

**Planning your Wedding at North Cadbury Court**

Thank you for booking your wedding at North Cadbury Court! Whilst the thought of what you need to do may seem daunting, this guide is here to help you step by step. Have a think about the priorities which are important to you as a couple as this will help you decide where best to spend your budget.

You can find further helpful documents and information you will need here: [www.northcadburycourt.com/documents](http://www.northcadburycourt.com/documents), including our Planning Document, the first page provides a tick list for you to check your progress. Please don’t ever feel like you need to struggle alone!

You have the support of your Event Manager for 10 hours; this is usually best done by:

* After you have confirmed your booking arrange a Zoom meeting to discuss what to do first, which suppliers to contact (our Event Managers know all the suppliers so will be able to guide you in the right direction), timings for your wedding day, what support the NCC staff can give you. Your Event Manager will create a run order for your booking which is an hour-by-hour list of everything that will be happening and this is constantly updated when you update them on any progress you’ve made.
* Once you have contacted suppliers, arrange an onsite meeting with your Event Manager (this usually takes 1.5 – 2 hours)
* Email and telephone support is available all the time
* Approximately 3 months before your arrival date, arrange a final meeting with your Event Manager to go through finer details, check bedrooms for your guests etc.
* Using our planning document, you will submit final details to us such as your bedroom list, specific food and drink plans for mealtimes. We will also use this document to calculate how much you would need to bring along in cash for any local staff payments.
* Additional planning time over the 10 hours is charged at @ £30 per hour and you would be notified by your Event Manager if the hours are approaching the 10 hours included.
* An additional wedding day where two ceremonies are taking place incurs another function fee of £1,000 which includes additional 10 hours planning time, an additional on-site Event Manager and 2 Evening Managers.

1) **Book the Ceremony**

You have the choice of getting married in the Church or at the House. If booking the Church you will need to come to a service once a month for 6 months.

If you wish to get married at the House you have the choice of getting married anywhere outside if the weather permits, or inside in either the North Hall or the Ballroom. If you choose the Ballroom please bear in mind that setting up the ballroom for the wedding breakfast during the drinks reception takes extra staff and means you can’t use the Sitting Room the day before as all the equipment is stored in there ready to lay up quickly.

If you choose to have your ceremony by the lake you will need an extra Event Manager on the day to liaise with the registrar and guests at both the house and at the lake, the cost for this is £200. For ceremonies outdoors, you will need to arrange for groomsmen to put out ceremony chairs out on the wedding morning or pay someone from NCC to do this.

To book your date at the church, please contact the Rector, Revd Tristram Rae Smith. Email: tristramraesmith@gmail.com, tel: 01963 440585.

To book your date with the Registrar contact Yeovil Registration Office, tel: 01823 282 251
Email: yeovilro@somerset.gov.uk

Further information on Church and Civil ceremonies can be found on our documents page

2) **Catering**

Depending on the kind of food and style you were hoping to have, we can then guide you on the best companies to contact from our list. For the wedding breakfast you will need to use one of our recommended suppliers, for other days you are free to use who you like. We would recommend approaching around 3 caterers for quotes and you will get a feel for who you think suits you best, we have put some notes further down. <https://www.northcadburycourt.com/weddings/wedding-suppliers> Should you not find a caterer you want to use from our list (not recommended) it would cost an extra £500 to bring in an unknow caterer plus an onsite meeting will be required well in advance of your wedding to make sure everything runs smoothly. A few things to think about regarding catering options for your weekend:

*Evening Before the Wedding*

* A caterer does a served dinner for you
* A recommended local cook or caterer provides home-cooked food which they will deliver and heat up if hot food – NCC arranges 4 members of staff to layout the tables and then wash up afterwards (approx 5 hours each @ £13 per hour based on 50 guests)
* Bring your own prepared food or order supermarket food and use our staff to help with drinks, laying and clearing up, or DIY. Please note NCC staff cannot heat other people’s food due to health and safety concerns so you would need to be fully responsible for the catering yourselves.
* Street Food Van to park up outside the house/by the lake with NCC staff to help with drinks and clearing up.

*First Morning breakfast*

Our staff can lay up, cook, serve and clear food ordered by you (you can find a list of what you would need for 50 guests on the documents page) either cooked or continental.

For a continental breakfast it would need 2 members of staff who arrive an hour beforehand (approx. £100) and an hour after to clear up. This is if breakfast was in the Morning Room, in the North Hall you will need an extra member of staff.

Cooked breakfast would mean 3 members of staff arriving 1.5 hours before you wish to eat, there for the duration and 1 or 2 hours afterwards. The cook’s rate is £17.50 per hour. Approx £200 cost. If you are having a light lunch, two members of local staff could stay on and do this for you.

