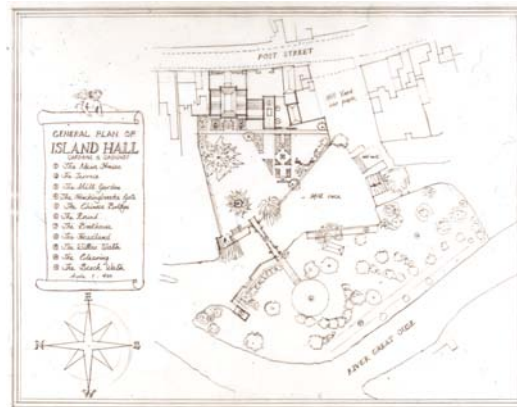


ISLANDHALL

GODMANCHESTER CAMBRIDGESHIRE PE292BA



Full Events Hire Tariff 2018-2019



House Only Venue Hire - with catering facilities for a Drinks or Drinks & Canapé Reception (capacity 80 guests) £1,780.00

- for Receptions inside the house, with kitchen/drinks service facilities included. Where drink is provided by the client or caterer and/or canapés are served.

Ideal for: Seminars or lectures requiring simple refreshments (coffee/tea & biscuits) seating up to 80 guests.

What's included:

- One pre Event client/suppliers planning meeting.
- Access for the client to set up on previous day from 3pm to 5pm.
- Access for suppliers on previous day from 2pm to 5pm.
- A six hour hire of the House on your Event Day – start time of to be agreed.
- Access for the client from 11am on the Wedding Day.
- Access for suppliers from 10am on the Wedding Day.
- Coordination with suppliers during set up and on the Event Day itself is included – excluding: additional caterers and those who require special access.
- Use of kitchens for catering of a drinks & canapé reception.
- Chilling facilities for up to 20 bottles.
- A fully S.I.A licensed security guard throughout your event.
- You & your guests can enjoy the garden for up to 2 hours free of charge.
- Lavatory facilities for up to 80 guests within the house are also included.
- Sunday Collection of personal items from 10am to 12pm.

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Additional:

- Additional pre Event client/supplier meetings £50.00 per meeting.
- Additional hours of Event Day Grounds Hire – above two free hours provided, are charged at £120.00 for the first hour, subsequent hours £80.00 per hour.
- Food & drink: ALL food & drinks to be served by a preferred caterers only. All food to be provided by one of our preferred caterers.



House Only Venue Hire - with catering facilities for a Drinks & Canapé Reception followed by a Seated Meal (capacity 48 guests) £2,200.00

- for daytime meals within the house, with kitchen/drinks service facilities included. Where drink is provided by the couple or caterer and/or canapés and a seated meal is served.

Ideal for: Receptions or Celebration Meals, where food is served. You and your guests can enjoy the grounds during your event. Lavatory facilities included.

What's included:

- One pre Event client/suppliers planning meeting.
- Access to the house from 11am on the Event day.
- Access for the client to set up on previous day from 3pm to 5pm.
- Access for suppliers on previous day from 2pm to 5pm.
- A six hour hire of the House on your Event Day – start time of to be agreed.
- Access for the client from 11am on the Event Day.
- Access for suppliers from 10am on the Event Day.
- Coordination with suppliers during set up and on the Event Day itself is included – excluding: additional caterers and those who require special access.
- Use of kitchens for catering of a drinks & canapé and/or seated meal reception.
- Chilling facilities for up to 20 bottles.
- A fully S.I.A licensed security guard throughout your event.
- You and your guests can enjoy the garden for up to 2 hours free of charge.
- Lavatory facilities for up to 80 guests within the house are also included.
- Sunday Collection of personal items from 10am to 12pm.

Additional:

- Additional pre Event couple/supplier meetings £50.00 per meeting.
- Additional hours of Event Day Grounds Hire – above two free hours provided, are charged at £120.00 for the first hour, subsequent hours £80.00 per hour.
- Food & drink: ALL food & drinks to be served by a preferred caterers only. All food to be provided by one of our preferred caterers.

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Island Only Venue Hire £4,220.00*

- for events requiring only a marquee to be put up in the Garden or on the Island.
No access to house (marquee cost is additional).

Ideal for: Larger events requiring outside space only. You and your guests can enjoy the Island and limited garden access throughout your event. Electrical power supply included.

What's included:

- One pre Event client/suppliers planning meeting.
- Access for the client to set up on previous day from 12pm to 5pm.
- Access for suppliers on previous day from 11pm to 5pm.
- Access for the client from 11am on the Event day.
- Access for suppliers from 10am on the Event day.
- Coordination with suppliers during set up and on the Event day itself is included – excluding: additional caterers and those who require special access.
- Two members of Island Hall staff to coordinate your day.
- Two fully S.I.A licensed security guards throughout your event.
- A Luxury lavatory unit is included for up to 130 guests.
- Electrical power & mains water supply included.
- Sunday Collection of personal items from 10am to 12pm.

Additional:

- Additional pre Client couple/supplier meetings £50.00 per meeting.
- Marquee hire via Fairytale Marquees.
- Food & drink, to be provided by one of a preferred caterers only.
- You and your guests can enjoy the garden for up to 2 hours free of charge, if we do not receive a House Venue Hire booking on your date.

