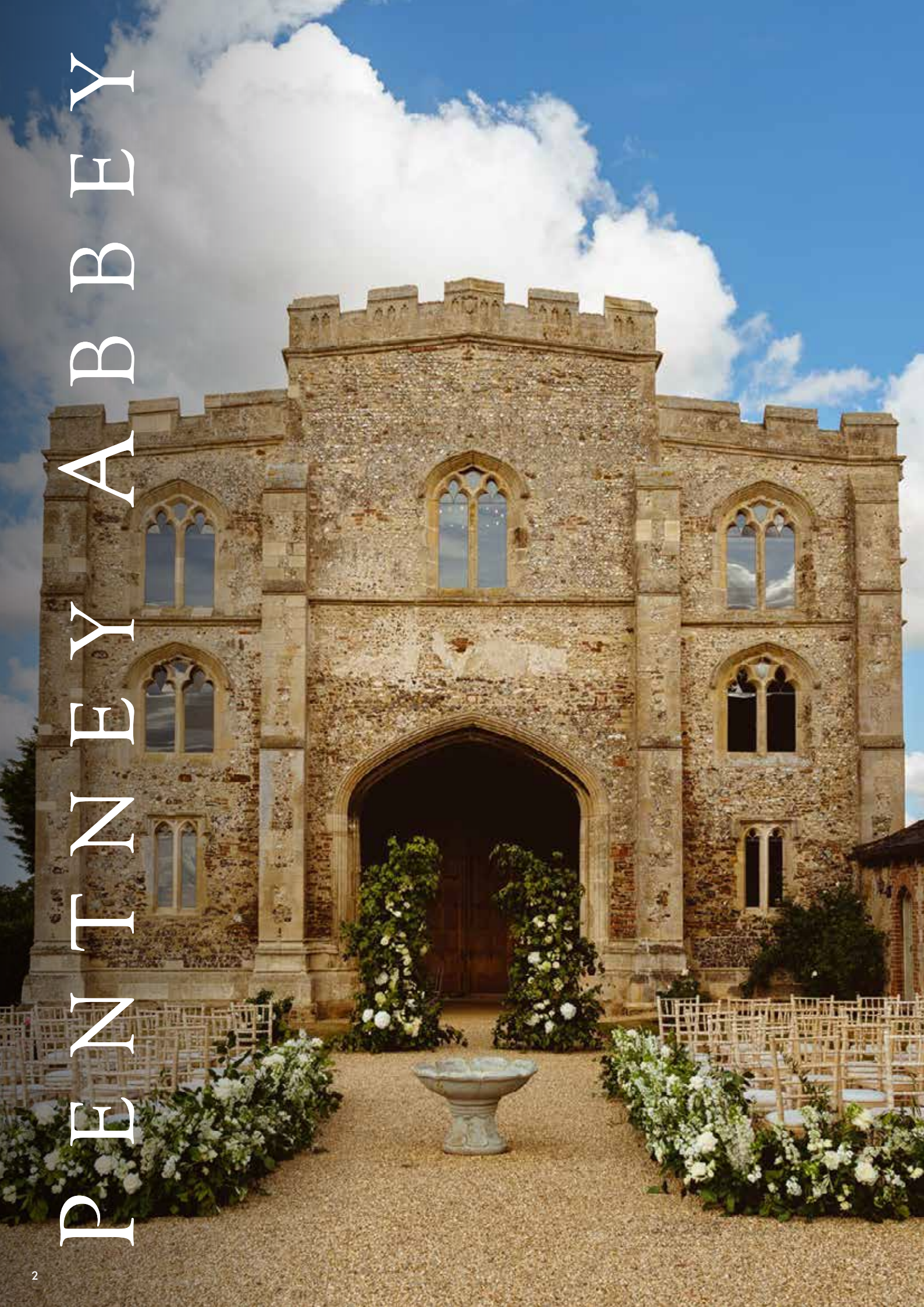




PENTNEY ABBEY

BY UNIQUE NORFOLK VENUES

# PENTNEY ABBEY











## PENTNEY ABBEY

Marry, dine and celebrate in spectacular surroundings amidst the Norfolk countryside. Exclusively yours, the natural beauty of Pentney Abbey awaits on your wedding day. This truly magical setting, one of the most exciting venues in Norfolk, boasts a heady combination of historical elegance with contemporary style. Marry inside or out, in the medieval Gatehouse or amongst the tranquil rose garden, raise a glass of Champagne on the lawn, dine in the light-filled barn and dance the night away before resting your head in the romantic Honeymoon Suite. We're here to turn your dreams into a reality.



