



**Bespoke
Weddings
at
Caldicot
Castle**



Our castle



Parc Gwledig
Castell Cil-y-coed

Caldicot Castle
Country Park

For over 900 years the magnificent spectacle of Caldicot Castle has dominated the landscape.

Set within 55 acres of parkland overlooking the River Nedern, Caldicot Castle is an ideal setting for your big day.

The castle buildings are full of history and importance and have an elegance and beauty that make them a perfect setting for weddings.



Our dedicated team will work with you every step of the way to fulfil the wedding of your dreams, whether you chose a simple ceremony, a ceremony & drinks reception or hire the castle for a full weekend wedding celebration.

This brochure contains all of the information you will need when considering where to hold your big day. We recommend you make an appointment with us to view the castle and see how it can work for you. If you have any questions or would like to make an appointment, give us a call on 01291 420241 or email caldicotcastle@Monmouthshire.gov.uk

Our rooms



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There are three rooms available to hire for civil ceremonies & civil partnerships at Caldicot Castle.

The **Solar Room** is perfect for an intimate ceremony & provides an idyllic surrounding to exchange your vows. Maximum capacity is 30 seated, plus 10 standing

The **Guardroom** makes a lovely space for a wedding ceremony. We can light a roaring fire in the wood burning stove. Maximum capacity is 60 seated and 10 standing.

The **Banquet Hall** is perfect for a larger ceremony but equally is suited for a smaller gathering. Maximum capacity is 90 seated and 10 standing.

Maximum number of evening guests in the Gatehouse is 150.

We also have a licence for outside ceremonies, making use of the old **Cider Press**. This makes use of our beautiful **Courtyard** surroundings and is perfect for a summer wedding. Maximum capacity for this space is 2000 guests.

Please note that additional port-a-loos must be arranged for 250 or more guests.

Also note the Solar room and Banquet Hall can only be accessed by a staircase, unfortunately resulting in no disabled access.



Our prices



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Our prices are valid for 2018-2020 and subject to change at management discretion and subject to VAT @ 20%

Fri-Sun

Ceremony only (up to 2hrs) includes use of grounds for photographs. Guard room (up to 65 guests) or Solar (up to 25 guests)	Guard Room £500	Solar £400
Ceremony only (up to 2hrs) includes use of grounds for photographs. Banqueting hall (up to 95 guests)	£750	
Ceremony + drinks reception (up to 3hrs) includes use of grounds for photographs. Drinks cost not included	as above + £100 under 65 guests	as above + £150 over 65 guests
Ceremony in Banquet Hall + drinks reception downstairs + wedding breakfast + evening party (9am-11pm) includes use of grounds for photographs. Food & Drinks cost not included. 2 hrs set up the day before	£5,250	
<u>SPECIAL</u> - use our Guardroom for your ceremony, Banquet Hall for your wedding breakfast and the Guardroom for your evening party. Up to 65 guests. 9am-11pm	£3,000	
Ceremony in Guard Room, drinks reception in garden/bar and wedding breakfast in Banqueting Hall.. Up to 65 guests. 1pm-6pm	£2,100	
Wedding Breakfast (no ceremony) banqueting hall + bar + evening party (1pm-11pm).	£4,500	
Wedding photography only 1 hr between 11am-4pm (Castle closes at 5pm)	£75	
Additional hrs for setting up, dressing per hr or any part there-of	£75	
Exclusive hire of the castle (hours in accordance with our operating licence).	Additional £2,500	
Exclusive hire of the castle for a marquee (from 4pm the day before the wedding to 11am the day after the wedding, clients to be on site in accordance with our operating licence.	£8,000	
Additional days for set-up and take down of marquee.	£1,000 per day	
Security for the hours of your function are not included. Additional security for marquee can be quoted for		



Our optional extras



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Hire of portaloos/cabin loos if necessary	POA
Prosecco (per bottle)	£26
Champagne (per bottle)	£32
House Wine (per bottle)	£18
Corkage (wine & spirits)	£10 per bottle
Bar Prices and Tea Shop prices on application	POA
Piano/internal sound system Banquet Hall	FREE
Cake stand, table and knife	FREE
Fires in hearths where applicable	FREE
Candles in wall scones and on tables	FREE
Use of kitchens for caterers	£50

Have you thought about ...

Fireworks
Dove Release
Harpist
Fire Eater & Juggler
Trumpeter Herald
String Quarter
Archery Tournament
Falconry Display
Master of Ceremonies
Full Medieval Entertainment
Juggler
Children's Crèche

We can arrange all of these for you, just ask for more details.



