

EST. 1705

# FETCHAM

PARK

FAQ

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## CATERING

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1. Do you insist on doing all the catering in-house or are caterer options provided?

The catering is provided by our nominated partners. Clients must work with our approved catering partners. If a client wishes to work with an alternative caterer it is at Laura Caudery's discretion and there will be a £500 fee to the client to cover their induction and supervision on the day.

2. Do you cater for different types of meal service such as buffet, sit down silver service, family service, hog roast or barbecue?

Yes.

3. Where are reception drinks served?

Following a ceremony in the Great Hall, you have the option of having reception drinks in the garden (leaving either via the front door so that guests walk past the side fountains, or through the French doors in the Shell Room) or in the Hall itself. If weather prevents you from going outside, the ceremony chairs are immediately moved into the Salon so that you have a clear space for entertaining your guests. There is room to wait in the Shell Room whilst this happens and it takes a matter of minutes.

4. Will there be an event/banqueting manager on hand on the day?

Our caterers provide an event manager and a Fetcham Park wedding coordinator will be on site for the duration of the event.

5. Will we have access to The Salon after the meal?

The Salon will be closed following the wedding breakfast to allow the caterers to clear the space. At this point, the room may not be used for further entertaining.

6. What shape and size tables do you have for the wedding breakfast, and how many?

We provide round tables that seat up to 10 people per table plus two oval tables (also seating 10) that can be used as a top table in the window recess of the Salon.

7. Is it possible to see the tables, chairs, linen, crockery, cutlery and glassware that would be used?

Yes, our caterers will show you at your tasting or by separate arrangement.

8. Can we hire in alternative linen, crockery, glassware, cutlery and/or chairs?

Yes, please see 'Laura Loves' for our recommendations.

9. Do you have a preferred order of the day (timings to allow between ceremony and meal, for drinks reception, etc)?

No – it is to be arranged with your caterer and dependent on your combined requirements.

10. Is there a 'bar' for drinks to be served from or will drinks be served from trays (or both)?

Both, dependent on the nature of the event.

11. Is the bar fully stocked or can drinks be bought in by clients?

We do not provide or sell alcohol so guests can supply their own alcohol, use our appointed wine merchant or our caterers can also supply alcohol.

12. Do you insist on supplying wine, champagne and other drinks?

No and neither do our caterers.

13. Do you charge for corkage?

There is NO corkage charge.

14. Do you cater for dinner the night before and/or a brunch the day following the wedding?

Yes we can, but these are at an additional cost.

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## CEREMONIES

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- 1. Which authority covers Fetcham Park?**

Surrey County Council – Leatherhead Register Office (0300 200 1002).
- 2. Can we have our wedding on any day of the week?**

The house is only available for weddings on Saturdays, Sundays and Bank Holidays.
- 3. Do you allow confetti to be thrown?**

Yes - biodegradable rose petals or rice only. Non-biodegradable confetti is not allowed. Rose petals are not allowed within the house.
- 4. Who is responsible for the ceremony music?**

It is the responsibility of the host to delegate iPod duties. We can provide a speaker that is compatible with iPhone 4's, iPod's and iPod minis. However, it is the responsibility of the bridal party to ensure that the music is set up correctly and played in accordance with the couple's wishes.
- 5. Is there a pub nearby for pre-ceremony drinks?**

The Bell is walking distance from the house (we're not sure whether that's a good thing or not!) and there are several others within 10 minutes of the house, if there is a designated driver.
- 6. Is there a dressing room that the Bride and Bridesmaids can use prior to the ceremony?**

Yes. This is available three hours before the ceremony.
- 7. Where would the registrar meet with the Bride and Groom before the wedding?**

A suitable room will be made available depending on which room the ceremony is to be held in.
- 8. Will chairs used for the ceremony/wedding breakfast need to be covered?**

Chairs do not need to be covered as we supply gold chiavari chairs with ivory seat pads.
- 9. Where will guests congregate as they arrive?**

The Great Hall.
- 10. What is the space like and how will seats be positioned in the ceremony room? Will every guest have a good view?**

There are no pillars or obstacles restricting any view of the couple in the Great Hall. Usually, four chairs per row are placed either side of the aisle.
- 11. How will the bride enter and not be seen by the guests groom before her grand entrance?**

If the bride is not getting ready at the house, it is possible for her to arrive via a separate entrance so she is not seen by guests.
- 12. Is there space for guests in rooms as well as musicians?**

Yes.
- 13. Can we have a plan of the room layout?**

Yes, available on request.
- 14. We'd like our pet to be part of the day, is this possible?**

Unfortaunetly, we can't allow pets on site, however well behaved they may be.