* over 130 guests is subject to 6% surcharge, over 180 guests is subject to a 10% surcharge on venue hire fee. This includes a third S.I.A Licensed security guard, an additional Island Hall staff member & increased capacity lavatory facilities.

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House & Grounds Full Exclusive Venue Hire £4,780.00*

- for events requiring the house & marquee (**marquee is additional**). Tent in the Garden - daytime only. Tent or Marquee on the Island for evening receptions with dancing.

Ideal for: Larger events requiring use of the house for an initial reception , followed by a Celebration Meal in a tent or marquee in the grounds.

What's included:

- One pre Event client/suppliers planning meetings.
- Access for the client to set up on previous day from 11am to 5pm.
- Access for suppliers on previous day from 10am to 5pm.
- Access to the house for the client & guests from 11am on the Event Day until departure for the Island .
- Access for suppliers from 10am on the Event Day.
- Coordination with suppliers during set up and on the Event Day itself is included – excluding: additional caterers and those who require special access.
- Lavatory facilities within the house are included during your initial reception.
- Two fully S.I.A licensed security guards throughout your event.
- A Luxury lavatory unit is included for up to 130 guests.*
- Electrical power & mains water supply included.
- Sunday Collection of personal items from 10am to 12pm.

Additional:

- Additional pre client/supplier meetings £50.00 per meeting.
- Marquee hire via Fairytale Marquees.
- Food & drink, to be provided by one of our preferred caterers.

*over 130 guests is subject to 6% surcharge, over 180 guests is subject to a 10% surcharge on venue hire fee. This includes a third S.I.A licensed security guard, an additional Island Hall staff member & increased capacity lavatory facilities.

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Additional Extra Options:



Additional Supplier Meetings

Charged at £50.00

If you should require additional pre Event client/supplier meetings aside from your allocation, these are chargeable.

Extra Hours of Access for Set-Up

Initial hour charged at £100.00, subsequent hours at £60.00

If you should require additional hours for set up we can offer hours of access at mutually convenient times.

Extra Hours of Event Day Grounds Hire

Initial hour charged at £120.00, subsequent hours at £80.00

If you should require additional hours to top up your House Only Venue Hire free hours, i.e for garden drinks reception.



Chauffeured Boat - electric launch £360.00

Ideal for: daytime or evening: arrive or leave in style by boat. This fee covers one trip (arrival or departure). Boat departure is at 11.15pm.

Additional:

- Additional trips are charged at £100.00 per trip.

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Use of Speciality Caterer - 5% of caterer's final bill

In cases where a speciality cuisine is required or a secondary 'evening meal' caterer is required. This covers additional attention pre Wedding and on day required by an unfamiliar caterer.

Corkage

Please be aware that if you choose to supply your own alcohol you will need to deliver this directly to your caterer as we **do not accept ANY alcohol deliveries OR alcohol left in the marquee over night as it is NOT INSURED** and we cannot take responsibility for it.

Island Hall Does Not Charge Corkage and so you can choose to bring your own wine, however all bars must finish service by: 20:30 within the house or 23:15 in the marquee, on the Event day.

If you choose to supply your own drinks from the Reception trough to an Evening Bar. Costs to consider are: Wine & Water Waiters as well as chilling, extra glassware and removal of empty bottles.

Your caterer can directly supply uniformed wine waiters for your event at approximately £5.50 (incVAT) per guest. This price includes reception drinks, wine with the meal & the evening bar and glassware. Both of our preferred caterers can run a cash or prepaid bar for you, we do not allow external bar companies.

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Approximate calculations

We have put together an example quote below to help you get an quick and easy grasp on costs. Some costs may vary depending on your caterer, but this should give an accurate over view.

Example quote for **100 guests**:

Fizz – per glass	£3.00/£6.00	£300.00/£600.00
Canapés – 2 hot & 2 cold	£8.00	£800.00
3 Course Sit Down Meal*	£43.80/£58.50	£4,380.00/£5,850.00
House Red/White Wine – 50 bottles	£16.00	£800.00
Sparkling/Still Water – 50 bottles	£3.00	£150.00
Full Venue Hire (House & Grounds)		£4,650.00
Full Marquee Hire 18mx12m		£3,500.00
Events Insurance		£120.00

Total £14,700.00/£16,470.00 (incVAT)

Example quote for **140 guests**:

Fizz – per glass	£3.00/£6.00	£420.00/£840.00
Canapés – 2 hot & 2 cold	£8.00	£1,120.00
3 Course Sit Down Meal*	£43.80/£56.30	£6,132.00/£7,882.00
House Red/White Wine – 70 bottles	£16.00	£1,120.00
Sparkling/Still Water – 70 bottles	£3.00	£210.00
Full Venue Hire (House & Grounds)		£4,836.00
Full Marquee Hire 24mx12m		£4,700.00
Events Insurance		£150.00

Total £18,688.00/£20,858.00 (incVAT)

*cost varies with caterer and menu choice

Hog Roast two course menu available from £32.00 per head approx.

Please note that you are required to have and maintain a public liability insurance of up to £5,000,000.00 for the use of the Facilities. For all your event insurance needs we suggest: www.events-insurance.co.uk . The premium will depend on the level of cancellation and liability cover required, and will vary from £90.00 to £150.00