

# THE DINING ROOM

*at Purchases*

LUNCH, PRE-THEATRE & EVENING RESTAURANT

## Your Wedding at The Dining Room

### The perfect setting.

The Dining Room makes the perfect setting for same sex and heterosexual couples for a fabulous wedding reception. The dining area and the glorious courtyard garden are made for that special party or celebration (of any kind).

### The Dining Room can be all yours for the day.

Throughout your Wedding Day, the Dining Room can be exclusively yours.

You will have use of the Dining Room and the gardens, or additionally the bar and Tapas restaurant from mid-day to midnight.

### High Season Exclusivity Fee (including Bar and Tapas Restaurant)

2007 & 2008 Mid-week wedding – exclusivity fee: £350.00

2007 Friday & Saturday weddings – exclusivity fee: £1200.00

2008 Friday & Saturday weddings – exclusivity fee: £1500.00

2007/2008 Saturday, major Goodwood events & Bank Holiday Sunday weddings – exclusivity fee: £2000.00

### Low Season Specials (1st February - 31st May 07 & 1st November 07 - 31st March 08

*\*Subject to availability)*

Mid-week wedding – exclusivity fee: £200.00

Friday wedding – exclusivity fee: £750.00

Saturday wedding and Bank Holidays – exclusivity fee: £1000.00

### The ceremony.

There are several venues that you can get married at within close proximity:

The Registry Office (North Street) - 01243 782307.

The Council House (North Street) – Chichester City Council 01243 788502

Edes House (West Street) – Chichester District Council 01243 777024

### The wedding breakfast.

The Dining Room has a varied selection of wedding menus, or can be bespoke to your exact requirements.

You will enjoy fine dining and wine from a varied list. A 3-course lunch will usually last about two to three hours, including time for speeches, followed by the cutting of the cake.

If you do have any special catering needs, such as vegetarians or gluten free meals, please do let us know as early as possible. Generally prices for a 3-course lunch/dinner are around £39.50 per head. For children under the age of 10, ½ portions are available at a cost of £20.00 per head.

### Evening reception.

The Dining Room can accommodate approximately 50 guests for your evening party.

A cash bar or a bar on account will be made available to your guests, offering a selection of wine, beer, spirits and soft drinks.

A hot/cold buffet or a selection of cheeses and rustic breads can be served to any additional guests you may want to invite after the main meal – this must be by prior arrangement.

A selection of handmade English and French cheeses, including rustic bread from £7.50 per person or a selection of English and French cheeses and continental meats from £10.50 per person.

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## Licences

It is a legal requirement that any music must finish by 11.00pm., unless a separate licence is obtained. No amplification of music is allowed in the garden.

We are licensed to serve alcohol until midnight, with all guests having to vacate the premises by 12.30am. Subject to licensing approval, this can be extended to a maximum of 2am.

In both cases a minimum of three to four weeks is required to obtain permissions and a separate fee may be payable.

Where professional musicians or DJ are employed, we will need to have a copy of their contract to ensure no breaches occur.

## Accommodation.

There are several excellent hotels and bed and breakfasts in the area and we would be happy to advise and recommend.

## Extras.

All our rates include sufficient staff to cater for your needs. In the event you would want any additional staff, for example a master of ceremonies, a doorman or security personnel these can be provided at the appropriate rates.

A cake table, stand and cake knife can be supplied upon request or you contact your cake supplier

Flowers, music, photographers etc can also be arranged. For our fully inclusive packages see below:

## Wedding Packages.

We have three pre-set fully inclusive options to make organising your special day a little easier. Please see separate details.

## Booking procedures.

To make a booking please contact our Events Team at The Dining Room or to make an appointment to discuss your requirements.

## Terms and conditions.

Following an enquiry, a provisional booking for your date will be held for 10 days.

On approval of quotation, a non-refundable 50% deposit of The Dining Room exclusivity fee is required to confirm a booking.

The remainder of the Dining Room fee is payable 6 months before the wedding date.

Final numbers for the wedding breakfast must be confirmed 21 days before the event, when the final balance will be due.

Prices are subject to change in line with standard annual price increases and any increase in the VAT rate.

All couples are strongly recommended to organise wedding insurance to cover their event.

Any damage caused to the premises will be charged to the company or person who makes the booking.

