

## Crockwell Detailed Information

We have put together a few suggestions, requests, and some information to help you and us to organise your wedding day. Please call or email if you have any queries and we will do our best to advise.

**To arrange a viewing please contact us; we can make appointments during the week up until 6.00 pm, and on Saturday and Sunday mornings.**

### Open Evenings

We hold informal Open Evenings every few months. These are an opportunity to see the venue set up, view bedrooms and bring family members or bridesmaids. We don't charge anything to attend – all we ask is that you email or call or let us know you're coming. Both booked couple and those considering Crockwell for their wedding are welcome to attend.

### Taster Evening for booked couples

Our next Taster Evenings take place on Wednesday and Thursday 6<sup>th</sup> & 7<sup>th</sup> November, 2019. We hold two taster evenings per year, and invite couples to attend one, generally approximately a year before their wedding. Ross & Ross will offer canapés on arrival, and we will be serving our house Prosecco, then we will invite the guests to take seats for a tasting of some sample Ross & Ross dishes, and Crockwell house wines. Booked couples are invited, and it will be possible to bring up to a maximum of four extra guests at a charge of £45.00 per person.

Some of our recommended suppliers will be at the Open Afternoon and the Taster Evening to give couples some ideas/inspiration.

### Meetings

- Your facility fee covers meetings here and phone/email correspondence to plan your day.
- We will need a meeting at Crockwell to go through the details of your day; this is generally held 6/8 months before your wedding, and needs to be during office hours.
- You can visit at other times; weekdays, Saturday and Sunday mornings are usually fine, but please call to make an appointment. We close on Sunday afternoons.
- Please be aware that on your wedding morning we may be showing couples round the venue, but of course your needs will be our priority and any visitors will have left 2 hours before your ceremony.

### Wedding Booking Procedure

You will need to book your ceremony whether it is a Church wedding or a civil service at Crockwell.

- For a civil ceremony we are licensed with the Daventry registrar - 0300 126 1000, [www.yourdaynorthants.com/personaliseyourceremony](http://www.yourdaynorthants.com/personaliseyourceremony)
- You can book your ceremony two years before the wedding date, and can provisionally book a date and time earlier. If you are having extra evening guests a ceremony at 2.00 pm works very well, giving you time to do all the formal bits, then invite evening guests for about 7.00 pm, but it is your day, so if you would prefer to be earlier or later that is fine. The 2.00 pm time slot is popular with other couples, so it is worth booking early. When you have booked the ceremony, please let us know, and we will email an outline itinerary etc based on the time. Don't hesitate to call or email with any queries.

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- For a Church wedding at your local parish please contact your vicar. The vicar of St Nicholas Church, Eydon is Reverend Stevie Cross, 01327 260204 [crossstevie@hotmail.com](mailto:crossstevie@hotmail.com), the assistant vicar is Geoff Moore – 01327 264927.
- We can keep a ? option on a date for approximately a week, then we ask for £500 to hold the option for a further month. To confirm the booking we require a further £2,000, this brings your total deposit paid to £2500; we will forward £1000 of this to the caterers to confirm their booking.
- We guarantee our quotes for two years from the date of your reservation. If you book more than two years ahead, we will re-quote (if our prices have changed) and ask for the confirmation £2,000 deposit two years before the wedding.
- Six months before the wedding we will require a further payment, bringing your deposit up to 50% of your estimated total. We will need a meeting during office hours to go through the details of your day. You will also need to meet The Chopping Block to confirm your menu. We will email an updated quote to reflect your plans to include your catering, drinks and accommodation packages and the returnable damage deposit.
- Some clients prefer to set up a schedule of regular payments by bacs or direct debit; we will send receipts as payments are made and deduct the total paid from the outstanding balance.
- Three weeks before the wedding we will ask for confirmation of final numbers. We will invoice for the balance which will be due for payment, with any cheques cleared, ten days before the wedding.
- We will invoice you for any extra expenses, or credit you for any changes, and return your damage deposit (all being well!) within three weeks of the wedding.

### Insurance

- Deposits are non returnable. We would strongly advise you to take out wedding cancellation insurance when you pay your deposit.

