

SHOTTESHAM PARK







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Shotesham Park is a refined wedding venue perfect for soon-to-be newlyweds who desire a countryside celebration. Brimming with timeless charm and modern luxury, this fairytale property has a romantic atmosphere that makes it ideal for your special day. Your family and friends are bound to fall in love with its enchanting surroundings, elegant facilities, and diligent event staff.



- 1 MAIN ENTRANCE
- 2 COURTYARD
- 3 PREP ROOM
- 4 HONEYMOON SUITE
- 5 CEREMONY & EVENING RECEPTION
- 6 GUEST TOILETS
- 7 BAR
- 8 WEDDING BREAKFAST
- 9 OUTSIDE CEREMONY AREA
- 10 GUEST CARPARK
- 11 SUPPLIER DROP OFF

10

9

1

11

3

8

4

2

7

5

6

PRIVATE PROPERTY
NO ACCESS

Time Line

THE PLAN FOR THE DAY



2 PM

It's time for your ceremony in your choice of location.



3 PM

You can check into your honeymoon suite!



6:30 PM

Time for the all-important speeches.



9 PM

Party the night away with your guests and enjoy a choice of evening food.



10 AM

You and your wedding party begin getting ready in the Preparation Room.



2:30 PM

Now married, your reception begins with drinks and canapés in the Courtyard.



4:30 PM

Your wedding breakfast is served – we recommend allowing two hours for this part of the day.



7:30 PM

Your moment as a newlywed couple to cut the cake and have your first dance.



Midnight

Your music comes to an end – time to retreat to your Honeymoon Suite.

Our Service

A UNIQUE APPROACH

Here at Unique Norfolk Venues we pride ourselves on providing a luxury experience for couples and guests alike. Our dedicated Wedding Planner and Events Team will be on hand to answer all your questions from the first visit to your venue, all the way through to your big day. Whether that be helping you select your dream wedding menu, coordinating the day or helping you arrange your dress for photographs, we will be there with you every step of the way.



Catering

TASTE THE DIFFERENCE

We recognise that food and drink is a crucial part of your big day. This is why we have partnered up with UNV Kitchen, run by Executive Head Chef Keith McDowell, in order to ensure only the best food is served. Driven by quality, simplicity and seasonality, our food is always a big hit while our service is personal and efficient, making your day memorable and unique! When sitting down with your Wedding Planner, you will discuss your ideas on food and drink and they will help you create your perfect Wedding Breakfast Menu.

TASTING EVENT

Before you make any decisions, we think it is important that you sample the delicious food that our Executive Head Chef and his team create for you on your special day. Please contact our Planning Team for more information on our tasting events.



Executive Head
Chef Keith McDowell

Accommodation



*These photos are representations of the accommodation and may appear different on completion.

THE ROOM

Included in the package:

Honeymoon Suite

Sleeps 2

With an en suite bathroom

FAQ

THE PACKAGE

What is included in the package?

Please see the package price list for details.

Do I have exclusive use of Shotesham Park?

Yes, you have exclusive use of the carriage house and associated grounds from 2pm until 12 midnight on the day of your wedding.

How many guests can Shotesham Park hold for a reception?

The carriage house can seat 100 guests for a sit-down meal and accommodate up to 120 guests for an evening reception.

Is Shotesham Park licensed to hold civil ceremonies?

Shotesham Park can hold civil ceremonies for up to 100 in the oak room. We allow a duo ceremony outside in the courtyard or woodland area. We charge an extra £120 for a civil ceremony and £180 for a duo ceremony.

What time can I get married at Shotesham Park?

Wedding ceremonies at Shotesham Park can take place from 2pm if opting for a one-night package, for two-night packages, earlier ceremonies are possible. Please check what ceremony times are available with the registrar.

Is there a local church to Shotesham Park?

Yes, we have two lovely churches in Shotesham which are both a 5 minute drive. Contact Rev'd Dawn Davidson on 01508 498924 to find out more. All Saints Church Shotesham Norwich, NR15 1YJ St. Mary's Shotesham Hawes Green Shotesham Norwich, NR15 1UW.

Are chairs provided for the ceremony?

Yes, chairs are provided inside but cannot be used outside. If you are having a duo ceremony, you will be required to hire outdoor chairs separately.

What about music during the ceremony?

Many couples book musicians to provide music during the ceremony, however you are more than welcome to use the sound system already in the ceremony room.

Will I have the same dedicated wedding coordinator throughout the planning process?

Every couple will have access to our planning team from the very beginning, so there will always be someone to help guide you with questions or ideas. Closer to your wedding date you will then be assigned your designated coordinator to ensure every last detail is managed on your big day!

Can we use any supplier?

Yes, of course. For any recommendations however, we do have a recommended supplier list. We require all suppliers' phone numbers and email addresses.