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## COST CONSIDERATIONS

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1. What are the various options and costs for the use of the venue, catering, drinks, and any additional costs not included in venue hire fee, etc?

All prices relate to exclusive use of the house and include furniture. All other costs are in addition to the hire fee e.g. catering, drinks, DJ. There is no corkage charge at Fetcham Park, nor do we take any commission payments.

2. What are the payment terms – when is the deposit required, how much and is it non-refundable?

A refundable deposit of £500 is required at the time of booking to hold the date. At this point, you have seven days to confirm that you would like to go ahead with the booking. Should you choose to proceed:

25% of the total cost will be owed to secure the booking and a direct debit mandate set up for;

25% of the total cost to be paid 9 months in advance of your wedding date

25% of the total cost to be paid 6 months in advance of your wedding date

25% of the total cost to be paid 3 months in advance of your wedding date

Subject to there being no damage to the property or unforeseen costs, the £500 deposit will be refunded in full within 7 days after the wedding has taken place.

Any additional items or services may be arranged and purchased at the final planning meeting (3 months in advance of the wedding).

3. Is VAT included?

Yes, VAT is included.

4. How do you accept payment (bank transfer/cheque/credit card)?

All of these options are available, as is Direct Debit.

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## ENTERTAINMENT

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1. Are professional firework displays allowed?

No. Sky lanterns are also not permitted.

2. How large is the white dance floor in the pictures?

The white starlit dance floor shown in the Matt Maurice Event Music photos measures 8 x 16

3. Do we need to hire additional lighting?

To enhance the look of your wedding, you may like to consider hiring additional lighting however, the house can look equally as spectacular lit with the addition of candles. This is something that you may wish to discuss with your photographer.

4. Do you allow bouncy castles?

Outdoor entertainment must be approved by Laura Caudery following a site visit with the supplier. Fetcham Park accepts no liability for guests using the bouncy castle and it may only be used during daylight hours.

5. If the evening reception is being held in a room that is being used for something else earlier in the day, do you require the DJ/Band to set-up their equipment beforehand?

The DJ is required to set up their equipment in the Great Hall during the wedding breakfast.

6. Is there an area that could be used as a crèche if needed?

A space can be made available but it needs to be discussed with the caterer and Laura Caudery. It is also advisable to consider who will be responsible for the crèche, as children must not be left unattended.

7. Is there a quieter area for older guests to get away from the noise of a band/DJ?

Yes, the Shell Room is ideal.

8. Where musicians would be positioned in the relevant rooms?

A band typically sets up in front of the fireplace in the Great Hall. Musicians may also play on the stair landing but all arrangements are dependent on H&S regulations and must be agreed in advance with Laura Caudery.

9. Do you have a Public Address (PA) system that can be used for speeches?

No.

10. What music system do you have if we wanted to use an iPod/laptop for music during the ceremony, drinks reception, wedding breakfast, and evening reception?

Fetcham Park has an iPod dock and speakers that clients may use.

11. Is there a decibel limit?

Yes, 92 decibels.

12. Are there any restrictions on the number of members in a band?

No, the only restriction is the decibel limit and space.

13. Are there any restrictions with regards to dancing in the property?

No.

14. Are there any restrictions with regards to bringing 'props' into the property?

All 'props', especially those that pose a potential health and safety risk, must be pre-approved with the venue. Items that will not be accepted include ice sculptures, bubble machines, smoke machines and fire pits.

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## ROOMS AND CAPACITIES

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1. Are you licensed for civil ceremonies and for how many guests?

