



HEVER CASTLE

ITALIAN GARDEN WEDDINGS

Booking Procedures, Information & FAQ's

One of the most magnificent areas of the gardens at Hever Castle is The Italian Garden, designed to display William Waldorf Astor's collection of fine Italian sculpture. The Guthrie Pavilion, Palladian in style with vaulted ceilings and floor-to-ceiling arched windows, makes for a light and airy atmosphere from day into night without losing the romantic backdrop of the lake and gardens.

We ask clients to note the importance of working closely with your Event Coordinator to establish arrival and departure times, pre-selected menus, wines/Champagnes, timings etc. and we ask that all the above details are confirmed at least two months prior to the function.

We take pride in offering outstanding service to each and every one of our clients from the first contact through to departure at the end of your wedding.

**PLEASE ENSURE ALL YOUR GUESTS AND SUPPLIERS ARE AWARE OF OUR
GUTHRIE PAVILION TELEPHONE NUMBER: 01732 861 721**

Should they encounter any problems with arrival or access on the day of your wedding the Event Manager can be reached on the above telephone number.

Italian Garden Wedding Timings:

- 4pm** Guests may arrive to the Lakeview Car Park
4:30pm The ceremony begins on the Loggia
5:00pm Drinks reception on the Loggia and photographs around the grounds
6:30pm Wedding Breakfast in the Guthrie Pavilion
8:30pm Evening guests arrive
10:00pm Fireworks (optional)
1:00am Carriages

What is the booking procedure?

Provisional

A provisional booking can be held for a maximum of ten working days before confirmation or release of the date is required. If we receive no communication within this time, then the provisional booking will be removed from our diary.

Confirmation:

In order to confirm your provisional booking we ask that you read through the Hever Castle Booking Terms and Conditions, sign and return the document back to us. After which, a non-refundable deposit of £2,000.00 is due and will secure and confirm your wedding with us.

Payments:

Deposit invoices will be issued prior to the event as follows:

Second deposit invoice due 9 months prior - £5,000

Third deposit invoice due 6 months prior - £5,000

Fourth deposit invoice due 2 months prior/ in line with the final meeting – remainder of quote balance

The above invoices are all required to be settled prior to your wedding day.

Meetings:

Should you wish to re-visit the Loggia and Guthrie Pavilion with any of your suppliers, this should be conducted during the week and is by appointment only. Naturally, this can only take place when we do not have another wedding taking place. If you require a visit on a weekend, this will still be by appointment only.

Minimum Numbers:

Please refer to your wedding tariff which will note the minimum adult numbers required on

your selected package.

Final Numbers:

Please note that final chargeable numbers must be provided 5 clear working days before the Wedding and this will be the minimum number of guests that will be charged for on the day.

Cancellation:

Any cancellations received after confirmation will be processed as detailed in the Booking Terms and Conditions.

Civil Ceremony information

Kent County Council has granted Hever Castle a licence permitting the regular solemnisation of civil marriages and civil partnerships.

Booking:

Upon receipt of your deposit payment, a Ceremony Booking Form will be sent to you to complete and return to us. Once returned Hever Castle will reserve the Registrars for the date, time and location with Tunbridge Wells Registry Office. Having received the request from Hever Castle, the Registry Office will contact you directly to take a deposit and arrange for you to give notice of marriage. Please note payments are to be made directly by you to the Registry Office.

Ceremony:

All ceremonies take place at 4:30pm on the Loggia.

Capacities:

The Loggia can seat a maximum of 180 guests for a ceremony.

Music:

All ceremony music must be provided on a phone or CD. If you are unsure of the connection required, please speak to your coordinator. We do ask that one of the wedding guests operates the music during the ceremony.

If you would like any live music such as a Harpist or String Quartet, please refer to our recommended suppliers list for musicians that have previously performed at Hever Castle. Full details of any musicians booked must be given to us in advance.

Please note, the Registrar will discuss what music can be played during the ceremony as no religious content is allowed.

