

**THE HALING DENE CENTRE
PENKRIDGE**



Penkridge Parish Council - Haling Dene Centre
Cannock Road, Penkridge ST19 5DT
Tel: 01785 714157 (Booking Office)
Mon - Fri 9.00 am to 5.00 pm
www.penkridgeparishcouncil.co.uk
Email: reception@penkpc.co.uk

**THE HALING DENE
CENTRE**



**WEDDING PACKAGE
2017-18**

THE HALING DENE CENTRE

The Haling Dene Centre is a Grade II listed building built in 1841 set in picturesque grounds ideal for your wedding photographs. Whether choosing to hold your ceremony here or your reception, the experienced and friendly staff will help to make your special day complete.

Civil ceremonies are held in a room overlooking the gardens so creating the perfect atmosphere.

We have a large function room with dance floor and stage, leading to a marquee, which can take the atmosphere of your wedding out into our wonderful gardens.

Our fully equipped kitchen can be used by your chosen caterers to prepare your ideal wedding buffet. Our well-stocked bar and friendly bar staff add that final touch to your perfect day.



- ❖ If not already notified, will you please advise the number of people expected to attend no later than 14 days before the event. This is necessary to ensure that sufficient tables and chairs can be made available by the Caretaker and adequate bar staff are engaged by the Bar Manager.
- ❖ A 25% deposit must accompany the booking form to secure the booking (non-refundable). Any outstanding amount must be paid 12 weeks prior to the function date. The damage deposit of £100 (refundable) as detailed in the conditions of hire will be required 4 weeks prior to the function date.
- ❖ All alcoholic/soft drinks consumed are to be supplied by the Haling Dene Centre Bar. Should you require any special wines, toast etc, or the serving of sherry would you please contact the Bar Manager at least 4 weeks before the event so that we can place the necessary order(s) with the supplier(s).
- ❖ The Bar Licence allows 20 minutes drinking-up time after the Bar is closed and your co-operation in keeping the Haling Dene Centre's good name with the Licensing Justices would be appreciated. **Please note that children under 18 years of age will not be admitted to the Bar area.**
- ❖ To save any embarrassment either to yourselves or the Haling Dene Centre staff would you please adhere strictly to the booked hours i.e. if you have booked till midnight it means that the room must be clear by midnight. Should this not happen you will be invoiced appropriately for the extra room hire plus the additional time of the Caretaker.
- ❖ Your disco must terminate by 11.30 pm, half an hour before your booked closing time to allow for removal of the equipment. All uneaten food must be removed from the premises or a charge will be made for its removal.

The management trusts that you will have a happy time at the Haling Dene Centre.

For full terms and conditions see reverse of Booking Form.

HALING DENE CENTRE

The Haling Dene Centre provides a fully licensed public bar from 7.00pm to 11.00pm (Wed, Thur, Fri, Sat) also available to room hirers.

Our Function Room and Lounge/Buffer Rooms are licensed for the consumption of alcohol.

A full list of wines for your special occasion can be obtained from the Bar Manager or Reception upon request.

Private afternoon hire is also available for functions. (Subject to availability). Enquiries to Reception.



CONTACT DETAILS:-

Booking Office : 01785 714157
(Opening Hours 9.00 am - 5.00 pm Mon - Fri)

Bar Manager : 01785 714157
(from 7.00 pm to 11.00 pm Wed, Thur, Fri, Sat)

Email : reception@penkpc.co.uk
Website : www.penkridgeparishcouncil.co.uk

CIVIL WEDDING CEREMONIES, PARTNERSHIPS, BLESSINGS & NAMINGS

Applicants will need to confirm the date and availability of the Registrar before making a firm booking:-



0300 111 8001

CIVIL CEREMONY & RECEPTION ROOM HIRE CHARGES

2017 - 2018

SESSION TIME – 10AM TO 6PM

CEREMONY ROOM
FUNCTION ROOM
AFTERNOON BAR
& BUFFET/DRESSING ROOM £680.50

SESSION TIME – 10AM TO MIDNIGHT

CEREMONY ROOM
FUNCTION ROOM
AFTERNOON BAR
& BUFFET/DRESSING ROOM £805.00

WEDDING RECEPTION ROOM HIRE CHARGES

2017 - 2018

SESSION TIME - (10AM TO MIDNIGHT)

AFTERNOON BAR
FUNCTION ROOM
LOUNGE/BUFFET
& BUFFET/DRESSING ROOM £656.50

CIVIL CEREMONY ROOM HIRE—1PM TO 6PM

CEREMONY ROOM £267.00

Maximum 120 people
Special Sunday Ceremony - price on request.



AFTERNOON & EVENING RECEPTION (1PM TO MIDNIGHT):

(Small Gathering)
AFTERNOON BAR
FUNCTION ROOM £380.50

AFTERNOON BAR
FUNCTION ROOM
& BUFFET/DRESSING ROOM £431.00

AFTERNOON BAR
FUNCTION ROOM
LOUNGE/BUFFET
& BUFFET/DRESSING ROOM £524.50

EVENING RECEPTION (1PM TO MIDNIGHT):
(PUBLIC BAR OPEN FROM 7PM)

FUNCTION ROOM £182.50

FUNCTION & DRESSING ROOM/BUFFET ROOM £206.00

FUNCTION & LOUNGE/BUFFET ROOM £288.00

FUNCTION & DRESSING ROOM/BUFFET &
LOUNGE/BUFFET ROOM £324.50

OPTIONAL:

MARQUEE £267.00
(Available April—Sept)

Free entrance to Grounds with room bookings.

*All Wedding Hire inclusive of VAT.
Vat No. 279-7480-00*