We will also need a copy of their public liability insurance before they can operate at Shotesham Park. Please note that this also applies to any food supplier.

If any supplier is using electrical equipment, PAT certificates must be provided in advance. By making a booking at Shotesham Park, we assume that you agree to this condition.

Can we decorate the barn beams?

Yes. For insurance reasons, Epic Event Hire is the only supplier that is allowed to go up to the beams. If using another company, the lights and decor can only be hung from hooks on the beams and mezzanine.

What time can we access the venue for setting up?

From 11 am on the day of the wedding. It may be possible to have access the day before your wedding to set up, depending on whether or not a wedding is taking place on this date. Please check this with your wedding coordinator four weeks before your wedding. If access the day before is not possible, we will set out your decorations at no extra cost. You will be able to access the barn the day before your wedding if

there is no wedding the day before, between 12 midday and 4 pm.

Is confetti allowed?

Natural or organic confetti such as dried flower petals is permitted.

Are fireworks allowed?

Out of consideration for our neighbours and local livestock we do not allow fireworks.

Are dogs allowed at Shotesham Park?

Yes! We can allow your dog to be on site at Shotesham Park for a short period of time, of 1 hour and 30 minutes. Your dog can go in the ceremony area and can join you in the grounds during your drinks reception. Your dog must be kept on a lead at all times and under no circumstances can your dog be permitted in the accommodation or any unauthorised buildings. Any dog excrement must be cleared up by a member of the wedding party. Once the photographs have taken place provisions must be in place for the immediate collection of the dog. We have a recommended supplier that you can use who can provide a drop off, pick up and overnight stay service for your dog. Oh Bella Wedding Day Dogs - www.ohbellaweddings.co.uk
woof@ohbellaweddings.co.uk

What time does Shotesham Park close?

Last orders are at 11:50 pm and the bar closes at midnight. Music should also finish at midnight. Please advise your guests to arrange their taxis or transportation in advance. To maintain high standards, and keep the barn looking its very best, the team quietly begins the clearing up process just before midnight.

What about clearing up the next day?

There is no need to worry about this; the wedding team will clear up everything and pack away your decorations so you can relax. Our on hand staff will arrange to meet you upon checkout to return your belongings.

Can we hire a projector and screen?

Yes! Projector screen: £20 Projector: £30. Please contact our planning team to book!



OUTSIDE AREA

Can we have outdoor games or bouncy castles on the lawn?

Lawn games are permitted on the lawn during the drinks and canapes reception. Bouncy castles are not permitted at Shotesham Park. Please note our staff are unable to supervise any lawn games.

Is outdoor light allowed to be put up around the venue?

Yes, only if agreed before and only done by our recommended supplier Epic Event Hire.

Can we put signs on the ground?

We cannot allow signs to be used in the grounds because of the irrigation system. This one needs to be separate as it links to previous question on the FAQs.

Do you allow coaches?

Unfortunately, we do not allow large coaches, as there is not enough room for them to turn around. We do allow mini buses. Guests can be dropped off in the car park where the mini bus can turn around.

Can we park?

There is a large car park providing ample spaces for guests. Cars may be left overnight, at the owner's risk, for collection the next morning by 10 am.

Are we allowed to use drones?

Yes! Though your photographer must have a licence to fly the drone or we will not allow this to happen. Your photographer must supply us with proof of their licence and insurance.

CATERING

Can our menu be tailor made?

Yes, we will work with you to provide the perfect menu for your wedding day.

Is it possible to choose a couple of dishes?

We recommend you choose one starter, one main course and one dessert. If you wish to give your guests an option, we charge an extra £7 per person for a choice of two different dishes and preordering is required. We are sorry to say we don't offer a third option choice. We only allow a third dish for your guests who are vegetarian or vegan.

Can you cater for our guests who are vegetarians or have food allergies?

Yes, allergen, vegan and vegetarian adapted menus are available to guests with dietary requirements at no extra charge.

Do you provide crockery?

White crockery, traditional silver cutlery, table linen and glassware is all included in the package. Unique Norfolk Venues also offers a hire brochure.

Our brochure showcases an incredible range of crockery, cutlery, linen and glassware that can complement your wedding day. Contact your wedding coordinator for a copy of our hire brochure.

I have a copy of an old menu/ catering brochure but would like a dish from the new menus, is that possible?

You can mix and match dishes from any of our brochures.

Can we bring our own caterers?

No. It is essential that we provide a consistently high standard of catering at Shotesham Park and





therefore only allow our own in-house experienced chefs, who offer an exceptionally high level of service using quality locally-sourced ingredients.

What table layouts do you recommend?

