



## OXNEAD HALL

### Frequently asked questions

#### VENUE QUESTIONS

What is included in the package fee?  
Please see package price list for details.

VAT  
VAT is included in the prices of our packages, menus and extras.

How many guests can Oxnead Hall hold for a reception?  
For a sit down reception the Great Barn can seat 200 guests and for an evening reception it can hold 250 guests. The Orangery can hold 99 guests for your drinks reception.

Is Oxnead Hall licensed to hold civil ceremonies?  
Oxnead Hall is fully licensed to hold civil ceremonies for up to 140 inside the Long Room. The Orangery can hold up to 50 guests. It is possible to hold a duo ceremony outside in the gardens followed by signing in either the Orangery or the Long Room. We charge an extra £120 for a civil ceremony or £180 for a duo ceremony. For a duo ceremony (outside ceremony) you must hire in chairs separately as our chairs cannot be used outside.

What about music during the ceremony?  
Many couples book musicians to provide music during the ceremony, however pre-recorded music is also popular. There are many power sockets where you can plug in a mini sound system (must be pat tested) or you can you use the sound system that is already in the Orangery and the Long Room.

Will I have the same dedicated wedding co-ordinator throughout the planning process?  
Every couple will have access to their own primary wedding co-ordinator from the Unique Norfolk Venues planning team, so there will always be someone to help guide you with questions or ideas. Closer to your wedding date you will then be assigned your designated coordinator to ensure every last detail is managed on your big day!

Is confetti allowed?  
Natural or organic confetti e.g. dried flower petals is permitted.

How many times do we see you prior to our wedding?  
We take the opportunity to see you as many times before your big day as you wish. We are available for correspondence via emails, Skype or a phone call. We can arrange meetings with you seven days a week, including evenings and weekends if required subject to your point of contact's diary.

Can we use any supplier?  
Yes, of course. For any advice, we do have a recommended supplier list.

What details do you require from my suppliers?  
We require their phone number and email address. Only suppliers with public liability insurance will be allowed into Oxnead Hall (due to insurance); we must have a copy of this. If they are using any electrical equipment we must have their PAT certificates and if the supplier is providing food (i.e. cake supplier) we must have their product liability insurance. By making a booking at Oxnead Hall we assume that you agree to this condition.

Are fireworks allowed?  
Out of consideration for our neighbours and local livestock we do not allow fireworks.

Are Chinese lanterns allowed?  
Unfortunately not, due to the harm they can cause the livestock.



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Are candles allowed?

Yes, but the candle holder has to be taller than the flame. So unfortunately we are not allowed to light the candles on candelabras.

What about clearing up the next day?

There is no need to worry about this, your wedding coordinator and their team will clear up everything and pack away your decorations so you can relax. Your wedding coordinator will arrange to meet you upon checkout to return your belongings.