### General Information for Ceremonies and Receptions

There are three options for a wedding ceremony at Crockwell:

- For a ceremony in the hall we can accommodate a maximum of 86, to include the Bride and Groom. We have an optional video link to two plasma screens on the dance floor for extra guests, latecomers, or crying babies. After the ceremony most of the chairs will be moved from the hall to make space for the reception drinks & photos if it is wet.
- The Orchard Pavilion is licensed for outside ceremonies for up to 200 guests which is the maximum capacity for a meal in the main marquee. This is a lovely romantic spot for your ceremony. It is only practical in good weather, and the final decision will be with the Registrar. We will charge a supplement if you plan to hold your ceremony in the Orchard Pavillion to cover the cost of hiring in extra chairs, and the staff to allow us to re-locate if necessary.
- The ceremony can be held in the main marquee for larger numbers. We will re-set the marquee for the wedding breakfast during the drinks reception which would be outside in fine weather, or in the hall, bar and entrance hall if wet.
- You may organise live music for your ceremony, but if not, we have music systems in place. You will need to bring your chosen ceremony music on an ipod to plug into our system. We can put background music for the reception on our sound system or you can bring your own music on an ipod.
- Please no paper confetti in the yard and garden – it doesn't look great by the following week! If you have the chance, pick and dry your own flower petals, or freeze dried petals are available on the internet.

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- Please, no signs or balloons for directions. We don't think it is necessary as long as guests have been given our directions, postcode & web address. We are keen to maintain our good relationship locally. There are always a lot of horses using the road and drive, and we do not want any accidents with horses shying at our balloons and signs.
- No smoking inside the hall, marquees or cottages or bedrooms; we will put ashtrays outside, and there are ashtrays and heaters on the veranda

### Invitations

Please include the link to our guest area <http://www.crockwellfarm.co.uk/guest-area/> which gives directions, taxi numbers and local accommodation lists for guests.

### Wedding guests

- Please could you provide a list of names and relationships of all the important people – bride and groom's parents, best man, chief bridesmaid etc.
- It is useful to have someone prepared to act as MC to announce the meal, speeches etc. We can call people to attention, but it is probably better if you can delegate the job to someone appropriate; generally one of the wedding party who is not afraid of raising his/her voice!
- You will also need to appoint someone to be in charge of the music for your ceremony. They need to have a seat reserved next to the music system, and to arrive in time to practise.
- If the wedding ceremony is taking place elsewhere please can you designate someone to call us when you leave the church/registry office to give us a more accurate idea of your expected arrival time.

### Catering

- We are very keen to ensure the catering at Crockwell is always of a high standard, not only because we want our clients to be happy, but our reputation will be adversely affected if it is not. Ross & Ross are our in house caterers and all weddings at Crockwell must use Ross & Ross for their catering.
- We will invoice for the catering which will include your chosen menu, all staffing, crockery, cutlery etc.
- We will provide sample menus for you but you will discuss and agree the details of your menu with Ross & Ross.

### Times

- Whether you are having a Church or Civil ceremony we would advise that, if you are planning to invite extra evening guests, the timings are important. An ideal time to start the drinks reception following the ceremony is approximately 2.30 – 3.00 pm. This will give you time to do all the formal parts of the day before your evening guests arrive at about 7.00 pm.
- A civil ceremony will take approximately 30 minutes. A church ceremony will be 45 minutes to 1 hour plus photos at the Church and your journey time to Crockwell.
- Please could you let us know when you have booked the ceremony (time and place) and we will email an outline itinerary based on this.
- We charge a supplement for weddings starting before 1.00 pm, but are happy to waive this if we agree an earlier end time for the evening.
- The licensed bar will be open from an hour before the ceremony; it closes at 12.30 am

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- Music – the last dance is at 12.00 midnight.

### Bar

- The bar will be stocked with Peroni and Carlsberg larger on tap, Guinness on a surger, bottled lagers and ale, and usual bar stock. We can put on a barrel of real ale by arrangement.
- We will discuss and agree any drinks package before your wedding.
- If you are providing your own wine/champagne it will need to be delivered the day before the wedding.
- While the bar is open all drinks must be bought from Crockwell, or agreed corkage paid.
- The caterers will provide coffee & tea after the meal. We can provide tea/coffee behind the bar at other times.

