



## HERTFORD CASTLE

### FAQs – Weddings at Hertford Castle

#### **How many guests can we invite?**

Civil Ceremony – capacity of 60

Reception (available until 12 midnight) – capacity of 100 for an unseated buffet

Sit down meal – capacity of 60 guests, over two rooms.

#### **How can I plan our use of Hertford Castle?**

After securing your booking, you will be introduced to our external Wedding Co-ordinator, who will meet with you to discuss your plans and be present on the day itself. On booking, you consent to your information being shared with our external Wedding Co-ordinator, for the sole purpose of supporting the planning of your special day, all GDPR legislation is adhered to.

#### **What time should our guests arrive?**

Access to the venue will only be within the 3-hour ceremony booking slot. The exact arrival time for your guests (for your invitations) can be discussed in advance with Wedding Co-ordinator. Please note that guests will not be able to tour Hertford Castle, although they are welcome to stroll the grounds in advance of the ceremony.

#### **What furniture is available?**

Hertford Castle holds 6 x 5ft round tables, 2 x 6ft round tables and 6 x poseur tables. Additionally, a registrars table and a smaller table (for the wedding cake) are available. Ceremonial chairs are also available for your use.

#### **What does our booking include?**

Wedding hire at Hertford Castle includes tables, chairs and a PA system to play ceremony or background music, via an online playlist. Seats are covered and dressed as part of your booking, the Wedding Co-ordinator will discuss your choice of colours with you, in advance of your special day.

#### **Which suppliers should we use?**

At Hertford Castle, as a dry hire venue, we offer you the flexibility of selecting your own suppliers for your event – caterers and a bar, for example. Hertford Castle does not 'recommend' suppliers, however it does hold a list of a list of local companies we have had the pleasure to work alongside, whom our clients have recommended.

See: <https://www.hertfordcastle.co.uk/suppliers-list/>

ALL suppliers coming into Hertford Castle MUST provide relevant written insurance and/or hygiene documentation and PAT testing certificates as necessary, our Wedding Co-ordinator will discuss this with you at the earliest opportunity, to avoid having to turn any suppliers away who do not hold the appropriate paperwork to ensure the safety of you and your guests.

Please note if you book a reception at Hertford Castle, you will need to consider supplying items such as napkins, tablecloths, glasses, cutlery, tableware etc.

#### **Can our guests bring confetti?**

Confetti is welcomed outside (only), as long as it is biodegradable.

### **Can we deliver things in advance?**

We provide a free hour of early access to be used in advance of your wedding, to deliver items to Hertford Castle. Additional access can be booked in advance, for an hourly fee.

### **Do you have parking at Hertford Castle?**

Hertford Castle provides parking spaces at weekends and a maximum of 4 allocated parking spaces on a weekday. Guests not allocated parking spaces (which must be named in advance) must use local car parks such as St Andrew Street which is less than 1 minute walk to Hertford Castle or Gascoyne Way (multi-storey) which is around a 7 minute walk away. Details of these car parks can be found at: <https://www.eastherts.gov.uk/highways-and-parking/details-our-car-parks/car-parks-hertford>

### **Can we bring a cake/food?**

Yes. In advance of your special day, please think about the presentation, plates, serving etc. Due to food laws, any cakes/food delivered to serve will need to be supplied with a full list of storage instructions and allergens.

### **Do you supply alcohol?**

Hertford Castle is licensed to sell alcohol. As a dry-hire venue, if you bring in a licensed bar there is a corkage rate of £200.

There is a corkage fee of £500 to supply your own alcohol and bar staff / servers would need to be arranged to serve alcohol to guests if required. Please also be aware that age verification may be required as we do not allow any under 18s to be served alcohol.

Hertford Castle is also able to supply alcohol for your function without corkage charges and prices are available upon request.

### **Can we put up decorations?**

As a Grade 1 listed building, decorations should ideally be free standing. No cellotape nor blue tac should be used on the walls. Any specific decoration requests can be discussed with our Wedding Co-ordinator.

### **Can we light candles?**

We do not permit real flames inside Hertford Castle, LED tea lights/candles are welcome.

### **Would we need to pay for any damage to Hertford Castle?**

All hirers are required to pay a damage deposit of £300. If the venue is returned with damage beyond normal wear and tear, the cost of repairing the damage will be charged against the deposit and part (or none) of the deposit will be returned. Payment of the deposit can be done on a credit card and returned after the wedding by using the same card. Alternatively, the amount can be added to the final invoice and then refunded (if applicable) after the wedding which could take up to 10 days to receive.

### **Is Hertford Castle accessible?**

Hertford Castle has an accessible entrance and ramps, if required. There is an accessible toilet. The entire hire area is on the ground floor.

**To find out more about weddings at Hertford Castle please contact us on  
01992 552885 or email us at [weddings@hertfordcastle.co.uk](mailto:weddings@hertfordcastle.co.uk)  
[@hertfordcastle](http://www.hertfordcastle.co.uk)**