Registrar

If you wish to hold a marriage or civil partnership ceremony at Caldicot Castle, you will need to book and pay for the Registrar separately. We recommend you secure the Registrar before confirming a booking with us.

For further details, contact Registrar Office, Monmouthshire County Council, Radyr, Usk, NP15 1GA. 01873 735 435

Catering

We do not have in-house caterers – we do have several caterers who we use regularly that we would be more than happy to recommend. We welcome a caterer of your choice, subject to necessary H&S checks.

Accommodation

Unfortunately we cannot provide accommodation for the wedding party or guests. We would be happy to provide a list of local B&Bs and hotels.

VAT @20% is charged on all items

Contact us

We are happy to help in any way we can. For more information or to arrange a venue viewing, please contact us:

Caldicot Castle & Country Park

Church road, Caldicot

Monmouthshire, NP26 4HU

www.caldicotcastle.co.uk

E:caldicotcastle@Monmouthshire.gov.uk

T: 01291 420241



“A beautiful venue, run by a group of people who cannot do enough to help you. The children all loved running around in the grounds, and playing with the giant chess set, the adults all loved rocking out to the band in the Guardroom. Cannot find a fault with it as a wedding venue.”

Claire & Alex

“On the day, you and your staff were absolute stars. Nothing was too much trouble and you were always there to solve even the slightest problem.”

Tim & Wendy

“Just got married in Caldicot Castle - beautiful surroundings for our small wedding – the staff were very attentive and made our day very special.

If you are looking for a place to get married I would recommend whole heartedly.”

Clinton & Grace

Our FAQs



Parc Gwledig
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How long does a provisional booking last?

We can hold a date for you for 2 weeks from the date of our meeting or until we receive a completed booking form and deposit payment.

How do we book?

After we have agreed a quote for your wedding, you will receive a booking form to complete and return. Your booking will then be confirmed once we receive your form and a 25% deposit payment.

Is a deposit needed and is there a cancellation policy?

We require a 25% deposit to secure a booking. Please see our standard conditions of hire for further details.

What is the payment structure, when will the final balance be due and is there VAT on top?

We require a 25% deposit to be made at the time of booking. Full payment is required no later than 3 months before the hire date. All additional costs (corkage, drinks etc.) must be settled as soon as reasonably practicable after the wedding. VAT is not included in the cost of hire of the facilities and may also be applicable to other costs should as refreshment and entertainment provisions.

Can we use our own caterers?

We do not have in-house caterers. We have several caterers who we use regularly that we would be more than happy to recommend. We do however welcome a caterer of your choice, subject to the necessary H&S checks.

Are catering facilities available at the castle?

We have a newly refurbished and fully equipped Kitchen that can be made available to your caterers. An additional fee of £2 per head + VAT will be charged.

Can we have a marquee in the courtyard?

Certainly – although we cannot provide a marquee, you are welcome to appoint your own marquee company who we would be happy to liaise with. Please note, due to our status as a Scheduled Ancient Monument, we are unable to use pegs larger than 6 inches. Therefore, your marquee company will need to provide a weighed support system. Maximum number of guests in the courtyard is 2000. Additional port-a-loos will need to be hired for any more than 200 guests.

Who will look after us at Caldicot Castle?

We will endeavour to make sure you deal with the same manager throughout your relationship with us. If, for any reason this manager is not available for the day of your wedding, the alternative manager will be fully briefed on your arrangements.

Do we have to arrange the Registrar separately?

If you wish to hold a marriage or civil partnership ceremony at Caldicot Castle you will need to book and pay for the Registrar directly. For further details and their separate charges please contact: Register Office, Monmouthshire County Council, Radyr, Usk, NP15 1GA. 01873 735435

How many guests can we invite to the evening reception?

We can accommodate up to 200 guests in the Gatehouse. If you chose to have a marquee in our courtyard, we can accommodate up to 2000 guests.

Do you offer exclusive use?

We are happy to arrange for the castle to be closed to the public for the day of your wedding. Fees for this are from £5,000.

Is all the furniture included in the price?

All of our trestle tables, benches and thrones are available to you and included in prices. We can source alternative furniture at an additional fee.



Can we supply our own alcohol and what is the fee?

Of course – we charge £10 corkage per bottle (wine & spirits).
Corkage for 72 pint pin £100 and for 36 pint pin £50

Is there a licensed bar?

