



The Lansdowne Club

# Useful Wedding Information

## Wedding Ceremonies

If you are considering the possibility of holding your wedding ceremony at the Lansdowne Club as well as the reception, you will need to contact Westminster Registrars directly to organise your registrar for the day. Their telephone number is 020 7641 6840 and the charges are £750.00 for Saturdays or £999.00 for Sundays (valid at time of printing this document)

## What's Included?

Included in the room hire charge we can provide either 5' or 6' round tables, 6' x 2'2" trestle tables, our chairs (chair covers or special types of chairs are not included) white linen tablecloths and napkins, all crockery, cutlery, glassware and staff. For an extra charge we can organise chair covers, special chairs, other sizes of tables or table linen in other colours. Further details can be provided on request.

## Table Décor

We have some silver candelabra at the club which you would be welcome to use as your centrepieces free of charge. We also have small glass tealight holders as well as a limited number of votives for tealights. We even provide the candles free of charge!

We also have round mirrors for the centre of the tables which are very effective for either the candelabra, or your own floral centrepieces to sit on, as they reflect the beautiful ceiling in the Ballroom.

## Confetti

Unfortunately confetti and loose petals are not permitted to be thrown in the venue.

## Namecards, Menu Cards and Table Plan

We would be more than happy to provide a display table plan for your wedding for £25.00. We can also produce printed namecards and menu cards at a small additional cost: £2.00 per namecard and £2.00 per menu card (approx 2-3 menus per table recommended).

## Wedding Cake Stand and Knife

We have a wedding cake stand and knife at the club which you are welcome to use for your wedding cake free of charge. The cake stand is square and is 40cm x 40cm across, and 13cm high.

## Parking at the Club

Parking is allowed on single yellow lines outside the club after 6.30pm from Monday to Saturday with no parking restrictions on Sunday. There are two parking meters outside the club with others located around Berkeley Square. There is an NCP car park located on Carrington Street (0345 050 7080) see map below. To obtain a 50% discount at this car park (standard rates below) you will need to obtain a voucher from the Lansdowne Club Concierge Desk to present when leaving the car park.

Please note that we are in the Congestion Charging Zone – see <http://www.cclondon.com> for further information

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## The Lansdowne Club

### Unloading for Suppliers

If you have any suppliers delivering anything on a Saturday such as your florist, DJ, band etc, they may need to use the delivery entrance on Clarges Mews. A map and directions can be provided on request.

### Speeches

We have a PA system in the Ballroom that can be used for speeches at no additional cost. Please note that this is not suitable to be used by your band or DJ later on, your band or DJ would need to bring their own PA equipment with them.

### Disabled Facilities

The Lansdowne Club is a Grade 2 listed building, and as such, only has limited facilities available for disabled persons and wheelchair users. There are 9 steps up from the entrance at street level to the Crush Hall (reception hall) for which there is no lift access. However, we can provide ramps on request to assist any manual wheelchair users with access to the building, please let us know prior to the wedding day if this will be required. Unfortunately we are not accessible for motorised wheelchairs. Once in the Crush Hall there is a lift to all floors and a disabled bathroom on the lower ground floor. There are 7 steps up to the Dining Room which we can also provide ramps for, and also 3 steps out to the Courtyard as well as a raised threshold out to the Courtyard.

### Special Dietary Requirements

The kitchen will be happy to cater for any guests with special dietary requirements but we must be informed about them at least one week prior to the wedding date.

### Children

We have a children's menu available on request which includes unlimited soft drinks with the meal.

### Corkage

You are welcome to provide your own champagne, sparkling wine or wine for the wedding if you would prefer. The corkage charges are £15.00 per bottle opened for wine, £17.50 for sparkling wine, and £20.00 per bottle for champagne. Delivery of the champagne or wine should be anytime during the week leading up to the wedding and collection should be no later than the Monday after the wedding. You will not be charged for any bottles taken away unopened after the wedding.