- 1 GATEHOUSE
- 2 COURTYARD
- 3 HONEYMOON SUITE
- 4 FARMHOUSE
- 5 PREPARATION ROOM
- 6 WALNUT COTTAGE
- 7 FIG TREE COTTAGE
- 8 BELL TENTS
- 9 BARN
- 10 PATIO
- 11 GUEST/SUPPLIER CAR PARK
- 12 SUPPLIER DROP OFF
- 13 UNV OFFICE





# Timeline

## THE PLAN FOR THE DAY



**2 PM**

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



**3 PM**

Any guests staying in the accommodation can now check in.



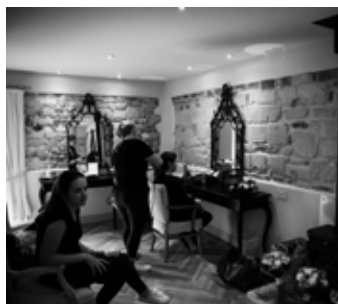
**6:30 PM**

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 gardens or under the Gatehouse.



**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 are a crucial part of your big day. That's why we have UNV Kitchen to ensure only the best food is served. Driven by quality, simplicity, and seasonality, our food is always a big hit, and our service is personal and efficient, making your day memorable and unique! When sitting down with your Wedding Planner, you'll have the opportunity to discuss your ideas for food and drink, and they'll 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.





# Accommodation



## THE ROOMS

The Farmhouse (Honeymoon Suite)

**Sleeps 10**

2 bathrooms and 2 en suite

The Fig Tree Cottage

**Sleeps 4**

2 en suite

The Walnut Cottage

**Sleeps 4**

1 bathroom



### Luxury Bell Tents

We have bell tents (May - September) that your guests can stay in for your wedding night! Please contact our planning team for more information!

# FAQ

## THE PACKAGE

### What is included in the package?

Please see the package price list for details.

### Do I have exclusive use of the venue?

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

### How many guests can this venue accommodate?

The Ceremony room has a maximum capacity of 80 persons (including guests, UNV staff and wedding suppliers). For a sit-down meal we can seat up to 100 guests and accommodate up to 170 guests for an evening reception. The Gatehouse can hold up to 40 guests for a drinks reception.

### Is the venue licensed to hold Civil Ceremonies?

Yes, our venue is fully licensed to hold civil ceremonies both inside and outside. We charge £120 for a civil ceremony and £180 for an outdoor ceremony. This fee is on top of the package.

### What time can I get married at this venue?

We recommend that your wedding ceremony takes place at 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. Our planning team can advise you on your timeline and ceremony options. Please note that a 1pm ceremony will incur an additional charge of £250. This charge applies only if the couple has booked accommodation for the night before.

### Are chairs provided for the ceremony?

Yes, chairs are provided as part of the package, but cannot be moved outside due to the requirement of a suitable backup in adverse weather. If you are having an outdoor ceremony, you will need to hire additional outdoor chairs separately which can be done through the UNV team

### What about music during the ceremony?

Many couples book musicians to provide music during their ceremony, however you are more than welcome to use the sound system already in the ceremony room. For outdoor ceremonies, please check with your planner if you are required to provide your own speaker. Any external speaker must be PAT tested.

### 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 anytime you

reach out. 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 - although they must be able to provide a copy of their public liability insurance before they can operate at the venue. For any recommendations, we do have a recommended list made up of trusted suppliers. Your planner will request all suppliers' phone numbers and email addresses. If any supplier is using electrical equipment, PAT certificates must be provided in advance. By making a booking at our venue, we assume that you agree to these conditions.

### Can we decorate the barn beams?

Yes. For insurance reasons Epic Event Hire is the only supplier authorised to hang any decorations at height. Please contact Epic Event Hire to organise a quote for this. Their email is [info@epiceventhire.co.uk](mailto:info@epiceventhire.co.uk)

### What time can we access the venue for setting up?

From 10am on the day of the wedding. It may be possible to have access to the venue the day before your wedding to set up at an additional cost. Please speak to our team for further details.

### Is confetti allowed?

Only natural or organic confetti is permitted. Unfortunately,





biodegradable paper confetti is unsuitable for use at the venue

### **Are dogs allowed at the venue?**

Yes! We can allow your dog to be on site at the venue during your ceremony and 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 provides a drop off, pick up and overnight stay service for your

dog. Oh Bella Wedding Day Dogs [www.ohbellaweddings.co.uk](http://www.ohbellaweddings.co.uk)

### **What time will the wedding end?**

Last orders are at 11:45pm and the bar closes at midnight. Music should also finish at midnight. Please advise your guests to arrange their taxis or transportation in advance.

We can extend our music and bar licence until 1am at an extra cost of £400.

### **What about clearing up the next day?**

There is no need to worry about this; our event team will clear everything and pack away your decorations for you, ready for collection the following day. A member of our team will also be there to greet

you upon checkout at 10am to return your belongings.

