

# Weddings

Thank you for downloading information about having your wedding at Layer Marney Tower. We believe it is a very special place in a most beautiful setting.

I hope that the downloads will give you the information you need about hiring Layer Marney Tower. You may have either the marriage ceremony/civil partnership here, or the reception, or both.

Any queries concerning the catering should be addressed to Bouquet Garni – whose details are in the catering download. They will be delighted to answer any questions that you may have, and are an excellent source of advice.

You may supply your own drinks for the wedding breakfast or Bouquet Garni will provide them for you. There is no corkage on drinks provided you, but all drinks are served out by Bouquet Garni's dedicated wine waiters. The cost of these waiters is pre arranged by you with Bouquet Garni, and included in their final bill. During the evening, an open bar (either cash or credit) with alcohol and soft drinks is organised by Bouquet Garni.

We would be delighted to show you around, either during the day or evening, please telephone 01206 330784 to arrange a time. If you have any queries or would like any further information, please do not hesitate to contact us.

Yours sincerely

Nicholas Charrington

# Weddings

## Ceremonies & Receptions

Layer Marney Tower is one of the most beautiful and romantic places in Britain. Whether for your civil ceremony or your wedding reception or both, Layer Marney Tower can create the perfect setting for your special day. From your initial enquiry to the wedding day itself our service and flexible approach will ensure that your day is tailor-made for you.

### Wedding Ceremony

Ceremonies usually place in either the Corsellis Room, which is on the first floor and seats up to 120 guests, or in the hall of the Gatehouse, which can accommodate up to 15 guests. The Corsellis Room, which may be reached by either stairs or lift, has exquisite Mulberry hangings which form a beautiful backdrop for photographs. The Hall of the Gatehouse is ideal for smaller groups, guests are able to walk straight out of the Hall into the Upper Gardens.

You will need to contact the Colchester Register Office (telephone 0845 603 7632) to discuss the legal requirements and book a registrar to conduct the ceremony. The registrars are in charge of the ceremony and payment for their services will need to be made directly to them.

If you wish to hold your wedding ceremony at Layer Marney Tower and your reception elsewhere, then the booking will be for 1 hour, giving time for the ceremony and photography. Ceremonies may take place any time from 10am – 1pm on any day.

Ceremonies may only be held after 1pm if booked with a reception.

### Wedding Reception

Layer Marney Tower is the perfect setting for a wedding reception, with its combination of beautiful rooms, superb food and lovely gardens. The Long Gallery is a large room, 24m x 5.8m (79ft x 19ft), with wood panelling and a polished oak floor. It can comfortably seat up to 140 guests for a meal and can accommodate 200 for a stand up buffet and dancing. There is a large entrance hall with a balcony leading to ladies and gentlemen's lavatories.

The catering is organised by Bouquet Garni. Their food is excellent, and they will do their utmost to assist with all your plans. There is a fully licensed bar which is organised and run by Bouquet Garni. You may, if you wish, supply your own drinks for the main meal which Bouquet Garni's wine waiters will serve for you.

# Weddings

## Charges

### Wedding Ceremony

The fee for a wedding ceremony is paid in full at the time of booking. This is a non-refundable fee. The booking will be for one hour, allowing time for the ceremony and photographs. Ceremonies take place between 10am – 1pm. Ceremonies may be held after 1pm only when booked together with a reception.

<b>Wedding ceremony charges</b>	<b>2012</b>	<b>2013</b>
Charges	£650.00	£750.00

### Wedding Reception

Wedding receptions at Layer Marney Tower include the use of the Rolls Royce and the bridal suite. Also included is heating, lighting, use of the garden, tables, chairs and logs for the fire. Music must cease by 12 midnight and guests leave by 1am.

A non-refundable deposit of £1000 confirms a booking. The remaining balance together with a damage deposit is to be paid 2 months before the wedding. The damage deposit is returned as soon as possible if there is no damage, usually within 7 days.

<b>Wedding reception charges</b>	<b>2012</b>	<b>2013</b>
<i>April – September &amp; December</i>		
Saturday	£5000.00	£5300.00
Friday	£4250.00	£4350.00
Sunday	£3700.00	£3700.00
Monday – Thursday	£3000.00	£3000.00
<i>January – March, October &amp; November</i>		
Saturday	£4250.00	£4250.00
Friday & Sunday	£3500.00	£3500.00
Monday – Thursday	£2750.00	£2750.00
Damage deposit	£500.00	£500.00

### Cancellation

If your reception is cancelled more than six months in advance then no further payment will be required. If the reception is cancelled between three and six months in advance then 50% of the outstanding balance will be required to be paid. If less than three months notice of cancellation is given, then the whole of the outstanding balance must be paid.

These charges may be subject to alteration. Once a booking has been confirmed the charges on the booking form will remain as confirmed.