



Welcome to Hatfield House and congratulations on your engagement.

Whether you are looking for an intimate wedding or a large celebration, Hatfield House is the perfect setting for the wedding of your dreams. Set within the magnificent grounds of Hatfield Park where Queen Elizabeth I spent much of her childhood, our stunning venues, the historic Old Palace and the contemporary Riding School provide a unique and magical backdrop for your wedding celebrations.

The Old Palace is a Grade I listed building built in 1485 by the Bishop of Ely and was used as a nursery for King Henry VIII's three children in 1538. A historic venue being most famous for where Queen Elizabeth I held her first council of state its medieval brickwork, beautiful wall hangings and stunning gardens makes it a perfect setting for your fairytale wedding.

The Riding School blends historic features with modern architecture to offer a contemporary alternative. Its glass roof allows the room to be flooded with natural light and the mezzanine level adds to the style of this unique venue.

Both of our venues are licensed for Civil Ceremonies and Civil Partnerships. The Hatfield Registrar may be contacted on 0300 123 4045.

Capacities:	Old Palace	Riding School
Wedding Breakfast & Evening Reception	200	120
Wedding Breakfast (dining only)	250	120
Wedding Ceremony & Wedding Breakfast	180*	110

* Above 180 guests, both the Old Palace and the Riding School would be required. Both venues have private bar facilities and can accommodate up to 300 evening guests.

Minimum of 80 adult guests are required for the Old Palace (100 on Saturdays in June, July, August, September & December) and a minimum of 60 adult guests for the Riding School.

The Hospitality team at Hatfield House aim to make the planning of your wedding day as easy and enjoyable as possible. To enhance your special day we have a new & exciting range of wedding packages, designed to allow flexibility & choice as well as creating peace of mind for your perfect wedding day.

To discuss further, check availability of your preferred date or to book an appointment to view, please call 01707 262 055 or email Hatfieldhospitality@compass-group.co.uk



HATFIELD HOUSE
HOSPITALITY



Gold Package – Old Palace

Dedicated Wedding Co-ordinator

Venue Hire until Midnight

A glass of Sparkling Wine on arrival

3 Course Wedding Breakfast with Coffee and Chocolates

½ Bottle of House Wine per person

Jugs of Iced Water

A glass of Sparkling wine for the toast

White table linen and napkins

Table Stationery

(Table plan, Table names, Menu cards and Place cards)

White Chair Cover with Sash, colour of your choice

Silver cake stand and knife

Complimentary menu tasting for Bride and Groom

Complimentary car parking for you and your guests

£90.00 plus vat per person (2017)

£94.00 plus vat per person (2018)



HATFIELD HOUSE
HOSPITALITY



Platinum Package – Old Palace

Dedicated Wedding Co-ordinator

Venue Hire until Midnight

2 glasses of House Champagne on arrival

Selection of 6 Canapés

4 Course Wedding Breakfast with Coffee and Petit Fours

½ Bottle of Selected Wine per person

½ Bottle of Mineral Water per person

A glass of House Champagne for the toast

White table linen and napkins

Table Stationery

(Table plan, Table names, Menu cards and Place cards)

White Chair Cover with Sash, colour of your choice

Silver cake stand and knife

Complimentary menu tasting for Bride and Groom

Complimentary car parking for you and your guests

£132.00 plus vat per person (2017)

£138.00 plus vat per person (2018)



HATFIELD HOUSE
HOSPITALITY



Silver Package – Old Palace
(Available Monday – Thursday)

Dedicated Wedding Co-ordinator

Venue Hire until Midnight

A glass of Sparkling Wine on arrival

3 Course Wedding Breakfast with Coffee*

½ Bottle of House Wine per person

Jugs of Iced Water

A glass of Sparkling wine for the toast

White table linen and napkins

White Chair Cover with Sash, colour of your choice

Silver cake stand and knife

Complimentary car parking for you and your guests

£76.00 plus vat per person (2017)

£80.00 plus vat per person (2018)

***Choice from Chefs Seasonal Menu**

Minimum numbers of 60 apply



HATFIELD HOUSE
HOSPITALITY



Diamond Package – Riding School

Dedicated Wedding Co-ordinator

Venue Hire until Midnight

A glass of Bucks Fizz on arrival

3 Course Seasonal Wedding Breakfast with Coffee and Chocolates

2 Glasses of House Wine per person

Jugs of Iced Water

A glass of Sparkling wine for the toast

White table linen and napkins

Decoration Package

Light curtain behind top table, white fairy lights around pillars either side of top table, Fairy

lights swagged around balcony with long organza bows, 6 coloured uplighters,

2 bay trees with lights, white chair covers with coloured organza sash,

Organza swags & matching bows for your top table, cake table & gift table,

Organza table runners and diamante crystals on the tables,

Wishing well or postbox and sweetie table for the evening

Stationery Package

Table plan, Table Names, Menu Cards & Placecards

Silver cake stand and knife

Complimentary menu tasting for Bride and Groom

£4,860.00 plus vat for 60 guests (2017)

Additional guests charged at £82.00 plus VAT (2017)

£5,040.00 plus vat for 60 guests (2018)