Shell Room: 50

Salon: 80

Great Hall: 100

2. How many people can the house accommodate?

Up to 90 guests for dining in the Salon, 130 if using the Salon and Shell Room

100 guests for a ceremony

130 guests for a reception

3. Is there a minimum guest number?

There is no minimum guest number or catering spend.

4. Are there separate rooms for the wedding ceremony, drinks reception, wedding breakfast, evening reception, etc?

Yes and it is the couple's choice as to how they would like to use them.

5. Is it possible to have a marquee?

We permit one marquee wedding a year.

The price is available on request.

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## SUPPLIERS, SET UP AND BREAK DOWN

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- 1. Do you allow candles?**

Yes if they are in storm lanterns or tea light holders, but naked flames in floral arrangements are not allowed. Please note that clients must provide their own candles/tea lights or purchase them from us or their florist.
- 2. Is a cake stand and knife, easel (for table plan) and table name holders included in the hire price?**

No, these are by arrangement with the caterer.
- 3. Do you allow the movement of any furniture to accommodate the flow of the wedding day?**

Yes but they must be agreed in writing beforehand and there are certain antique pieces that cannot be moved due to their fragile and precious nature. The following items must always remain in place:

The oval table in the Shell Room; it can be repositioned but cannot be removed N.B. whilst the table can be left uncovered for a civil ceremony, a tablecloth (and protective mat) must always be used during receptions. Fetcham Park are responsible for providing the tablecloth.

The small 'card' tables on the left and right-hand side of the Shell Room;

The glass coffee table in the Shell Room;

The 'kidney-shaped' table in the Great Hall.
- 4. Do you have space to store any furniture that is surplus to requirements or, for example, your standard venue chairs if clients wish to hire in their own?**

Yes, however this must be pre-arranged.
- 5. When can we have access to begin setting up the room in terms of decorating it with flowers, candles etc?**

All day hire provides access from 9am on the day of your wedding for your suppliers.
- 6. What time do you require all items to be cleared by?**

Clear down and removal is required the same day as the wedding.
- 7. Are there any restrictions on suppliers who can be used?**

Other than an approved caterer, clients may choose which suppliers they would like to work with. We DO NOT charge commissions to any suppliers.
- 8. Are there any arrangements with local cab companies that offer a reasonably priced and reliable service?**

We have worked with several local taxi firms and will provide details on request.
- 9. Can you recommend any of the following?:**

Caterer – Yes  
Photographer – Yes  
Videographer – Yes  
Florist – Yes  
Wedding transport – Yes  
Wedding cake – Yes  
Lighting/decor hire – Yes  
DJ/Band/Musicians – Yes  
Please refer to 'Laura Loves'.
- 10. Is it OK for suppliers (florist, photographer) to visit the venue beforehand to get an idea of what they can expect on the day?**

Yes, we encourage all suppliers to familiarise themselves with the house beforehand. All of our approved suppliers have worked at the house regularly. Visits are conducted by appointment on a Tuesday.

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## THE VENUE / GENERAL

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1. Do you have public liability insurance?

Yes, the venue is insured.
2. What should I do if an unfortunate situation arises whereby you are unable to host our wedding at the house (e.g. fire, building damage/maintenance)?

We will refund you in full and assist where possible to find an alternative venue.
3. How many weddings do you hold per day/over a weekend?

The house is hired on an exclusive use basis if booked for a ceremony and wedding breakfast. If the house is booked for a ceremony only, two ceremonies may be booked on the same day but there will not be any overlap between them.
4. Do you offer exclusive hire?

Yes.
5. Do you supply bad weather facilities such as welcome canopies, umbrellas for guests or outdoor heaters?

No, but it is possible for guests to be dropped off by car at the front door in case of bad weather.
6. Do you have any testimonials?

Testimonials are included in our brochure and we can supply more on request.
7. Is there a room provided for the use of the Bride and Groom for the day?

Yes, the Dressing Room on the first floor.
8. Does the venue have a room where you are able to store wedding presents until we are able to collect them?