Yes, we are happy to make our bar available to you. This is a bottle bar with full range of alcohol and soft drinks. Let us know if you have a passion for a particular drink and we will make sure we are well stocked!

Is there a fee for using the bar?

Use of the bar is included for whole day or reception bookings. We can make the bar available to ceremony only bookings at a small additional cost.

When does the bar open and close?

Depending on your booking, the bar will be open from shortly after your ceremony/arrival and close at 11pm, in line with our licence.

What time does the venue close?

All drink service and music must be finished by 11pm, in line with our licence. We then ask guests to leave the premises by 12 midnight.

Is live entertainment allowed?

Yes – our Guardroom makes an ideal mini concert hall.

Is there access for the Band/DJ and when do they set up?

That's no problem – there is vehicle access to the Gatehouse. Just let us know when your bar would like to arrive and where they are setting up.

Is there a PA system?

We have a full microphone and hi-fi with speakers available in the Banquet Hall which an ipod/tablet/laptop can be plugged into. A portable hi-fi system is available for music provision elsewhere in the castle.

Can music be played outside?

Of course – as long as the music is of reasonable volume and ends in line with our licence (11pm).

When can you have access to the venue to start decorating?

From 9:00am on the day of the wedding. If a marquee is being erected, access is available between 4pm and 6pm the day before.

Can we have helium balloons?

We are happy to allow helium balloons as long as they are weighed down and removed at the end of the celebrations. We do not allow balloons to be released.

Can we have candles?

Yes – we have a number of candlesticks and candles that are available free of charge. Checks will be made prior to the wedding to make sure all candles are safe and don't present a fire risk.

Is it possible to set up the day before?

This can be discussed at the time of booking and depends on our other bookings. If we are available, you can set up between 2-4pm the day before. We can allow access after this time for an additional fee of £75 per hour or part of.

Where can the wedding gifts be stored?

We can provide a secure location to store your gifts overnight and request they are collected by 10am the following day.



How many toilets are there?

We have 2 ladies toilets, 1 disabled and 1 gents cubicle and 1 gents urinal, all located on the ground floor. We request that port-a-loos are hired for weddings with 200 or more guests.

Are there baby change facilities?

Yes – located in the disabled toilet.

Is there disabled access?

Our Guardroom, Bar area and toilets are all located on the ground floor and have disabled access. Our Banquet Hall and Solar Room are located on the first floor and only accessible via some steep stairs and therefore, not disabled-friendly.

Is there a cloak room?

We don't have a designated cloak room.

What provisions are there for children?

We have a number of courtyard games available to help keep the children entertained. We can also recommend some companies who provide crèche facilities. Please be aware that some of the castle grounds can present hazards and all children should be supervised at all times and remain the responsibility of your guests.

Do you have high chairs?

Yes, available free of charge – please confirm numbers of chairs required as soon as possible.

Is there sufficient parking space?

Our carpark in front of the castle can accommodate up to 70 cars. We can also accommodate coaches and have an overflow carpark available (weather-dependant).

Can cars be left overnight?

That's no problem – vehicles are left entirely at the owners' risk and we request vehicles are collected as soon as possible the following day.

Are the gardens and grounds available for wedding guests to use?

Of course – the castle surrounds a beautiful courtyard with lawns and flowerbeds and is set in 60 acres of lovely country park, all of which you are welcome to explore and make use of.

Can confetti be used?

As long as it is biodegradable – we don't like other types which can harm our wildlife friends.

Can we have fireworks?

Yes – however, this is only if you are using a specialist company to supply and run the display. All insurance details and risk assessments must be provided prior to the wedding.

Can photographers/suppliers visit the site prior to the wedding for a viewing?

No problem – we are happy to meet with any suppliers to discuss their plans prior to the wedding.

Is there accommodation for guests?

Unfortunately, we do not have accommodation available at the castle. However, we are lucky to have a large number of various types of accommodation in the vicinity, from medieval manor houses to national hotel chains – just ask us for a list..5