The Dining Room Limited reserves the right to cancel any booked function as a result of unforeseen circumstances or events outside our control. If we have to do this, we will give you as much notice as reasonably possible, and will refund your deposit. You agree to accept that deposit in full settlement of all claims, costs, losses or damages that you may otherwise have against us arising from the cancellation, and we will have no further liability to you.

## Cancellation policy.

From booking confirmation to 180 days prior – loss of deposit.

From 180 days to 90 days prior – loss of exclusivity fee.

From 90 days to 40 days prior – 25% of all costs quoted.

From 40 days to 28 days prior – 50 % of all costs quoted.

From 28 days to event date – 100% of all costs quoted.

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## Wedding Packages

OPTION 1: £2,875

up to 50\* guests

Personal consultation to arrange every detail of your function, including wine tasting.  
Canapés and a glass of Prosecco or Cocktail on arrival  
Half a bottle of red or white wine per person (or soft drink) £15 per bottle quality.  
Flowers – table vases (your requested colours)  
Exclusive use of the restaurant and garden.

OPTION 2: £3,500

up to 50\* guests

Personal consultation to arrange every detail of your special day, including wine tasting.  
Three course lunch or dinner with coffee and Petits Fours. (A fourth course is optional)  
Canapés and a glass of Champagne on arrival  
Half a bottle of red or white wine per person (or soft drink) £18 per bottle quality.  
Full linen lay-up  
Flowers – table arrangements in your colour choice  
Exclusive use of the restaurant and garden.  
Complimentary First Anniversary Champagne Dinner (or voucher)  
Children's games

OPTION 3: £7,750

up to 50\* guests

Personal consultation to arrange every detail of your reception, including wine tasting, with samples to take home if required.  
Complimentary organisation of other wedding services. i.e. photographer, limousine, cake, accommodation, etc.  
Four course lunch or dinner with coffee and Petits Fours. The menu will be bespoke to your exact requirements  
Canapés and Champagne \*\* or Cocktail on arrival  
Red and White Wine chosen from our extensive list – up to the value of £28 per bottle with an allowance of ½ bottle per person.  
Set of Crystal Champagne flutes for the Bride and Groom  
Engraved Silver cake knife  
Live music ~ your choice of style and type i.e. harp, piano, guitarist, etc. This is a solo musician who will play for a total of two hours, but other alternatives are available.\*\*\*  
Full Linen and Silver restaurant lay-up.  
Table flowers and two large arrangements – designed to your specifications.  
Exclusive use of the restaurant, bar and garden.  
Champagne toast for speeches  
Inclusive bar to a value of £500.00  
If you are leaving straight after the reception for your honeymoon, we will gladly pack a complimentary 'mini picnic' to sustain you on the journey.  
Complimentary First Anniversary Champagne Dinner (or voucher)  
Guest register for their comments – for your records!  
Exclusive handmade Chocolates for the Ladies

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Children's' games

Disposable cameras for those candid moments

In addition a follow on stand-up buffet can be arranged for any additional guests you may like to invite\*\*

\* four glasses per person

\*\*\* any requirement to go beyond our 11pm. licence is subject to application to the local authority and is regretfully NOT guaranteed. A minimum six weeks notice is required.

Naturally with all our wedding packages we offer a personal service and in depth consultations, before the great day – to ensure you get your perfect day.

## COSTINGS

<b>Option 1</b>	£2,875 for 50 guests	£57.50 per person
<b>Option 2</b>	£3,975 for 50 guests	£79.50 per person
<b>Option 3</b>	£7,750 for 50 guests	£155.00 per person

Discounts are offered for midweek weddings. Monday – Thursday 25%, Friday 5%

No. of guests		30	35	40	45
Option 3	Discount				
	Saturday	£4200.00	£4900.00	£5600.00	£6300.00
	25%	£3150.00	£3675.00	£4200.00	£4725.00
	15%	£3570.00	£4165.00	£4760.00	£5355.00
Option 2	Saturday	£2100.00	£2450.00	£2800.00	£3150.00
	25%	£1575.00	£1837.50	£2100.00	£2362.50
	15%	£1785.00	£2082.50	£2380.00	£2677.50
Option 1	Saturday	£1380.00	£1610.00	£1840.00	£2070.00
	25%	£1035.00	£1207.00	£1380.00	£1552.50
	15%	£1173.00	£1365.50	£1564	£1759.50

All prices are inclusive of VAT. A service charge of 10% is added to all accounts.

\* 50 is an optimum number but subject to table lay-up, we can do slightly more. Numbers are based on all guests sitting down.