There are a few different table plans that work well in the barn, which our planning team can advise you on. We do require you to fill out the table plan and to mark if anyone has any dietary requirements so the events team are able to locate them easily on the day.

When do I need to provide my pre-orders?

We require all pre-orders and your final table plan to be with us six weeks before your event. Your wedding coordinator will give you a blank table plan to fill in.

Can I bring my own alcohol?

You can only bring your own wine, prosecco or champagne however, there will be no reduction in cost of the package.

If you would like more wine, prosecco or champagne on top of what we offer in the package, then you can bring this for a

corkage charge of £9.50 per bottle. Alternatively, we have an extensive wine list at competitive prices which are available on sale or return. The only other exception is a cask of real ale, which our planning team can advise you on. You can also bring one 50ml alcoholic favour per person.

Do you take cash and card payments at your bar?

We take cards only at our bars which include apple pay and contactless. Cash is not accepted, please do advise your guests.

Should we provide our contractors with a meal?

We recommend you provide any of your contractors with a meal if they will be spending more than five hours at your wedding.

With the package, can we make any changes?

You can add extras to the package but cannot remove any items. You can only increase the amount of guests.

What is involved in the tasting event?

We believe that it is very important for you to sample the fantastic food from our menu before your big day. We hold a tasting event

to give couples an understanding of service, food and presentation when catering at a large scale. Unfortunately, we cannot accommodate private one-on-one tastings as these do not accurately reflect the whole experience that you would enjoy at your wedding. Unfortunately, we may not be able to offer you a tasting if your wedding is booked with less than 9 months to go. However, our head chef is available to speak with, if needed.

What is on the tasting event menu?

This is chosen a year in advance and it is our chef's choice from the standard menu and the upgrade menus. Please see more details of the event in our catering brochure.

What menu is available for children and what constitutes a child?

Children can either have a half portion main meal or choose from the children's menu.

What constitutes a child?

Anyone eating a smaller version of the meal or a children's dish.

Can I bring my own food to our wedding?

We do not allow you to bring any food on site for your wedding. This excludes your wedding cake, sweet table, and favours on place settings.





MUSIC

Are there any restrictions on music?

In accordance with our entertainment licence, a sound limiter is installed inside the barn and is set at 92 decibels.

Is music permitted outside?

Acoustic music is permitted outside up until 5 pm but amplified music is not allowed outside.

Where is evening music permitted?

Evening music is only permitted in the barn.

Are we allowed smoke, fog or dry ice machines?

No, smoke, fog or dry ice machines are not permitted at the venue - please inform your chosen band or DJ of this.

ACCOMMODATION

What accommodation is included at Shotesham Park?

We do require you to take the honeymoon suite, which is included in the package price.

Is breakfast provided at Shotesham Park?

Breakfast is not included in your package. There will be tea and coffee facilities available in the bedroom.

Is a damage deposit required on the accommodation at Shotesham Park ?

A deposit of £900 required, which will be refunded within 14 days providing there is no damage to the site.

What time is check-in and check-out?

The accommodation is available for your guests to check in from 3pm. Checkout is 10 am the following day. Please note extra charges may apply if you check out late.

Do you offer early check in or late check out?

Sadly, we do not offer early check in or late check out.

Can we stay in the accommodation the night before our wedding?

You can book the accommodation the night before your wedding if it is

available. There is a supplement of £2,000 (peak season & mid peak) or £1000 (off peak) in addition to the cost of the accommodation if you book the extra night more than six months in advance of your wedding date. Alternatively, you can wait and contact your planning team six months or less before your wedding; if the accommodation is available, you can book without paying the £2,000 supplement (just pay the charge of the site).

If we are staying the night before can we bring our own food and drink?

Shotesham Park does not have self catering facilities for night before stays, as such bringing your own food or drinks (including ordering any food deliveries) on site, is not permitted. There are some lovely restaurants close by to Shotesham Park that we can recommend.

NEXT STEP

How do we book and secure our date?

We allow couples to hold their chosen date for 48 hours. Thereafter, our wedding office will be in touch. Next, an initial £750 payment is required to hold your date.

Once this has been completed you will receive an email from the UNV booking team. You will then need to sign your agreement to secure your date.

How is the full payment broken down?

The full payment is broken down into the following steps:

- ✓ **£750** initial payment.
- ✓ **£1,000** payment within 6 weeks of booking.
- ✓ **£1,000** payment 12 months prior to your wedding date.
- ✓ **£1,500** payment 6 months prior to your wedding date.

Remaining balance is due one month prior to wedding date.

Please note this payment schedule will be amended accordingly if booking with less than 12 months until the wedding date.

Is VAT included?

Yes, VAT is included in the prices of our packages, menus and extras.

Other Questions?

If you have any other questions, then please contact us via email; unvenquiries@uniquenorfolkvenues.co.uk

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