Yes – a locked room is available, but we are not insured for any loss or damage to these presents.
9. Do you have any photos of other weddings that have been held at Fetcham Park?

Yes, they can be seen our Facebook page – Fetcham Park.
10. What time are the alcohol and the music licenses until?

Events must finish at midnight and alcohol will stop being served at this time.
11. What time do you insist the venue is clear of guests by?

All guests are required to have pre-booked taxis for midnight and the final departure must be made by 12.30am at the latest.
12. Are there any statement rooms/pieces of decor/colours etc which are permanent?

Yes – all décor shown is in place for weddings.

**13. What additional furniture is provided for weddings?**

Included in the hire cost are:

Gold chiavari chairs for ceremonies and dining

5'6" round tables x 7, seating 10 people N.B. If using 'beaded' charger plates and have 10 to a table, there will be no room for side plates

8' x 3' oval tables x 2, seating 10 people (one oval table is for the alcove in the Salon and the other is directly in front of the doors as you walk through from the ante room – as shown in the seating plans)

If using the oval tables – especially if one is your top table – please advise florists that it is narrow; the accessible surface area is limited and will depend on your chosen place settings.

**14. What decoration/flowers/ornaments are already in the venue?**

The house is ornately decorated as shown in photos.

**15. What lighting is available for the ceremony and reception? Is the existing lighting on dimmers?**

Lighting is generally overhead but atmospheric and dimmers are available in some areas.

**16. What is the condition and style of the toilets?**

The ground floor cloakrooms have ornate marble walls. They have fresh towels, scented candles and luxury hand wash for every wedding. The ladies' cloakroom also has a full-height mirror.

**17. What is the light and windows like in the rooms? Will there be any extra lighting requirements?**

All rooms have large windows; The Salon enjoys triple aspect. Tea lights and storm lanterns can be used as desired.

**18. Are there power points in rooms where required?**

Yes.

**19. Is there a natural flow between the rooms and outdoor space?**

Yes – the rooms have French doors leading to the patio and gardens.

**20. What photographic locations are there?**

Fetcham Park has the benefit of a number of locations both inside the house and out in the gardens. It has been used extensively for fashion shoots which showcase the range and potential of the house for photographs both for the couple and groups.

**21. Do you have security?**

Fetcham Park is a precious building and you and your guests are treasured visitors, so there will always be someone on hand to manage your event and oversee the safety and security of your event.

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## TRAVEL, ACCOMMODATION AND PARKING

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1. How many car parking spaces are available?

Circa 100.

2. Do you have landing permission for a helicopter?

No. However local airports include Farnborough and Fairoaks.

3. Are there any access restrictions for larger guest vehicles such as minibuses and coaches?

25-seater coaches can drive up to the front door and use the turning circle but larger coaches will need to wait at the Badingham Drive gates for guests. Please ensure your coach company is aware of the restricted access as they will not be able to drive up to the house if the coach is larger than a 25-seater. The Badingham Drive Sat Nav postcode is KT22 9ES.

4. What provisions are there for disabled access?

We can arrange for disabled parking bays to be reserved adjacent to the house but please let us know in advance so that we can designate the required number on the day. We have a portable ramp to facilitate wheelchair access to the house and would be grateful if you could please let us know if it is required in advance. There is level access throughout the public areas of the ground floor, along with accessible toilet facilities.

5. Can we leave our cars overnight?

For a Saturday wedding, cars must be picked up by 10am the following day. However, we are unable to offer overnight parking for more than 10 cars on a Sunday night; if guests are leaving their cars overnight they must park on Badingham Drive, not St Mary's Close.

7. Do you have accommodation partners?

Yes, we recommend Broadway Barns (Ripley), the Radisson Edwardian (Guildford) or Brooklands Hotel (Weybridge). There is also a Travelodge in Leatherhead, just 5 minutes from the house.

8. Are there any special arrangements with, or details of local hotels for guests to stay at?

Yes, at the Radisson Edwardian (Guildford) and Brooklands Hotel (Weybridge). Please quote 'Fetcham Park' when booking.