

# 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.

## Wedding Booking & Payment Schedule

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.
- For a Church wedding at your local parish please contact your vicar. If you are interested in booking a wedding ceremony at St Nicholas' Church Eydon contact The Rev Paul Trathen – [paul.trathen@btopenworld.com](mailto:paul.trathen@btopenworld.com) 01327 260204.
- We can keep a ? option on a date for approximately a week, then we ask for an initial deposit of £500. To confirm the booking we require a further £2,000 which is payable after 1 month. 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.
- One year before your wedding we will require a further payment, bringing your deposit up to 30% of your estimated total.
- Six months before the wedding we will require a further payment, bringing your deposit up to 60% of your estimated total. Before this is due we will need a meeting during office hours to go through the details of your day. You will also need to meet Ross & Ross 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.
- One month before the wedding we will ask for confirmation of final numbers. We will invoice for the balance which will be due for payment 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

- All bookings are subject to our Terms and Conditions. Deposits are non-returnable. We would strongly advise you to take out wedding cancellation insurance when you pay your deposit.

## 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 charge 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
- Music – the last dance is at 12.00 midnight.

## Open Evenings & Afternoons

- We hold informal Open Evenings every few months and an Open Afternoon during the spring or summer. These are an opportunity to see the venue set up, view bedrooms and bring family members or bridesmaids.

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- Some of our recommended suppliers will be at the Open Evenings to give couples some ideas/inspiration.
- We don't charge to attend but please email or call or let us know you're coming. Both booked couples and those considering Crockwell for their wedding are welcome to attend.

### **Taster Evening for booked couples**

- We hold two taster evenings per year, and invite booked 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.
- We will be happy to answer any questions you may have, and discuss your menu and wines.
- The taster evening will be complimentary for couples; it will be possible to bring up to a maximum of four extra guests at an extra charge.

### **Meetings**

- Your facility fee covers meetings here and phone/email correspondence to plan your day.
- Approximately 7/8 months before weddings we have a detailed planning meeting at Crockwell or we can hold it via Zoom. We discuss your expected numbers, itinerary, location of ceremony, drinks package, table layouts, outside supplier details, and accommodation requirements. You will also have a meeting (probably remotely) with Ross & Ross to go through your menu. Don't worry, we can make changes to the plans after the meetings, but it really does help to have things roughly in place. Please contact us to put a date in the diary; our meetings need to be held during the week on non-wedding days.
- You can visit at other times; weekdays 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.
- We have a team of dedicated wedding co-ordinators; one of them will be allocated your wedding to run. She will contact you during the week before the wedding to confirm what time you are arriving on the day before, and to go through any questions you have.

### **Day Before**

- Your wedding co-ordinator will be here to meet you and have a run-through of the day, check music for your ceremony, table plans, hang up your dress, confirm breakfast times etc. You and any guests staying the night before the wedding will have access from 2.00 pm to check into bedrooms, and to put up any decorations, table plans, name places etc. Alternatively if you have organised a florist or venue stylist, they can also have access. We lock up the bar and main venue at 7.30 pm so would ask that you are ready to relax by then!
- You will need to plan your evening. The Royal Oak, Eydon, The Red Lion, Culworth, The Crown Inn, Weston, The Fox & Hounds, Charwelton, & The Star, Sulgrave are all within 5 miles. For a small number you can bring a meal to Crockwell to have in the cottages. If you would like to have a meal using the breakfast room or veranda at Crockwell we can facilitate this but would make a charge to cover staff, set up and clear-up.

### **Wedding Morning**

- We will prepare breakfast for guests staying. We will discuss times and splits when we confirm your final numbers 1 month before the wedding. It may depend on hair and make-up timings, but we will work with you. If both the bride and the groom are staying we will almost certainly need to do breakfast in two sittings. These need to be an hour apart to give us time to clear and re-set.
- The venue will be open and any suppliers such as florists or cake makers can have access from 7.30 am.
- We will be here to answer any questions, show in suppliers & check-in guests staying.
- Your wedding co-ordinator will arrive 2 hours before your ceremony.
- Please can the groom and groomsmen be at Crockwell, ready to greet guests 1 hour 15 minutes before the ceremony.
- The bar will open 1 hour before the ceremony when we would expect guests to start arriving.

### **Wedding Day**

- As per your wedding plan!

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## General Information for Ceremonies and Receptions

There are three options for a wedding ceremony at Crockwell:

- For a ceremony in the barn we can accommodate a maximum of 86, to include the Bride and Groom. After the ceremony most of the chairs will be moved from the ceremony barn 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. You will need to choose a back-up location for your ceremony. We don't make an extra charge for an outside ceremony, but we will want to know your preference at least 4 weeks before the wedding to enable us to staff your day appropriately.
- 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 barn, 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 or phone to plug into our system. You will need music to play while guests are taking their seats, entrance music for the bridal party, music while the register is being signed, and exit music. We can play background music for the reception on our sound system or you can bring your own playlist.
- Please no paper (even biodegradable) 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.
- If you put any signs up approaching the venue, please remember to remove them.
- No smoking inside the venue, cottages or bedrooms; there are ashtrays outside, and 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.
- Google Maps is convinced that the track approaching Crockwell from the North is a road. We have tried to change their settings, but so far with no success. Depending on which direction people are approaching Crockwell, the postcode can bring you in by very small back-roads and a farm track. Please can you advise guests to use the directions on the website.