### Other suppliers

- Please supply us with the contact details of your disco/band, photographer, florist and any other entertainer or supplier who will be coming to Crockwell. Also ensure that they have a directions sheet.
- A band will generally request that you provide a meal; you need to organise this with the caterer. We can run a tab for band drinks if required. We can provide a room for them to change.
- The dimensions of the stage are 7.4 x 2.4m.
- Let us know if you are planning to have bouncy castles or other entertainments. You need to make sure they have insurance. A low noise fireworks display is possible, but only with prior notice, and it must be supplied and lit by a professional firework company.

### Table Plans & Decorations

- We put side tables in the bar marquee and hall for drinks, guest book, presents etc, and sofa sets and chairs for occasional seating.
- We have long tables which we use for a top table and serving/side tables. The majority of our seating is at 6 ft round tables which seat 8 to 12. We have 5ft 6in tables for 6 to 8 guests. We have a 4 foot round table for the cake table.
- Please bring your table plan, favours etc the day before your wedding, at a time to be arranged with us, and we can be here to discuss your requirements. We have two easels.
- It is a good idea to display an 'order of the day' so that guests know rough timings for the meal, first dance etc.
- On a copy of your seating plan please list names in order so that we can put name cards on the tables, also indicate any guests with special dietary requirements etc
- We provide the greenery in the urns, but if you would like to do your own flower arrangements it can be removed. The total height of the urn on the balustrade is 158 cm, the diameter of the urn is 60 cm and height is 70 cm.
- We are happy to light church candles in the window alcoves in the hall – but if you want to do something more elaborate the dimensions are as follows: There are seven alcoves – three on one long side, two on the other long wall and two on the end wall with the high alcove. They are approx 60 cm wide at the front, 24 cm at the back, 38 cm deep and 82 cm high.
- The high alcove measures approx 1m 90cm high x 1m40cm wide & 32cm deep

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- We have two wooden pedestals available measuring 80cm high x 37cm x 37cm
- We have tea lights and holders
- We have table name stands – they are chrome, 30 cm tall, and the clip that holds the name card is 4 cm deep.
- White table linen and napkins are provided within your facility fee. If you decide to tie ribbon round your napkins you will need 30cm per napkin; more if you want a big bow.
- Lime-washed Chiavari chairs are included in our fee; any chair covers or other decorations are not provided.

### Children

- Please make sure that children are supervised.
- We have 5 highchairs
- If there are likely to be a lot of very young children/babies, it can be a good idea to organise a nanny/babysitter/entertainer to run a crèche in one of the cottages or the hall during the wedding breakfast.

### Booking our accommodation

1. Bed and breakfast for the bride and groom for two nights is included within the facility fee.
2. We ask you to allocate any rooms you wish to book for members of family, particular guests etc. Please complete our template giving ages of any children. Call or visit to discuss with us any questions about space for z-beds etc. We will update the pricing so that you can recoup the costs from individual guests.
3. We offer a 10% discount on the accommodation bill if you take all the rooms for at least one night.
4. Confirmation and payment for the accommodation will be due when you confirm your final wedding details 3 weeks before the wedding. It needs to be settled on one invoice.

### General information

- We offer a free shuttle service back to East of Eydon for guests after the wedding.
- East of Eydon guests can have a self-service continental breakfast at the cottage, or you can invite them to join you at Crockwell, where we provide a cooked breakfast for everyone staying. Breakfast is included in the price. If there are over 16 guests for breakfast we do this in the ceremony hall, for smaller numbers we use the farmhouse dining room.
- We have 3 z-beds & 1 cot.
- There is a small double pull-out bed in Tyrell, and a double sofa bed in East of Eydon.
- Camping, £10 per pitch, please ask potential campers to phone us to book in. We will leave lights on in the ladies & gents, but there is no shower-block, and no power to the field.
- For a list of local b&bs and hotels and taxi numbers  
<http://www.crockwellfarm.co.uk/guest-area/> We operate an informal shuttle back to b&bs within 2 miles of Crockwell at £10 per trip. Guests should come to the bar before 8.00pm to book.

### Taxis/transport

- We will take East of Eydon guests back to the cottage after the wedding with no charge.

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- At the end of the evening we run an informal shuttle service to b&b accommodation within 2 miles @ £10 per trip. If you are interested in this please come to the bar early to book in.
- We have a list of taxi and mini bus companies <http://www.crockwellfarm.co.uk/guest-area/>We can book taxis during the day/evening, but advise guests to book early.