

**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 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 or zoom meeting with your Event Manager (this usually takes 1.5 – 2 hours)
* Email and telephone support is available all the time throughout the planning process
* Approximately 2-3 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 and this is due 2 weeks before you arrive. 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 @ £35 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.

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!

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.

To book your date at the church, please contact the Parish Administrator, Rob Sage: office@camelotparishes.org.uk or call 01963 440432

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>

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 @ £14 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.
* Fish and Chip van/Pizza oven/Mexican/BBQ /Hog Roast 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 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 £19 per hour. If you are having a light lunch for house guests, local staff could stay on and do this for you.

Guests staying in the Coach Houses are provided with a delicious continental breakfast hamper enough for both mornings.

*Pre wedding light lunch*

Depending on the time of the ceremony we advise offering 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 finger food only as the kitchen will be used by the wedding caterer around this time. Sandwiches are ideal and can be prepared, served and cleared by the breakfast staff. Premade sandwich platters can be ordered from supermarkets and are the easiest option (Morrisons Wincanton is 15 minutes away and they do click and collect). You would need to arrange for disposable plates/napkins to keep things simple and quick to clear away.

*Wedding evening*

Recommended local caterer or food truck.

*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 2pm.  If you are hoping people will stick around with you on the Sunday then you could organise a farewell lunch.  Please remember to leave plenty of time for tidying and packing up before you leave. If you plan on having drinks and eating leftovers for lunch before you leave, either arrange staff to stay on to clean up or make sure you do it before you leave.

3) **Flowers**

We know all the florists on our trusted supplier list well, so if you want some guidance let your Event Manager know your approximate budget, style of flowers you like, importance of flowers to your wedding and we will suggest which florists to 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 or even a playlist? 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. Please check how long bands take up set up as this will eat into your dancing time. Make sure you have planned to cater for any suppliers on the wedding day if it’s part of your agreement with them.

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 the caterer will arrange glasses hire through Stella Event Hire, you will need to arrange glass supply for the evening bar using the same supplier and this might be the case for the night before the wedding and the morning after depending on your plans.

We have an excellent wine supplier <https://vine-wine.co.uk> who does sale or return for up to 30% of stock and has prices similar to Majestic but a lot nicer! His team will deliver this into the fridge trailer on the morning of your arrival, and any red wine cases into the diary. If you are returning any unopened cases of wine, you will need to sign a form with your Event Manager.

For (very) local **cider** we can thoroughly recommend <https://kingbraindrinks.co.uk/>

**Evening Bar Options**

Have a think about whether you want to provide free drinks or 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 @ £14 cash per hour until midnight, £20 per hour thereafter, ratio of 1 staff to 40 guests depending on how elaborate your drinks menu is, or the caterer provides the staff depending on who you choose.  NCC staff would normally arrive to set up an hour before service and they stay until an hour after the service to tidy away. Note that our staff are not cocktail makers, they can do basic bar drinks well so if cocktails are your thing you will either need to buy pre-mixed/canned 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 for an hour or two after midnight.

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

**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 Coach Houses. 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 via coachhouse@northcadburycourt.com with any questions about the Coach House. The rental price includes a continental breakfast hamper delivered on the morning of the guest’s arrival so they can self-cater in their kitchens.