



Cunningsburgh Hall Wedding – FAQ's

Updated February 2024

Section 1 – Hire

How much does the hall cost to hire for a wedding?

The cost of hire is £450. The hire duration is for the day before the wedding, the wedding day and until 12 noon the day after. There is a charge of £50 if additional days are required and if the dates are available. Payment to be made via BACS or Cheque - an invoice will be sent out via email after the event with our payment details.

This cost includes exclusive use of the entire hall and bar facilities on the wedding day. We can supply a cleaner who will sweep and mop the entire hall and toilet areas - once the wedding party have removed any wedding party items for an additional cost of £50.

The hall has an alcohol Licence until 1 am. Last orders are at 12.45.

No carry ins of alcohol allowed to be taken into the hall. All drinks to be supplied by the Hall.

Section 2 Capacity

What is the capacity of the Hall?

The hall can hold over 300 people for the evening reception, but we would recommend 300 as a comfortable number.

How many people can the hall hold for a meal?

If your meal is in the Main Hall the capacity is 130 people using rectangular tables including a top table with maximum of 12 people on the stage. If you are using round tables, the capacity would be less.

If your meal is in the Ben End, we would recommend a capacity of

50/60 people seated for the meal.

Do you provide highchairs?

We have 3 highchairs for use.

Section 3 - Drinks

Can we take in our own drinks for the meal/wedding?

Due to licensing laws, we cannot allow carry-ins of alcohol for either the meal or the evening reception.

Specific requirements can be discussed regarding wine/ prosecco/ soft drinks and any specialist drinks required for the meal or evening reception. The drinks will be chilled as required and placed on the tables prior to the meal.

We would like to serve drinks on the door, what is the format for this?

Any drinks required at the door to welcome guests etc. can be discussed prior to the wedding and can be served either in the Ben End or at the Main Hall entrance.

We can offer a per bottle price on items we sell by the bottle in the bar (IE prosecco and wine(s) which are 750ml). All alcoholic drinks, including spirits will be charged at our bar prices to align with licensing requirements.

Section 4 - Catering

Does the hall provide catering?

This can be discussed prior to the confirmation of booking, but at present we are not looking to offer catering and would promote the use of an external caterer.

Do you provide supper and serve it?

This can be discussed prior to the booking, and whilst we are not taking on the catering for a wedding, we are willing to discuss the options for a supper or supper/dance.

Cutting of Cake?

This service can be provided if required, but again can be discussed prior to the wedding.

Section 5 - Decorations

What decoration does the hall have?

The Hall has fairy lights in the ceiling of the main hall. You can use any decorations in the hall. Please note if you take down any pictures already in the hall, Ben End or corridors would you please put them back after the hire.

It is usually best to arrange a date and time to come and visit the hall regarding sizes/areas for decorating purpose- to see the layout of the hall and to arrange times such as bar opening times and drinks e.g. drinks to welcome guest and also for the evening guests.

We can also use this visit to arrange what type of wine/soft drinks etc. are required at the meal.

Does the hall provide chair covers and table clothes?

The hall has white chair covers for hire, at a cost of £1 per cover. The hall can provide tablecloths for the bridal table, the hire cost depends on the number of cloths required.

Section 6 - Do you have a bridal room?

We have a lockable bridal room located off the Ben End with exclusive use for Bridal party. Key is provided at beginning of hire.

Section 7 – Cleaning of Hall

The premises must be left as found - this includes:

Cleaning is the responsibility of the hirer - buckets, mops and cleaning materials are to be found in the kitchen and cleaners' cupboard.

Outside areas where litter, glass, cigarette ends etc must be collected.

The whole hall must be cleaned which includes the Main Hall, Ben End, Kitchen, corridors, and toilets.

Black bags and all other rubbish must be deposited in the appropriate recycling bins provided and are located outside the kitchen door.

All furniture must be cleaned then stored away after use.

All floors must be swept - and washed if required.

Property belonging to the hirer must be removed at the end of the hire.

Any damage and breakages will be charged for.

Make sure the power in the kitchen is switched off at the metal box in the kitchen.

Remember to check the heating and air/con systems are switched off!

Make sure that

1. All windows are closed
2. Doors locked
3. Lights are switched off
4. Ensure no one is locked in the Hall – CHECK all the Hall including TOILETS

Section 8 – Drinks Price List (Correct at time of printing)

Nips - £2.00

Nips Premium - £2.50

Wine - £10 – depending on brand – this includes providing glasses and chilling as required.

Prosecco - £15 - depending on brand - glasses provided and drink chilled.

Sparkling Shloer - £4

Mixers £1 - £2.50 dependant on mixer type

These prices are just a rough guide.

We require a booking request form to confirm your requirements.

If you want any specific drinks – please let us know along with your wine requirements and we shall see what we can do.

Section – 9 Booking Form

The wedding request form can be completed online by visiting the following link:
<https://forms.office.com/r/ENSSWyJWFn>

Or you can use the attached Booking Form and email it to bookings@cuningsburghhall.com