not carry stock of party music. Please be aware of this and ensure you arrange your own music for our staff to play for you – to avoid disappointment.

Can I bring my own DJ?

Yes, Blackfriars has no preferred DJs. Prior to the wedding, please send the name and contact details of your DJ so that he can be contacted before your wedding. In order for them to be permitted to play at your wedding, they must send us a copy of their public liability insurance.

Can I bring a band?

Yes. We would need to establish whether the band is self-contained or if they will require technical support. If technical support is required, there will be an additional fee starting from £300.00 + vat for a technician and equipment, which will vary depending on the requirements of the band. Please send the name and contact details of your band to your wedding planner in advance so that they can be contacted. They must provide a copy of their public liability insurance before the date of the wedding.

Layout & Decorations

Do you provide tables & chairs?

We have trestle tables and chiavari limewash chairs onsite and we can hire in 5ft or 5ft6 round tables (included in the package cost) for receptions and full wedding days.

Please note: You will be asked well in advance to discuss the layout for your wedding and your particular requirements. If nearer the wedding day you wish to amend these requirements, we will do everything we can to accommodate you but there may be instances where, if left too late, we are unable to do this.

Do we have to clear up after the wedding?

Staff will be on site after the event has finished assisting with clearing the site. Decorations and belongings can be stored overnight and collected the next day. Please note that this is at your own risk.

Please note: all belongs left at Blackfriars Priory will need to be collected the day after your wedding. Anything that is left onsite after this time may be disposed of.

Decorations & Entertainment

Blackfriars Priory is a scheduled monument owned by English Heritage and we therefore have a duty of care to the venue.

The below decorations are **not** permitted on site:

- Helium balloons
- Glitter
- Paint
- Candles (we recommend LED candles instead)
- Chinese Lanterns
- Fire breathing
- Braziers
- Any other fire related novelty
- Confetti (Alternatively flower petals can be used)

The historic walls in all ranges are protected and therefore must not be interfered with. Customers are therefore not permitted to attach hangings, decorations or anything similar from the historic fabric. Modern fabric such as the glass screen in the North Range and the modern glass entrances to the North Range may be utilised for decorative purposes.

The Cloister Garden

The Cloister garden is an archaeological ground and therefore nothing can be pegged into the earth. If you are looking to put anything up in the garden such as a gazebo or small marquee, you will be required to use weights to hold it down. Please inform the Blackfriars team if you intend to use the garden for any such purpose and we will happily work with you to find the best solution.

The ground in the cloister must be respected. Any activity which may cause damage is not permitted, such as digging or pulling up the grass. Any customers found to be disrespecting the site may be asked to leave.

Please note: All decorations you would like to bring on site will be checked and confirmed by our Wedding Co-ordinator before your wedding day.

Garden Games

Garden games are included in our wedding packages.

Bouncy Castles and Inflatables

Due to the nature of the Blackfriars site, bouncy castles and inflatables are not permitted.

Facilities

Car Parking

Can we park on site?

On site at Gloucester Blackfriars have a small car park in which we allow up to a maximum of X5 cars to park on site on the day of the Wedding. We ask for a list of names of the guests who will be parking on site and vehicle information prior to the day.

Please note, for ceremonies and full day weddings, the registrars usually arrive in two vehicles and therefore these spaces must be reserved for them.

Where can I our guest's park?

Gloucester Blackfriars is situated in the middle of the town centre. Directly outside Blackfriars there are pay & display car parks, a council car park and an NCP car park all of which guests can park in.

Smoking

Blackfriars Priory is a strictly non-smoking site. A cigarette bin can be found outside of our main entrance gate. Please make sure that you respect the ground and dispose of your cigarettes appropriately. Please ensure that guests are aware of this prior to the wedding day. Any guests seen to be breaching this term may be asked to leave.

Can we smoke in the Cloister Garden?

Smoking is not permitted anywhere on site – including the Cloister Garden. Please make sure your guests are aware of this before they arrive on site. If guests are caught having a cigarette in the garden area we will ask them politely to move outside of our main gate.

Are dogs allowed on site?

Unfortunately dogs are not allowed on site even if they are on a lead. However dogs for the blind are allowed on site and any other medical assistant dogs.

Security

As Blackfriars is a city centre venue, security are required for any party of the event where there will be a bar and dancing. If guests are acting inappropriately, our security team reserve the right to remove them.

Storage of Possessions

Where possible, it may be possible for you to store items onsite. However, please note that if you do so, it will be **at your own risk** and Blackfriars will take no responsibility for loss or damages.