

# WEDDING USEFUL INFORMATION

## Accommodation

- Check in is from 2pm and check out is by 11am.
- We can offer discounted accommodation to your guests. This is a Bed & Breakfast Rate, and only available when booked directly with the hotel.
- We have 73 rooms in total, all of which are Twin or Double rooms. 2 Family rooms which have a double bed and a bed settee and can sleep up to 4 people. 4 Accessible rooms. 3 sets of adjoining rooms – a double and twin room with a door between, ideal for families – please note this would class as 2 rooms for billing purposes. Several rooms which can accommodate a Z-bed, suitable for children up to 10 years old.

## Decorating

- We do not provide decorations for your wedding, as we recognise this is very much down to personal choice and budget. You can do decorations yourself or employ a venue dresser to do this for you.
- If you are having chair covers, we will suggest that these chairs be moved from the Civil Ceremony room to the Wedding Breakfast Room and then into the Evening Function, so that you don't need to account for chairs for all the rooms used.
- We do not allow candles unless they are battery operated.
- We do suggest that cakes, decorations and so on are better being dropped off on the day where possible. If they need to be dropped off the evening before, please let us know so that we can check availability for storage.
- We do supply white linen tablecloths and napkins.
- If you are providing your own decorations, our staff will be happy to add these to the tables, e.g. name cards, completed centre pieces, scatter crystals. We are unable to set up anything more complex than this and would require you, or someone nominated by you, to come in to set these up.

## The Ceremony

- You are responsible for booking your registrar directly with Barnsley Town Hall and will need to make payment to them for this.
- You will need to provide music on a USB stick for your Civil Ceremony. We will ask you to bring this to the hotel no later than 2 weeks before the wedding. This will be played, via laptop, on a Bluetooth Speaker:
- Songs required- these are minimum requirements:
  1. 2 songs for the guests waiting.
  2. 1 song for walking down the aisle.
  3. 1 song to play during the signing of the register.
  4. 1 song to exit to.
- We do allow bio-degradable confetti to be thrown in the gardens, but not in the function rooms.

## Numbers, Menus & Packages

- We will ask for approximate numbers and which package you are looking at when we take your provisional booking.
- 3 months prior to the wedding we will meet you to go through final details, this will include which package and menu you have chosen, numbers, timings, and any other requirements.
- 2 weeks prior to the wedding we will require your final numbers, food order, the table plan for set up and any special dietary requirements.
- Payments are at 8 and 2 weeks prior to the wedding, as per the Terms and Conditions in the brochure.

## Timings for the Day

- 30 minutes for your civil ceremony, please add extra if you require any readings or additional content.
- 1 1/2 – 2 hours for arrival drinks and photographs, depending on the number of guests.
- 1 1/2 – 2 1/2 hours for your Wedding Breakfast, depending on the number of guests, courses, speeches and so on. We will be able to advise on this.
- Where you are moving to a different room for your evening reception, we will not need time to reset the room. If you are using the same room, we will require 1 hour to reset the room.
- We recommend the following timings for your evening:  
  
8.30pm - Cut the Cake  
8.45pm – First Dance  
9.00pm – Buffet announced.

These timings can be tweaked to suit your needs, these are just suggestions:

- On Friday and Saturday Evenings we have a late licence, and the bar can remain open until 1am, the DJ can also play until this time. On all other days the close/finish will either be 11pm or midnight dependent on the day.
- If you are having an evening only then this will run from 7pm. The usual time for being allowed in to set up decorations will be from 5.30pm. Access to the room for decorating or for the evening to start earlier can be agreed, but please be aware that this will incur an extra charge.

## Outdoors

- All weddings will be allocated 1 1/2 hours privately in The Secret Garden for photographs. If the weather is not suitable for outdoor photographs you may use the lobby and/or staircase for photographs, but please be aware there may well be other hotel guests around.
- Bouncy Castles are not allowed either outdoors or indoors.
- We do not allow fireworks or Chinese lanterns due to the environmental impact they have, and disruption to our neighbours.

## Music

- Music outdoors is only allowed for the Civil Ceremony's
- Bands. We do allow you to have your own band, however they must provide copies of their PAT Test Certificates and Public Liability Insurance 1 month before your wedding.
- DJ. The resident DJ is included in all our packages. Should you wish to bring your own DJ, that is acceptable, however there will be no reduction in the package price for this. We will also require copies of their PAT Test Certificates and Public Liability Insurance 1 month before your wedding.



**Holiday Inn**  
BARNESLEY