

## CATERING

Due to the scheduled monument status of Blackfriars Priory, we have a duty of care to the site and so we work with a selection of approved caterers who can work within the requirements of an historic landmark. Our approved caterers have been carefully selected to provide you with impeccable menus and an outstanding service.

To give you freedom to create your perfect wedding day, you are welcome to select any menu from any of our six approved caterers. If you can't see what you're looking for, just ask! Our caterers will be happy to work with you to create your perfect menu to suit your style and budget. Please get in touch directly to discuss your ideas and arrange a tasting.

Epic Caterers: <https://epiccaterers.com/>

The Cotswold Caterer: <https://thecotswoldcaterer.co.uk/>

Mesa Catering: <https://www.mesacatering.co.uk/>

Poco Culina: <https://www.pococulina.co.uk/>

Cater Cater: <https://catercater.co.uk/>

Berry Blue: <http://berry-blue.co.uk/>

## DRINKS

Blackfriars Priory offers a range of welcome and table drink options at competitive prices, or you may like to provide your own and pay corkage. Our corkage charges are:

Bottle of spirit - £18.50 per bottle

Bottle of sparkling wine/champagne - £9.25

Bottle of wine - £6.15

Bottle of beer/alcopop or equivalent - £2.05

Soft drinks - £61.50 set fee

For casks, corkage will be calculated based on the number of servings held x corkage.

Corkage must be pre-arranged in advance and no refunds will be given for unopened bottles.

***If providing your own alcohol, you must also arrange glassware, it's delivery and collection.***

## BAR

A fully staffed and stocked bar is included in the reception and full day wedding hire fees, which offers a range of cider, wine, beer, spirits and soft drinks. If you would like something specific that we don't stock as standard, we will happily look into providing this for you. This may incur an additional charge.

Please note that due to the nature of the site, we serve welcome and table drinks in glassware when provided in-house and the bar currently serves drinks in compostable 'plastics'.

## **CAN YOU CHILL OUR ALCOHOL IF WE ARE PROVIDING IT OURSELVES?**

We have limited fridge space at Blackfriars Priory but you are welcome to store up to 40 bottles in our fridges. If you would like to provide more than this, we can look into hiring in additional fridges and passing on the cost or you can provide buckets and ice.

## **IF WE PROVIDE OUR OWN ALCOHOL, WILL YOU SERVE IT FOR US?**

Our staff can serve welcome drinks from a welcome drink station, put out wine on the tables for the wedding breakfast for guests to serve themselves and pour toast drinks at the table ready for speeches.

## **CAN WE PUT OUR OWN DRINKS BEHIND THE BAR TO SERVE TO GUESTS?**

Unfortunately not. The bar and drinks provided by the wedding party must be kept separate to avoid confusion.

## **CAN GUESTS BRING IN THEIR OWN ALCOHOL?**

Guests are not permitted to bring their own alcohol under any circumstances. The team at Blackfriars Priory reserves the right to confiscate and dispose of any drinks that have been brought in from elsewhere, as this effects our licence. If guests cause disruption, they may be asked to leave the site.

## **CAN WE USE OTHER CATERERS TO YOUR APPROVED SUPPLIERS?**

Catering must be supplied by one of our approved partners as listed above. We have carefully chosen these caterers due to their flexibility on price and creative menus. We have also ensured that all cuisines are catered for and the caterers are able to provide Indian feasts, street food, world cuisine, vegan/vegetarian/gluten free, live cooking, woodfired pizzas, as well as sit down dinners and formal dining.

## **DO THE CATERERS HAVE TO PROVIDE OUR WEDDING CAKE?**

The cake can be supplied by anyone you choose. If a company will make your cake, we will require their contact details to obtain a copy of their public liability insurance. If a friend or family member will make it, we will require you to complete a food waiver form.

## **BOOKINGS & DEPOSITS**

### **CAN WE HOLD A DATE WHILE WE ARE MAKING OUR DECISION?**

Yes, we can hold a provisional booking for up to 14 days. If we haven't received a completed booking form within this time, the date will be released.

### **WHEN DO WE PAY A DEPOSIT?**

To confirm a date, we require your booking form to be completed and returned within 14 days. Once the booking form has been received, an invoice for the 25% non-refundable

## FREQUENTLY ASKED QUESTIONS

deposit will be issued. Please note, all payments must be made via invoice, as this helps us to trace them more easily.