### **Can we hire a projector and screen?**

Yes; the projector screen is £20 to hire and the projector is £30. You can add these to your booking after speaking with your planner.

### **Can we hire Z-beds and Cots?**

Yes! Z-beds: £20 per stay (four available) and Cots: £10 per stay (two available).

## **OUTSIDE AREA**

### **Is there seating outside?**

There are some additional chairs and tables in the outside area for your guests. If you require more seating options, you will need to hire this through an external supplier.

**Can we have any outdoor games or bouncy castles?**

You are welcome to have lawn games outside in permitted areas. Bouncy castles are not allowed at the venue. Please note our staff are unable to supervise any lawn games.

**Is outdoor lighting allowed to be put up around the venue?**

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

**Can we put signs on the ground?**

We cannot allow signs to be inserted into the ground due to preserving the gardens and entrances. Please use A frame boards or easels for signage. These must be removed when leaving Pentney Abbey.

**Do you allow coaches?**

No coaches are permitted due to the lack of turning space available. Mini-buses can be used, but must drop guests off at the top of the driveway.

**Can we park?**

There is parking at the venue providing ample spaces for guests. Cars may be left overnight, at the owner's risk, for collection the next morning by 10am latest.

**Are we allowed to use drones?**

Yes! Your photographer or videographer must have a licence to fly the drone and supply us with proof of their licence and insurance prior to the wedding.

**Are fireworks allowed?**

Out of consideration for our neighbours and

surrounding wildlife, we do not allow fireworks.

## 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 that you choose one starter, one main course and one dessert. Please take a look in our catering brochure for choice menus and bespoke options.

**Can you cater for our guests who are vegetarian, vegan 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 and all included in the package. If you wish to upgrade your tableware, 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 are welcome to 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 our venue and therefore only allow our own in-house experienced chefs on your wedding day, who offer an exceptionally high level of service using quality locally-sourced ingredients.

This excludes catering the night before; you are welcome to book catering externally to provide this as long as they are self-contained and do not require use of our kitchens or other resources.

**What table layout can we have?**

There are a few different table plans that work well for your wedding breakfast, which our planning team can advise you on. We do require you to fill out a 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 and 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. You can also bring one 50ml alcoholic favour per person at no extra charge.

**Do you take cash and card payments at your bar?**

Our bars are card only, including Apple Pay and contactless. Cash is unfortunately not accepted, please do advise your guests.

**Should we provide our contractors with a meal?**

We recommend that you provide any suppliers spending more than five hours at your wedding with a meal. Most suppliers will also outline their

requirements for food and drink in their booking contract.

**Can we make any changes to the package?**

You can add on to the package but cannot remove any items. You can only increase the amount of guests; our price list outlines the minimum amount of guests you will pay for.

**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 experience that you would enjoy at your wedding. 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 menu for the tasting event?**

This is chosen months 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?**

Children can either have a half portion of your main meal or eat 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, sweets, and favours on place settings. If you are providing anything that is not covered by a supplier’s insurance, you will be required to sign a waiver form. Please note our venue is nut-free

**MUSIC**

**Are there any restrictions on evening music?**

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

**Is music permitted outside?**

Music (acoustic or from a speaker where the volume is controlled by UNV) is permitted outside until 5pm. Amplified music is not allowed outside.

**Where is evening music permitted?**

Evening music is only permitted inside in the evening reception space.

**Are we allowed smoke, fog or dry ice machines?**

Smoke, fog or dry ice machines are not permitted at the venue. Please inform your chosen band or DJ of this when confirming your booking.

**ACCOMMODATION**

**Do you have to take all of the accommodation on-site at the venue?**

We do require you to take all of the accommodation, which is priced separately to the wedding venue package. The pricing for the accommodation can be found on our price list.

**Is a damage deposit required on the accommodation?**

Yes. A deposit of £995 is required, which is added to your quote and will be refunded within 14 days of the wedding 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 by 10am 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 the planning team six months or less before your wedding; if the accommodation is available, you can book without paying the supplement (just pay the charge of the site

**ACCESSIBILITY**

**Does this venue have wheelchair access?**

We have a number of accessibility features in place to ensure the comfort and safety of all guests that visit the site, including those using a wheelchair. As the ceremony room is a listed building, there is unfortunately no appropriate access for those with limited mobility. Please speak to our team about the options available in this case.





## NEXT STEP

### **How do we book and secure our date?**

We allow couples to hold their chosen date for 5 days. Thereafter, our wedding office will be in touch. Next, an initial £500 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:

- ✓ £500 initial payment.
- ✓ £1,250 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](mailto:unvenquiries@uniquenorfolkvenues.co.uk)

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unvenquiries@uniquenorfolkvenues.co.uk | www.uniquenorfolkvenues.co.uk

Updated 21<sup>st</sup> January 2025