Rehearsal:

The Kent Registration Service who conduct wedding ceremonies at Hever Castle do not offer rehearsals.

Should you feel the need for a rehearsal at Hever Castle, without a registrar, this can be arranged, bookable a month in advance of the date of your wedding, subject to venue and staff availability. A fee of £500.00 is charged at the time of booking, which covers staffing cost, set up costs and venue costs for a two hour window which will be determined by the availability on the date you wish to conduct a rehearsal.

Hever Castle do not encourage or feel it should be necessary for you to conduct a ceremony Rehearsal.

Wedding Breakfast Information

Room Hire:

The Italian Garden Wedding venue hire fee covers your ceremony or arrival drinks reception on the Loggia at 4:30pm and your Wedding Breakfast in the Guthrie Pavilion commencing from 6:30pm until 1am.

Capacities:

The maximum capacity for the Guthrie Pavilion is 180 guests seated which includes the wedding couple and any children or babies.

Up to 220 guests can be accommodated for an evening standing reception.

Table Plan:

We have a variety of floor and table plans available for the Guthrie Pavilion. Please speak to your coordinator who will share these with you. It is typical for the couple to be seated on a long top table and dining for remaining guests is on 5ft round tables that can accommodate a maximum of 10 guests.

A copy of your table plan and list of decorations that you will be supplying must be given to the events office at least four weeks prior to the event.

Table Easel:

We have a large wooden easel which you are welcome to borrow to display your table plan.

Stationary:

Hever Castle can provide printed place cards and printed menus with Hever branding for your wedding breakfast. Speak to a coordinator for associated costs.

Set Up:

Hever Castle will provide tables, chairs, linen, glasses, crockery, and cutlery for your wedding breakfast. We are happy to set up items on your tables such as favours, place cards and menus however any decorative items will need to be set up by an external supplier.

Chair Covers:

Hever Castle do not provide chair covers however you are welcome to cover the chairs if preferred. Please refer to our recommend suppliers list.

Menus:

A three course Formal Dining Menu is available as part of your wedding breakfast. We ask for a set menu to be selected for the entire party, along with a vegetarian/vegan option. If you wish to upgrade, other menus and dishes are available at a supplementary cost. We are happy to cater for any guests with special dietary requirements.

Confirmed menus will be available in March for Spring/Summer weddings and October for Autumn/Winter weddings.

Confirmation of your chosen menu is required no later than four weeks prior to your wedding day.

Please note that all red meat on our menus is cooked 'Medium'.

Drinks Packages:

We have a set drinks package available to compliment your wedding breakfast, with the opportunity to upgrade or add additional drinks. Please speak to the Food and Beverage Coordinator if your party requires a non-alcoholic package.

A selection of fine wines and Champagnes are available for you to enhance the package if you wish.

The wine list is updated annually and is shared with couples at the beginning of the season in April. There is a cash/card taking bar for the evening reception within the Guthrie Pavilion. Please speak to the Food and Beverage Coordinator if you would like to organise an account bar.

Children:

We have two children's packages available, suitable for all children up to the age of 18. Highchairs are available and should be requested in advance and noted on your table plan. Should you have babies attending the event, parents are permitted to bring baby food and you will not be charged for their attendance. They do however count as a guest for your table plan and must be included within the total guest numbers.

Tasting:

Prior to your wedding day, you will be invited to a complimentary group wedding menu tasting.

Tastings are held in March for Spring/Summer weddings and October for Autumn/Winter weddings.

Please note, the menu tasting is only available for two people and other wedding couples will be in attendance. There will also be the opportunity to sample the house wines and other upgrades from our wine list.

Speeches:

Speeches must be planned with your wedding coordinator. We advise against having speeches split between courses, due to the impact on food quality and service. Our recommendation is to have speeches either before your starter, or during dessert.

Alcohol License:

The Guthrie Pavilion is licensed to serve alcohol until 12.30am.