## Wedding guests

- At our planning meeting we will ask you to 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! Your wedding co-coordinator will liaise with the MC and will be making sure everything is running smoothly.
- 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 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.
- You are welcome to contact them at any time to discuss your menu, and will have the chance to meet them at our Open Evenings, and of course, at the Taster Evening. You can arrange an individual tasting of your menu (at an extra charge) at their base, but generally couples are happy to make decisions with the Taster Evening.
- You will discuss your menu choices with Victoria or Becca at your wedding planning meeting and they will give you an accurate individual quote. If your planning meeting is before the Taster Evening you will be able to make changes!

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- You will need to confirm your final numbers and menu (including any dietary requirements) with them 1 month before the wedding. We will invoice for your catering which will include your chosen menu, all staffing, crockery, cutlery etc.

### Bar

- The bar will be open from an hour before the ceremony until close. We generally close the bar at 12.30am, but can close earlier, or keep it open later, by arrangement.
- Our bar is reasonably priced, and we take card payments, contactless, or cash.
- The bar is currently stocked with Birra Moretti & Amstell lagers, Doombar, Guinness and Symonds Cider on tap as well as bottled lagers, and usual bar stock. Each year we revise our offerings and do our best to meet popular demand.
- We will discuss and agree any drinks package at your wedding planning meeting.
- If you are providing your own wine/champagne it will need to be delivered the day before the wedding.
- We can run a tab if you would like to offer guests drinks from the bar. We can set a limit on the tab, and we can set rules if requested; such as no shots.
- 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.
- For the evening before the wedding you are welcome to bring your own drinks to have in the cottages, or we can put on an honesty bar if requested.

### Other suppliers

- All outside suppliers need to have their own Public Liability Insurance and supply us with a copy before your wedding.
- Please give us the contact details of your disco/band, photographer, florist and any other entertainer or supplier who will be coming to Crockwell. Your wedding co-ordinator will contact them during the week before the wedding to confirm their arrival times etc.
- 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.
- Let us know if you are planning to have bouncy castles or other entertainments. 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 for drinks, guest book, presents etc, and sofa sets and chairs for occasional seating.
- Couples will have two options for tables for their wedding breakfast. We will discuss your tables, table layout etc at our planning meeting.
  1. Round tables for the majority seating, with an optional long top table, and long serving tables. We will provide the tablecloths. We have 6 ft round tables which seat 8 to 12 and 5ft 6in tables for 6 to 8 guests. We have a 4 foot round table for the cake table.
  2. Long rustic tables usually set out banqueting style with a top table at right angles. These tables would not have tablecloths, but we provide white napkins. The long rustic tables are 6ft x 3ft and seat 6 per table.
- Please bring your table plan, name places, favours etc the day before your wedding, at a time to be arranged with your wedding co-ordinator who will be here to go through the details of your day.
- We have two easels for your table plans etc. 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 the order of seating, and 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 have six sections of balustrade, each measuring, 144cm in length, 32 cm wide and 85 cm high.
- The trees and hanging hoops with greenery in the main marquee are included.
- We are happy to light church candles in the window alcoves in the hall, but you can do something more elaborate if you wish. 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.
- 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 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. We can fold them flat, flat with a pocket, or as bishop's hats. 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; you can decorate with chair sashes or bunches of flowers on the aisle chairs if you wish (you will need to provide the sashes/flowers)
- The dimensions of the stage on the dance floor are 7.4 x 2.4m
- We have a silver round 16" and a 14" square or round silver cake stand and a cake knife for you to use if you wish.

### **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 barn during the wedding breakfast.

### **Booking our accommodation**

1. Bed and breakfast for the wedding couple 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. We know this is a bit of a jigsaw puzzle, and are very used to helping you with this at our planning meeting. Call or visit to discuss with us any questions about space for z-beds etc. We will update the accommodation template with names and pricing so that you can recoup the costs from individual guests.
3. Confirmation and payment for the accommodation will be due when you confirm your final wedding details 1 month before the wedding. It needs to be settled on one invoice.

### **General accommodation information**

- On the morning of the wedding we often do breakfast in two sittings especially if both the bride and groom are staying and don't want to see each other. We can do the first sitting from 7.30 am. The second sitting needs to be an hour after the first to give us time to clear and re-set.
- Breakfast on the morning following the wedding is generally held in the breakfast room at 9.30 am. We ask guests to check out of bedrooms by 11.00 am.
- We have 3 z-beds & 1 cot.
- There is a small double pull-out bed in Tyrell.
- 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.
- You can invite extra guests to join you for breakfast by arrangement. We charge £12.00 per adult, and £8.00 for children. Maximum number for breakfast is 40.
- For a list of local b&bs and hotels and taxi numbers  
<http://www.crockwellfarm.co.uk/quest-area/>