### WHEN IS FULL PAYMENT REQUIRED?

After the 25% deposit, 25% of the booking fee will be required 6 months later and the final balance of 50% will be required no later than 21 days before the date of the booking. Please see the below table, which illustrates the payment schedule:

Percentage of Hire Cost Payable	Date of Payment
25% (Deposit)	Within 10 working days of the date of invoice
25%	Within 6 months of the date the Booking Form is signed
50%	No later than 21 days before the Date of Booking

### DO YOU OFFER A PAYMENT PLAN OPTION?

Yes, we will happily work out a payment plan that suits you. As a standard, we would require 12 monthly payments after the 25% non-refundable deposit has been paid. If smaller instalments would suit you better and there is enough time between your date and when the deposit is paid, we will happily work out a bespoke plan for you.

### DO WE GET A DISCOUNT IF WE HAVE LESS GUESTS THAN ARE INCLUDED IN THE PACKAGE?

No. This is because our packages are a set fee based on what we can provide in our spaces.

### CAN WE HAVE MORE GUESTS THAN ARE ALLOWED IN THE PACKAGE?

This is possible for North Range weddings but not for the East Range.

Additional day guests (up to 150) in the North Range cost an additional £9.00pp to cover the hire of extra furniture and additional staff to turnaround the room.

The North Range package includes an additional 20 evening guests (bringing the total to 100). If you would like to add extra evening guests, this will be £4.50pp to cover additional staff and security.

### CAN WE POSTPONE OUR DATE?

If you provide 10 months or more notice and would like to move your date within the same financial year, we can transfer the date (subject to availability) and your deposit payment will be transferred with the date.

If you provide less than 10 months notice or would like to reschedule your date into another financial year, your deposit will be retained and a new deposit will be required to hold the new date. A new quote will be provided, which will be in line with the pricing for the following year.

## ACCESS

### WHEN CAN WE HAVE ACCESS ON OUR WEDDING DAY?

## FREQUENTLY ASKED QUESTIONS

This is dependent on the time of your ceremony. For example, if your ceremony is at midday, you would have access from 10am. These times will be confirmed with your co-ordinator once your venue and ceremony booking are confirmed.

North Range or Upper East Range Ceremony Only – 3 hours, with one hour before the ceremony as the start time.

Lower East Range Ceremony Only – 1.5 hours, with half hour before the ceremony as the start time. Before 11am, Monday – Friday only.

### **WHEN CAN WE GAIN ACCESS TO SETUP DECORATIONS?**

For full day weddings and receptions, access will be arranged the day before to setup decorations where available. Access will be confirmed by your wedding co-ordinator because this will be dependent on the availability of the venue. As an example, we would usually allocate 11am – 2pm for couples and their families to come in and prepare the space.

### **WHAT IS THE LATEST TIME WE CAN HAVE OUR EVENING FUNCTION UNTIL?**

Due to Blackfriars being in very close proximity to local residents, the cut-off time for music is 12 midnight. Last orders will be called at the bar at 11:40pm

## **REGISTRATION**

### **WHO IS THE LOCAL REGISTRAR?**

Registration services are provided by Gloucestershire County Council. This is the legal side of your ceremony and we recommend contacting Gloucestershire Registration Service before confirming the date with Blackfriars Priory, to ensure you will be able to be legally married that day. You can contact GRS at [gloucestershireregistrationservice/your-ceremony/](http://gloucestershireregistrationservice/your-ceremony/)

### **WHERE CAN THE CEREMONY BE HELD?**

The North Range

The Upper East Range

The Lower East Range

The Cloister Garden – Please speak to your wedding co-ordinator for more details

## **MUSIC**

### **HOW DO I RUN MY CEREMONY MUSIC?**

We have a small PA system that we use for ceremonies and background music. Please note, it is the responsibility of the couple to provide us with the music/device that the music is to

## FREQUENTLY ASKED QUESTIONS

be played from. Please remove any pin codes from the device so that the playlist can be easily accessed by our team.

If you choose to use a streaming platform such as Spotify, please ensure your playlist is downloaded in advance.

A member of the Blackfriars team will be appointed to be in charge of the music during your ceremony. Please provide a list of songs and when they should be played to your wedding co-ordinator ahead of the date of your wedding.