Evening Reception Information

Entertainment:

You are welcome to have a DJ or Band for your evening reception within the Guthrie Pavilion. We request that the last dance takes place at 12:45am, ready for carriages at 1:00am. We would advise evening bands to set up between 4:30pm – 6:30pm, prior to guests seating for the wedding breakfast. They will then be ready to begin playing at approximately 9:00pm/9:30pm following the wedding breakfast, speeches and cake cutting.

Departure and Shuttle Service:

If you have booked accommodation in the Anne Boleyn Wing, Hever Castle will provide an eight seater taxi shuttle service from the Guthrie Pavilion to the bedrooms, walking back through the grounds is not permitted and not possible as the gates will be locked. This shuttle service will run for one hour from 12:30am until 1:30am. If any residents miss the last shuttle service, they will need to arrange and pay for their own transport back. Walking through the grounds is not an option as the gardens will all be locked.

Guests are required to have departed by 1:00am. Hever Castle Ltd reserves the right to make an additional charge for departure later than this time of £150.00 per hour. This charge will be added to the final invoice.

Accommodation within Anne Boleyn Wing

Bedrooms:

The Anne Boleyn Wing is a stand-alone wing of nine beautifully appointed bedrooms. If you require bedrooms as part of your wedding, we ask that all nine rooms are booked. The charges for these rooms can either be added onto the main account, or guests can pay themselves.

If less than nine bedrooms have been booked by guests eight weeks before your wedding, the additional rooms are charged for on the wedding account.

Bedroom Rates:

Please refer to the bed and breakfast tariff for the relevant year of marriage for the bedroom pricing.

A full English and continental breakfast is included within the accommodation rate. Breakfast is served from 8am until 9:30am. Guests also have complimentary access to the Castle and grounds the following day.

Check-in:

Rooms are available for check-in from 3.00pm on arrival and check-out is at 10:30am on the day of departure. No early check-ins are available.

Wedding Coordination

Event Coordinator:

You will have a dedicated Event Coordinator throughout the planning stage, however during the coordination process there may be the need for you to communicate with other members of the Hever Castle team. Our team work closely together and information pertaining to your wedding is accessible to all coordinators. A new coordinator may be introduced during your booking journey, at such times a detailed handover is carried out and an opportunity to meet with the new coordinator will be arranged. When the day arrives, your wedding will be managed by one of our Event Managers who will be fully briefed on your requirements.

Wedding Event Sheet:

When you confirm your wedding with us, you will be issued with a copy the Event Sheet. This document is used to conduct your wedding and during the planning process, this document will work as a central place to collate all the information pertaining to your wedding. We will ask that you return a copy of this sheet, with your annotated information on it, 6-8 weeks before your wedding which will then allow our team to begin to finalise your wedding arrangements.

Suppliers

Recommended Suppliers:

We have a list of recommended suppliers that have worked at the venue on many occasions. They are best placed to guide and work with you to develop your requests. You are free to source your own for any service although we do stipulate usage of our in-house catering team, firework, and marquee suppliers for these particular services.

Catering:

All catering must be provided by Restaurant Associates, Hever Castle's appointed and sole caterer on the Hever Castle Estate. Your wedding cake needs to be provided by an external supplier.

Delivery & Collections:

It is essential that all suppliers liaise with the event coordinator before the wedding otherwise access on the day may be denied. All suppliers will only be granted access to the Loggia from 2:30pm and the Guthrie Pavilion from 4:30pm.

Table arrangements and chair covers can be stored that evening and picked up the following morning between 9:40am and 10:15am before we open to the Guthrie Pavilion to the public. Any large arrangements must be collected that evening after guests have departed.

Photography:

Where possible you will be able to have photographs on the day in front of the Castle. This is at the discretion of the Event Manager who will liaise with the Castle to ensure there is no cross-over between events taking place within the Castle on the same day.

Drones:

The use of UAV's (unmanned aerial vehicles) or drones are not permitted on or over Hever Castle without prior approval. If approved, this would only be permitted at times when the Estate is closed to and clear of member of the public to ensure their safety and security.

