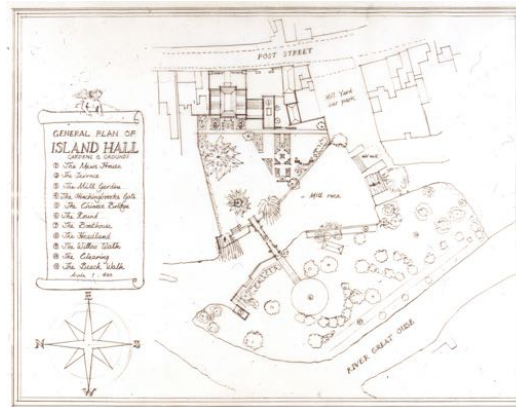


ISLANDHALL

GODMANCHESTER CAMBRIDGESHIRE PE292BA



Full Events Hire Tariff 2023-2024



House Only Venue Hire - with catering facilities for a Drinks or Drinks & Canapé Reception (capacity 80 guests) £1,980.00

- 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 Hirer/Suppliers planning meeting.
- Access for set up on previous day from 11am to 1pm OR 3pm to 5pm.
- Access for suppliers on previous day from 10am to 1pm OR 2pm to 5pm.
- A six hour hire of the House on your Event Day – start time of to be agreed.
- Access for the hirer from 10am on the Event Day – House must be vacated by 9pm.
- Access for suppliers from 9am on the Event Day – House must be vacated by 9pm.
- Coordination with up to six suppliers during set up and on the Event Day itself is included – excluding: additional caterers and those who require special access.
- Use of kitchen space & electricity for catering of a drinks & canapé reception.
- Chilling facilities for up to 25 bottles.
- Two members of Island Hall Staff to run things on your Event Day
- A licensed security guard throughout your event.
- You & your Guests can enjoy the Garden & Island for up to 3 hours free of charge.
- Lavatory facilities for up to 80 guests within the house are also included.
- Garden Tables & Chairs and catering trestles.

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Additional:

- Additional pre Event hirer/supplier meetings £65.00 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 £90.00 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) £2,980.00

- 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 Hirer/Suppliers planning meeting.
- Access for the couple to set up on previous day from 11am to 1pm OR 3pm to 5pm.
- Access for suppliers on previous day from 10am to 1pm OR 2pm to 5pm.
- A six hour hire of the House on your Event Day – start time of to be agreed.
- Access for the couple from 10am on the Event Day – House must be vacated by 9pm.
- Access for suppliers from 11am on the Event Day – House must be vacated by 9pm.
- Coordination with up to six suppliers during set up and on the Event Day itself is included – excluding: additional caterers and those who require special access.
- Use of kitchen space & electricity for catering of a reception & seated meal reception.
- Chilling facilities for up to 25 bottles.
- Two members of Island Hall Staff to run things on your Event Day.
- A licensed security guard throughout your event.
- You and your Guests can enjoy the garden for up to 3 hours free of charge.
- Lavatory facilities for up to 80 guests within the house are also included.
- Tables & Chairs for your meal as well as Garden Tables & Chairs and catering trestles.

Additional:

- Additional pre Event hirer/supplier meetings £65.00 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 £90.00 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 £4,620.00*

- 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 Hirer/Suppliers planning meeting.
- Access for the Couple to set up on previous day from 12pm to 5pm.
- Access for Suppliers on previous day from 11pm to 5pm.
- Access for the couple from 11am on the Event day – Venue must be vacated by 12pm.
- Access for suppliers from 10am on the Event day – Venue must be vacated by 12pm.
- Coordination with up to six suppliers during set up and on the Event day itself is included – excluding: additional suppliers, caterers and those who require special access.
- Two members of Island Hall Staff to help run things on your Event Day.
- Two 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 11am to 12.30pm.

Additional:

- Additional pre Event hirer/supplier meetings £65.00 per meeting.
- Marquee hire via Fairytale Marquees or Tipi via Country Tipis.
- Food & drink, to be provided by one of a preferred caterers only.
- Additional supplier coordination (if you are contracting over six suppliers – excluding Photographer & Videographer) or if your chosen suppliers have special access needs or on day requirements. Fees cover additional staff or potential grounds protection/damage.
- Out of hours access for Suppliers to drop off and collection

* 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 £5,280.00*

- 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 Hirer/suppliers planning meetings.
- Access for the couple 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 couple & guests from 11am on the Event Day until departure for the Island – The Island must be vacated by 12pm.
- Access for suppliers from 10am on the Event Day – Island must be vacated by 12pm.
- Coordination with up to six suppliers during set up and on the Event day itself is included – excluding: additional suppliers, caterers and those who require special access.
- Two members of Island Hall Staff to help run things on your Event Day.
- Two licensed security guards throughout your event.
- Lavatory facilities within the house are included during your initial reception.
- A Luxury lavatory unit is also included for up to 130 guests on the Island for your evening reception.
- Electrical power & mains water supply included.
- Garden side: Tables & Chairs and drinks reception service trestles.
- Sunday Collection of personal items from 11am to 12.30pm.

Additional:

- Additional pre event Hirer/supplier meetings £65.00 per meeting.
- Marquee hire via Fairytale Marquees or Tipi via Country Tipis.
- 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.

Additional Extra Options:



Additional Supplier Meetings

Charged at £65.00

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 £90.00

Extra Hours of Wedding Day House Hire

House Hire charged at £150.00 per hour.

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 £490.00

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

When a speciality cuisine is required due to personal reasons OR an additional caterer / food supplier for an 'evening snack / meal' is wanted. A set fee will cover one pre Wedding meeting as well as additional pre-Wedding & on-day supervision required by an unfamiliar caterer.

Corkage:

Please be aware that if you choose to supply your own alcohol you will need to coordinate this with 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: 20:00 within the house or 23:00 in the marquee.

If you choose to supply your own drinks from the Reception through 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 £27.00 (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.

Please note that as a term of your booking you are required to have and maintain a public liability insurance of up to £5,000,000.00 for the use of the facilities. Where possible your insurance policy should also include cancellation cover. Proof of policy must be shown within 2 weeks from sending your signed contract and deposit. For all your Event insurance needs we suggest: www.events-insurance.co.uk. The premium will depend on the level of liability cover and will vary from £120.00 to £250.00. This protects all parties in unforeseen circumstances.

2025 Fees will all be subject to a 5% increase until further notice.