Our Standard Conditions of Hire



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1. User and Payment
- 1.1 No part of the Property is to be used for any purpose other than the Purpose of the Hiring except with the written consent of the Council.
- 1.2 No part of the Property is to be used for any unlawful purpose in any unlawful way.
- 1.3 Where the Hiring relates to the use of Property on more than one occasion, the Standard Conditions shall apply to each occasion.
- 1.4 The Hirer shall pay the Fee to Caldicot Castle & Country Park in accordance with the Agreement.
- 1.5 Confirmation. Provisional bookings are held for 14 days. The Booking Form must be returned and received by Caldicot Castle & Country Park within 14 days or, if such time is not available prior to the date of arrival, within a maximum of 24 hours. If Caldicot Castle & Country Park does not receive the Booking Form within this period, Caldicot Castle & Country Park reserves the right to release the provisional booking and re-let the facilities.
- 1.6 Terms of payment
- 1.6.1 Deposits. The Hirer must pay the deposit or the full pre-payment(s) specified. Should the client fail to pay the requested deposit or pre-payment by the due date, Caldicot Castle & Country Park may treat the booking as having been cancelled by the client. Deposits are neither refundable nor transferable.
- 1.6.2 Final Payments. Clients not having credit facilities with Caldicot Castle & Country Park are required to make full payment of the total estimated at least 3 months prior to the event start date and settle any extras incurred on departure of the event. If credit is granted, full payment of any outstanding balance must be made with 21 days – any queries will not affect immediate payment of the remainder of the account. No allowance or refund can be made for meal or other elements not taken within the agreed package rate.
- 1.7 Amendments & Cancellations
- 1.7.1 In the unfortunate circumstance that you have to cancel or postpone your confirmed booking at any time prior to the event, cancellation charges will be made as follows:
 - a)100% of any additional costs incurred at the time of booking e.g. equipment hires and entertainment.
 - b)70% of the contracted food and beverage revenue if less than 7 days notice.
- 1.7.2 Any cancellation, postponement or partial cancellation must be confirmed in writing and the facilities you have reserved cannot be released for resale until this is received and acknowledged.
- 1.7.3 Should the client make significant changes to the programme or expected number of guests, Caldicot Castle & Country Park reserves the right to amend the rates and/or facilities offered.
- 1.7.4 Amendments or Cancellations by Caldicot Castle & Country Park
 - a)Caldicot Castle & Country Park reserves the right to cancel any booking if the Property is rendered unusable for any such event as is mentioned in Condition 13.3.
 - b)If the Hiring is cancelled for any such reason as is mentioned in Condition 1.7.4, Caldicot Castle & Country Park will give to the Hirer the maximum practicable notice and refund the Fee, but will not otherwise be liable to the Hirer.
2. EQUIPMENT
- 2.1 No lighting, heating, power or other electrical or mechanical fittings or appliances in the Property are to be altered, moved or in any way interfered with.
- 2.2 No additional lighting, heating, power or other electrical or mechanical fittings or appliances are to be installed or used without the prior consent of Caldicot Castle & Country Park.
- 2.3 Any stage lighting equipment provided by Caldicot Castle & Country Park must not be operated by any persons other than suitably trained persons approved by Caldicot Castle & Country Park.
- 2.4 The Hirer shall not bring any equipment whatever nature on to the Property except with the consent of Caldicot Castle & Country Park.



3. SUPERVISION

3.1 During the Period of the Hiring Period, the Hirer is to be responsible for:

3.1.1 The effective supervision of the Property, including:

a) The effective control of children

b) The orderly and safe admission and departure of persons to and from the Property.

3.1.2 The safety of the Property.

3.1.3 The preservation of good order and decency in the Property.

3.1.4 Ensuring that all doors giving access from the Property are left unfastened and unobstructed and immediately available for exit and that all exit aisles, corridors and passageways are kept open and clear of any blockage or obstruction of whatsoever nature and that all fire appliances are undisturbed and accessible in case of emergency.

3.2 Whenever Caldicot Castle & Country Park considers it appropriate, no activity may be carried out as part of the Hiring unless it is supervised by appropriately qualified persons as approved or directed by Caldicot Castle & Country Park.

3.3 The Hirer is responsible for the orderly exit of their guests to minimise the disturbance to local residents.

4. DECORATIONS & ADVERTISING

4.1 No bolts, nails, tacks, screws, pins or other objects are to be driven into any part of the Property, nor is any adhesive substance to be attached to it.

5. MAXIMUM NUMBERS TO BE ADMITTED

The number of persons to be admitted to the Property is not to exceed the Maximum Number indicated in the Agreement and during the Period of Hiring the Hirer must keep a note of the number of persons admitted and show the same on demand of any officer of Caldicot Castle & Country Park.

6. OTHER REGULATIONS

6.1 The Hirer must comply with all conditions and regulations, in particular those made in respect of the Property by the Fire Authority.

6.2 Of the council's public entertainments licence and/or stage play licence for the Property (so far as the same may be relevant to the Purpose of Hiring). And a copy of these will be supplied on request.