Additional guests charged at £85.00 plus VAT (2018)



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Package Upgrades & Options for 2017

- Civil Ceremony Set Up - £250.00 plus vat
 - Round Tables for Old Palace - £350.00 plus vat
 - Stage for Old Palace - £125.00 plus vat
 - Hour extension - £450.00 plus vat
 - Canapés from £9.50 plus vat per person
 - Crisps & Olives - £3.50 plus vat per person
 - Intermediary Course - £4.50 plus vat per person
 - Cheeseboard (serves 10) - £45.00 plus vat per platter
 - Childrens menu - £33.00 plus vat per child (under 10yr)
 - Evening Bacon or Sausage Rolls - £5.50 plus vat per person
 - Evening Pulled Pork Rolls - £6.50 plus vat per person
 - Evening Pulled Pork Rolls with Salads - £11.50 plus vat per person
 - Evening Cheese and Meat Platters from £12.50 plus vat per person
 - Evening Finger Buffet from £16.50 plus vat per person
 - Evening Hog Roast with Salads - £18.50 plus vat per person
 - Wine Corkage* - £12.00 plus vat per bottle
 - Sparkling Wine/Champagne Corkage* - £16.00 plus vat per bottle
- (* to replace wines included in wedding package a minimum allocation of half a bottle per person is required)





HATFIELD HOUSE

Additional Information

Making your big day happen

The Hatfield House Hospitality team are dedicated to making your wedding day perfect and will work with you from the early planning stages to the day of your wedding to ensure everything runs smoothly and stress free. We also work with a selection of approved partners who can add those finishing touches to your special day, from florists to musicians and cake makers to photographers. We are happy to provide a list of our recommended wedding suppliers.

Catering

Hatfield House Hospitality prides itself on offering a high standard of catering and a variety of menus to cater for a range of tastes. Dietary requirements can be catered for and Chef can prepare menus to suit any youngsters attending the wedding. Our in house Chefs use the best of fresh local produce wherever possible and are happy to discuss your requirements to create your perfect wedding menu.

Civil Wedding Ceremony

The Old Palace and Riding School are licensed for civil ceremonies. An additional set up charge is applicable and this is £250.00 plus vat. If you are getting married in the Riding School and wish to have chair covers for the ceremony an additional fee of £3.00 plus vat per chair cover applies.

Cultural and Kosher Weddings

We welcome cultural and kosher weddings with the Old Palace available for Dry Hire, Saturday's £8,000 plus vat per day, Sunday & Friday £6,000 plus vat, Monday – Thursday £5,000 plus vat during 2017.

Wedding Insurance

Hatfield House Hospitality require that you take out adequate wedding insurance to cover cancellation or any other unforeseen circumstances. A minimum of 2 million pounds public liability insurance is required. A copy of the insurance certificate should be provided to your wedding co-ordinator.

Booking Details

Once you decide on your wedding date we can hold the date on a provisional basis for no longer than 2 weeks after which we require a decision. A booking contract is then sent to you for signature together with our terms and conditions. A deposit of £2,000 is required on confirmation of booking. 100% pre payment of the expected catering spend is then paid at least 3 weeks prior to the wedding with any outstanding amount settled on the day of the wedding.

Your next step...

To discuss further, check availability of your preferred date or to book an appointment to view, please call 01707 262 055 or email Hatfieldhospitality@compass-group.co.uk.





Additional Information

- Your chosen venue is available from 9.00am on the day of the wedding until Midnight, with the bar closing at 11.30pm. Should you wish to extend the party an extension is available until 1am (with the bar closing at 00.30) at an additional charge of £450.00 plus vat (2017 rate). Please note that the bar can only be extended to midnight on a Sunday.
- The provision of white napkins and tablecloths are included within the menu prices quoted. Specialist equipment may be hired at an additional charge.
- Hatfield House has an easel for your table plan as well as table numbers and stands for you to use.
- We have 2 cake stands available on site and can provide one of these at no extra cost, providing it is available on the date of your wedding when you request it and that it matches the size of your cake. We can provide a knife to cut the cake.
- Candles are not allowed in the Old Palace and Riding School other than battery operated candles/tea lights.
- The long tables can be replaced with round tables in the Old Palace at an additional charge of £350.00 plus vat. A stage can be hired at £125.00 plus vat.
- The hospitality team is available at any time to answer your questions or if you require any advice. However, all details will be discussed with your wedding coordinator in a meeting 2 months prior to the wedding. We will contact you approximately 3 months before the wedding to set a date for the meeting with you.
- We will ask you to bring your table plan, name cards, favours, table decorations and any other item two days before the wedding. We will then set up everything on your tables so it is all ready for you when you arrive on the day.
- Both the Old Palace and Riding School have a PA system for your use. Microphones are available for your speeches and music can be played from a CD or Ipod during your wedding ceremony and wedding breakfast.
- Unfortunately, confetti, rice or petals of any type is not permitted in the grounds / gardens outside the venues and fireworks/drones are not permitted anywhere on the grounds. Helium balloons are not allowed in the Old Palace.

We look forward to hearing from you and welcoming you to Hatfield House.