### **RECEPTION MUSIC**

We can play background music through our PA system during the wedding breakfast. We don't hold a stock of music, so this will need to be provided by the wedding party in advance of the day.

### **CAN I BRING MY OWN DJ?**

Yes, Blackfriars has no preferred DJs. Prior to the wedding, please send the name and contact details of your DJ so that they can be contacted before your wedding. For them to be permitted to play at your wedding, they must provide us with a copy of their up-to-date public liability insurance.

### **CAN I BRING A BAND?**

Yes, we would need to establish in advance whether the band is self-contained or if they will require technical support. If technical support is required, there will be an additional fee from £300.00 + vat to cover the cost of a technician and hire of equipment, which will vary depending on the requirements of the band. Please send the name and contact details of the band in advance so that they can be contacted. They must supply a copy of their up-to-date public liability insurance before the date of the wedding.

## **LAYOUT & DECORATIONS**

### **DO YOU PROVIDE TABLES AND CHAIRS?**

Yes. Chaiavari limewash chairs and tables are included in the hire price.

## **DO WE HAVE TO CLEAR UP AFTER THE WEDDING?**

Staff will be onsite after the wedding has finished to clear the room. Decorations can be left overnight and collected the next day but please note that any belongings are left onsite at your own risk. Blackfriars Priory reserves the right to dispose of any items that are left onsite after the agreed date of collection as we have very limited onsite storage.

## **DECORATIONS AND ENTERTAINMENT**

Blackfriars Priory is an Historic England Scheduled Monument, which means we have a duty of care to the venue. For this reason, the below items are not permitted onsite:

- Helium balloons.
- Glitter.
- Paint.
- Candles/naked flames. We recommend LED candles, which are highly effective.
- Fire lanterns.
- Fire breathing.
- Braziers.
- Any other fire related novelty.
- Confetti (petals or bubbles are a good alternative that are permitted onsite).

The historic walls at Blackfriars Priory are protected and therefore should not be interfered with. Customers are not permitted to attach hangings, decorations or anything similar from the historic fabric. Modern fabric such as the glass screen and modern glass entrances in the North Range may be utilised for decorative purposes.

## **THE CLOISTER GARDEN**

The grounds at Blackfriars Priory are of archaeological importance, which means pegs can't be used to secure items such as gazebos into the grounds. Please inform your co-ordinator if you would like to have a gazebo or similar and they will work with you to find a solution such as weights.

The grounds must be respected and all planned activities must be discussed with your co-ordinator and signed off in advance. Due to the nature of the building, bouncy castles and inflatables are not permitted.

## **FACILITIES**

### **CAN WE PARK ONSITE?**

Blackfriars Priory has 5 spaces available onsite. Generally, these spaces are used for the

couple and wedding party, two spaces for the registrars (when a ceremony is taking place), caterers and wedding suppliers such as band/DJ.

Your co-ordinator will ask for a full list of vehicles that you would like to book into the car park in advance.

### **WHERE CAN OUR GUESTS PARK?**

Blackfriars Priory is located in the heart of Gloucester City Centre, close to the historic docks. There are a number of car parks in close proximity to the venue and due to its convenient location, many guests choose to use public transport to attend weddings at the Priory. Gloucester Rail Station, Transport Hub and Taxi rank are all within walking distance.

### **SMOKING**

Due to its scheduled monument status, Blackfriars Priory is a strictly non-smoking site. Cigarette buckets are located outside the main entrance gate. Please make sure that your guests know to respect the grounds and dispose of cigarettes appropriately. Any guests persistently smoking or dropping cigarettes in the cloister garden or grounds may be asked to leave.

### **ARE DOGS ALLOWED ONSITE?**

We love dogs at Blackfriars! On a case-by-case basis, we will consider allowing a dog to be a part of the wedding if the couple wishes. The dog must be kept on a lead at all times, have an arrangement for someone to look after them throughout the day and dealing with waste will be the responsibility of the wedding party.

### **SECURITY**

As Blackfriars Priory is a City Centre venue, security are required for any event with a bar and dancing. If any guests are behaving inappropriately, our security team reserve the right to ask them to leave.

Where possible, we will accommodate the storage of possessions onsite if required. Please note that leaving any unattended items is done so at the owner's own risk. Blackfriars will take no responsibility for loss or damages.