Guests staying in the Coach Houses are provided with a delicious continental breakfast hamper.

*Pre wedding light lunch*

Depending on the time of the ceremony we strongly advise offering simple sandwiches and soft drinks to your house guests. It's usually quite a long time between the end of breakfast and the drinks reception, with alcohol coming before the canapes. This needs to be simple finger food only as the kitchen will be used by the wedding caterer around this time and out staff need to work quickly. Sandwiches are ideal and can be prepared, served and cleared by the breakfast staff. Please make sure you order enough for this meal as once you tell your guests there is lunch, they will come even though you don’t anticipate it!

*Wedding evening*

Recommended local caterer

*Departure day breakfast*

The choice is similar to the wedding day for 50 guests. If you wish to have more guests back for a brunch or BBQ, you would need to either use the wedding caterer again, or a mobile street food supplier.

*Departure day lunch*

Any of the above!

Have a think about how formal or informal you want things to be and how many meals you want to be catered.  The Saturday meals will be dependent on what sort of time you get married, if it's an early afternoon and everyone's eaten a late brunch you might not need to feed people again but if it's a later ceremony you might need to do a light sandwich lunch and give people a continental breakfast.  Saturday night food could be very light if you have had a late meal.  Most people do a big breakfast on the departure morning and serve it later to allow people to have a good sleep in since you don't need to check out until 4pm.  If you are hoping people will stick around with you on the Sunday then you could organise a farewell lunch.

3) **Flowers**

We know the florists on our list well, so let us know your approximate budget, style of flowers you like, importance of flowers to your wedding and we will suggest which florist you should contact.

4) **Band/DJ/Photographer/Videographer/Hair and Makeup**

These suppliers get booked up well in advance, so do start looking into them. Social media is normally a great place to start.

Think about if you want a live band or are you happy with a DJ. There is a list of bands that have been popular with past clients on our documents page and we’ve indicated pricing if we know it.

5) **Drink**

You are free to bring your own drink with no corkage charge. We have a fridge trailer on site which you can use to keep all of your drinks super cold. For the wedding reception and meal day the caterer will arrange glasses, you may need to arrange glass supply for the evening bar using the same supplier as the caterer and this might be the case for the night before and day after the wedding depending on how many people you invite.

We have an excellent **wine** supplier <https://vine-wine.co.uk> who does sale or return and has prices similar to Majestic but a lot nicer!

Ice – We have a stock of 100 bags of 2kg ice, we will deduct the number of bags you use @ £1.50 per bag. If you need more, you can add this to your supermarket shop.

**Evening Bar Options**

Have a think about whether you want to provide free drinks or have some elements with a cash bar:

* Full pay bar provided by one of our bar companies that set up to look and cost like a normal bar, guests pay full price for their drinks.
* Free bar, using your own drink and hired glasses and either NCC staff @ £13 cash per hour until midnight, £18 per hour thereafter, ratio of 1 staff to 40 guests depending on how elaborate your drinks menu is, or the caterer provides the staff.  NCC staff set up an hour before service is due to start and it takes an hour at the end to tidy away. Note that our staff are not cocktail mixologists, they can do basic bar drinks well so if a range of cocktails are your thing you will either need to buy pre-mixed or hire a professional drinks company.

Bear in mind that your guests will often go down to the disco cellar at midnight, so it’s a good idea to keep the bar going a bit longer.

North Cadbury Court doesn’t have a fixed bar unit, you have the choice of using a couple of NCC trestle tables with black cloths or hiring a bar unit from Rochesters (furniture supplier) or other suppliers.

**Accommodation**

On the Documents page you will find a breakdown of all the bedrooms at North Cadbury Court, including the East Wing, Yacht Club and four Coach House cottages. This shows which beds are doubles or twins, which rooms share a bathroom, which have showers or baths.

Our Coach House cottages are available for your exclusive use, you have first refusal up to 16 weeks before your wedding. You have the choice of booking all the cottages yourselves (either included in your main invoice or paid online at a time of your choosing [www.ncccoachhouse.com](http://www.ncccoachhouse.com) thus giving control of who stays where, or your friends can do this direct on the website (booked by cottage rather than by room). Please contact our Coach House Managers coachhouse@northcadburycourt.com with any questions about the Coach House. The rental price includes a continental breakfast hamper.

If you wish to stay onsite the night before your check in day, subject to availability one Coach House can be made available to you from 6pm the night before (the other 3 cannot be used due to being clean for your guests arriving the following day).