CONDITIONS FOR DRONE FLYING

Current CAA legislation states that drones are not permitted to be flown within 50 meters of any vessel, vehicle or structure which is not under the control of the person in charge of the aircraft. The aircraft should not be flown within 50 meters of any person except during take-off or landing or within 30 meters of any person except for the person in charge of the aircraft.

All operators must hold the following:

- a current and valid CAA 'Permission for Aerial Work' (PFAW);
 - evidence of valid insurance cover;
 - a risk assessment for the proposed flight
- a method statement outlining what equipment will be used and a flight plan outlining where flying is proposed.

Failure to provide all of these documents at least one week in advance of the event date, the drone will not be allowed. Prior arrangement must be communicated with your Wedding Coordinator who will request details of the Drone Company you will be using and let you know if it would be possible for a drone to be used.

Additional Items

Arrival:

Arrival to the Italian Gardens will be clearly signposted on the day to the Lakeview Car Park and not via the main entrance to the Castle. Guests will not be granted access to the Italian Garden until 4:00pm. If guests are attending a church ceremony at St Peter's Church in Hever, followed by the reception at the Loggia and Guthrie Pavilion, cars must be moved to the Lakeview Car Park following the service.

Parking:

No overnight parking is permitted in the main car park or the Lakeview Car Park. The events office must be advised of any coaches booked for both delivering and collecting guests prior to the day. Double decker buses and coaches (single rear axle vehicles) are not allowed due to the size and the narrowness of the lane.

Accessibility:

Wheelchair access is via the Rose Garden and onto the top part of the Loggia where the ceremony and reception take place. Unfortunately, there is no access to the lower terrace.

Confetti:

The use of confetti, rose petals and rice is not permitted anywhere within on the Estate. This includes the use of a confetti cannon. A clean up fee of £1,000.00 will be added to the final account if used.

Fireworks:

Fireworks over the lake are permitted on Monday to Saturdays, not Sundays and only through our preferred supplier and with the following stipulations:

Firing time is at 10pm and this cannot be deviated from. If the proceedings during the day are delayed, Hever Castle take no responsibility for a booked display being missed.

The manager on duty will escort your guests to the Loggia to watch the fireworks at 9.50pm. It is the responsibility of your guests to follow instruction at this time as the display will not be delayed.

Sparkler tunnels, if required, will take place after fireworks and not before.

Firework displays cannot be booked for any longer than ten minutes.

Our firework supplier will discuss available packages with you. If you do not inform us of a booked supply at least two weeks prior to your wedding, we will not allow the display to take place.

Sparklers and sparkulars are only permitted outside of the venue and should be mentioned to your coordinator. Only standard size handheld sparklers are permitted, not giant ones.

Cakes:

We request that your wedding cake is delivered assembled or that your cake maker sets this up for you as Hever Castle takes no responsibility for setting up or moving cakes.

We have two silver etched cake stands and accompanying silver cake knife which you're welcome to borrow on the day. The round stand is 39cm (15.5 inch) in width and the square stand is 40cm (16 inch).

Private Guided Tours:

Castle tours are available for residential guests the day after your wedding and last approximately one hour. Tours are conducted in the morning before the Castle opens to the public. Please speak to your coordinator to discuss this further.

Candles:

Real candles are permitted and can be lit for your wedding breakfast; however, tea light style candles must be in a votive tall enough to cover the naked flame.

Corkage:

We do not permit corkage; however, we do understand that there may be occasions when a particular beverage is preferred which is not on our list. Restaurant Associates will endeavour to source this beverage for you and will quote a price per bottle for the amount required.

Please speak to the Food and Beverage Coordinator should you wish to discuss this further.

Boating:

The boats on the lake are operated by an external company and are operated on selected days, hence, they cannot be guaranteed on your wedding day. The last boating session begins at 4pm and lasts until 5pm.