7. GAMBLING

7.1 No sweepstake, raffle, tom bola or other form of lottery is to be permitted to take place in the Property except a lottery which is lawful under the Lotteries and Amusement Act 1976.

7.2 For which the prior consent of Caldicot Castle & Country Park has been obtained and which is conducted strictly in accordance with the relevant statutory provisions.

8. REFRESHMENTS

The Hirer shall not bring, or permit or allow to be brought into the Property any alcohol, confectionary, food or refreshments of any description without the prior consent from Caldicot Castle & Country Park.

8.1 Where consent for external catering has been granted the following paperwork must be shown to the management before work commences.

Score on the door

Public Liability Insurance Certificate

Risk Assessment/method statement

PAT testing certificate



9. SMOKING

9. Smoking is not permitted anywhere in the building.

10. EXPIRATION OF THE PERIOD OF HIRING

At the expiration of the Period of Hiring, the Hirer is to leave the Property in a clean and orderly state.

11. AGREEMENT PERSONAL TO THE HIRER

The Benefit of the Agreement is personal to the Hirer and not assignable or capable of being sub-hired.

12. DAMAGE TO COUNCIL PROPERTY

The Hirer is to take good care of and not cause any damage to be done to the Property or to any fittings, equipment or other property in the Property and the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone for whom the Hirer is responsible or anyone permitted by the Hirer to enter the Property.

INJURY TO PERSONS AND LOSS OF PROPERTY

13.1 Caldicot Castle & Country Park will not be liable for the death of or injury to any person attending the Property for the purpose of the Hiring or for any losses, claims, demands, actions proceeding, damages, costs of expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement except where such death, injury or loss is due to the negligence of Caldicot Castle & Country Park.

13.2 Caldicot Castle & Country Park will not under any circumstances accept responsibility or liability on respect of any damage to or loss of any goods, articles or property of any kind brought in or left at the Property either by the Hirer for his own purpose or by any other person or left or deposited with any employee of Caldicot Castle & Country Park.

13.3 Caldicot Castle & Country Park will not be liable for any loss due to any breakdown of machinery, failure of supply with electricity, leakage of water, fire, government restriction or Act of God which may cause the Property to be temporarily closed or the Hiring to be interrupted or cancelled.

13.4 Caldicot Castle & Country Park gives no warranty that the Property is legally or physically fit for any specific purpose.

14. RIGHT OF ENTRY AND RIGHT TO REFUSE ADMISSION

Caldicot Castle & Country Park reserves the right for duly authorised members or employees of the Council to enter the Property at any time for any authorised purpose and the right to refuse admission to, or remove from the Property, any person

BREACH BY THE HIRER

15.1 If the Hirer fails to observe and perform any of the Standard or Special Conditions, Caldicot Castle & Country Park may:

15.2 Charge to and recover from the Hirer any expenses incurred by the Council in remedying any such failure, including the cost of employing attendants, workmen, cleaners or other persons as may be appropriate and

15.3 Cancel the instant or any other hiring of the Property or any other property of the Council by the Hirer without incurring any liability to the Hirer for the return of any fee or otherwise.

16. APPLICATION OF THE CONDITIONS

The restrictions and obligations in the Standard and Special Conditions apply to any part of the premises in which the Property is located.

17. IN CASE OF EMERGENCY

In the event that the emergency services need to be called during the period of hiring, the Duty Officer or Manager must be notified. If you would like us to provide First Aid Cover, please advise at time of booking.

18. CAR PARKING

Vehicles must be parked in the designated car parks.



15.

NOTES

Insurance - Caldicot Castle & Country Park has arranged insurance called Hirers Liability Cover through Aspen Insurance UK Ltd. Thus the Hirer has public liability cover as part of the Hire fee. This cover is not available for commercial or business users. A copy of the policy is available for inspection for prospective Hirers.

Copyright etc. - Caldicot Castle & Country Park has secured licenses from Phonographic Performance Limited (for the public playing of commercial sound recordings) and from the Performing Rights Society (who act on behalf of the composers to protect their rights in respect of both sound recordings and live performance).

SAFEGUARDING. MCC operates a policy of safeguarding for children and vulnerable adults.

SPECIAL ACCESS REQUIREMENTS

In order to comply with our Fire Certificate individuals who have mobility issues and who are unable to negotiate staircases unassisted are not permitted to use the upper levels of the building. Please sign below to confirm you are aware of this fact and will ensure your guests comply.

SIGNATURE

Date