



## PRIVATE AND CORPORATE EVENTS

### **Our 2015/16 Event rates (e.g. Summer/Christmas parties, Big birthdays, etc.)**

#### **Afternoons: 4 hours between 12-4pm**

Exclusive use of all the Gildredge Manor function rooms as required: the Ladies' morning room, Gentlemen's Library, Garden Room, Double Drawing Rooms (with Games Room), Long Gallery & Gardens (weather permitting) for up to 110 guests: £790. Nb. For smaller function of up to 60 seated (ground floor only): £690.

Functions over 110 guests (standing food only) POA

#### **Evenings: 7pm-12am (music off and bar closed at 11.30pm)**

Exclusive use of all the Gildredge Manor function rooms as required: the Ladies' morning room, Gentlemen's Library, Garden Room, Double Drawing Rooms (with Games Room), Long Gallery & Gardens (weather permitting) for up to 110 guests: £1090. Nb. For smaller function of up to 60 seated (ground floor only): £990.

Functions over 110 guests (standing food only) POA

Nb. For parties we do not hire by the room.

Hire for events gives you exclusivity of the venue and includes tables (120x60cm or 6' or 5' round) and banqueting chairs, garden furniture, a venue manager throughout, a stocked & staffed cash bar service (nb. Sorry no BYO), evening door steward (as the park is locked in the evenings), set up, dealing with prior deliveries, clear down and cleaning.

We have a selection of approved caterers who can provide a wide variety of options for different occasions and budgets. They will take care of all your food including timings, staffing, linens, crockery, cutlery, glassware, rubbish removal, etc. If you only want an informal cold buffet then we may be able to provide that so just ask! (nb. Due to health & hygiene rules you can't provide your own food.)

We will coordinate with you on access prior to the event, music/entertainment, chilling/storage or additional decoration/equipment/furnishings.

Nb. Set up for events is for up to an hour beforehand on the day & we will clear down at the end of the event so you can collect your belongings on Monday or at a suitable time. Please speak to us if you are planning on setting up something more elaborate!

We would be delighted to personally show you around and discuss your requirements in more detail.

***Emma & Mark***

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