

Crockwell Detailed Information

We have put together a few suggestions, requests, and some information to help you and us to organise your wedding day. Please call or email if you have any queries and we will do our best to advise.

Wedding Booking & Payment Schedule

You will need to book your ceremony whether it is a Church wedding or a civil service at Crockwell.

- For a civil ceremony we are licensed with the Daventry registrar - 0300 126 1000, www.yourdaynorthants.com/personaliseyourceremony
- You can book your ceremony two years before the wedding date and can provisionally book a date and time earlier. If you are having extra evening guests a ceremony at 2.00 pm works very well, giving you time to do all the formal bits, then invite evening guests for about 7.00 pm, but it is your day, so if you would prefer to be earlier or later that is fine. The 2.00 pm time slot is popular with other couples, so it is worth booking early. When you have booked the ceremony, please let us know, and we will email an outline itinerary etc based on the time. Don't hesitate to call or email with any queries.
- For a Church wedding at your local parish please contact your vicar.
- If you are interested in booking a wedding ceremony at St Nicholas' Church Eydon contact the Reverend Paul Trathen who is the vicar of Eydon, Woodford Halse, Aston-le-Walls, Boddington & Byfield Churches at paul.trathen@btopenworld.com or 01327 260204, or Churchwarden Sue Tresham at sueyates@aol.com or 01327 260503.
- We can keep a ? option on a date for approximately a week, then we ask for an initial deposit of £500. To confirm the booking we require a further £2,000 which is payable after 1 month. This brings your total deposit paid to £2,500; we will forward £1,000 of this to the caterers to confirm their booking.
- We guarantee our quotes for two years from the date of your reservation. If you book more than two years ahead, we will re-quote (if our prices have changed) and ask for the confirmation £2,000 deposit two years before the wedding.
- One year before your wedding we will require a further payment, bringing your deposit up to 30% of your estimated total.
- Generally, 7 to 8 months before the wedding (though it can be earlier/later) we will need a meeting to go through the details of your day. You will also need to meet Ross & Ross to confirm your menu. Most couples come to Crockwell to have their meeting with us, though we can hold it virtually if easier. It does need to be held on a non-wedding weekday between 9.30 & 2.30. Except in unusual circumstances, it will the final detailed face to face meeting we will hold at Crockwell as generally we can confirm details by phone & email. Your meeting with Ross & Ross is usually held remotely. After the meetings we will email an updated quote to reflect your plans to include your catering, drinks and accommodation packages and the returnable damage deposit.
- Six months before the wedding we will require a further payment, bringing your deposit up to 60% of your estimated total. Before this is due we will have emailed an updated quote.
- Some clients prefer to set up a schedule of regular payments by bacs or direct debit; we will send receipts as payments are made and deduct the total paid from the outstanding balance.
- Six weeks before the wedding we will ask for confirmation of final numbers. We require confirmation one month ahead, and will invoice for the balance at this stage. We cannot credit for any reduction in numbers within a month of the wedding. The account will be due for payment fourteen days before the wedding.

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- We will invoice you for any extra expenses, or credit you for any drinks changes, and return your damage deposit (all being well!) within three weeks of the wedding.

Insurance

- All bookings are subject to our Terms and Conditions. Deposits are non-returnable. We would strongly advise you to take out wedding cancellation insurance when you pay your deposit.

Times

- Whether you are having a Church or Civil ceremony we would advise that, if you are planning to invite extra evening guests, the timings are important. An ideal time to start the drinks reception following the ceremony is approximately 2.30 – 3.00 pm. This will give you time to do all the formal parts of the day before your evening guests arrive at about 7.00 pm.
- A civil ceremony will take approximately 30 minutes. The Registrar's booking will be from 30 minutes before the ceremony to give time to carry out their separate interviews with the marrying couple. A church ceremony will be 45 minutes to 1 hour plus photos at the Church and your journey time to Crockwell.
- Please could you let us know when you have booked the ceremony (time and place) and we will email an outline itinerary based on this.
- We charge a supplement for wedding ceremonies starting before 1.00 pm but are happy to waive this charge if we agree an earlier end time for the evening.
- The licensed bar will be open from an hour before the ceremony, it closes at 12.30 am.
- Music – the last dance is at 12.00 midnight.

Open Evenings & Afternoons

- We hold informal Open Evenings every few months. These are an opportunity to see the venue set up, view bedrooms and bring family members or bridesmaids.
- Some of our recommended suppliers will be at the Open Evenings to give couples some ideas/inspiration.
- We don't charge to attend but please email or call or let us know you're coming.
- Taster Evening for booked couples.
- We hold two taster evenings per year, and invite booked couples to attend one, generally approximately a year before their wedding. Ross & Ross will offer canapés on arrival, and we will be serving our house Prosecco, then we will invite the guests to take seats for a 3 course meal with some popular Ross & Ross dishes, and Crockwell house wines.
- We will be happy to answer any questions you may have, and discuss your menu and wines.
- The taster evening will be complimentary for couples; it will be possible to bring up to a maximum of four extra guests at an extra charge.
- If you cannot (or choose not to) attend our taster evening you can arrange to have an individual tasting at Ross & Ross' base in Chipping Norton with your chosen menu. This would be at extra cost.

Meetings



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- Your facility fee covers meetings here and phone/email correspondence to plan your day.
- 7 to 8 months before the wedding (though it can be earlier/later) we will hold a meeting to go through the details of your day. We discuss your expected numbers, itinerary, location of ceremony, drinks package, table layouts, outside supplier details, and accommodation requirements. Don't worry, we can make changes to the plan after the meeting, but it really does help to have things roughly in place. Generally couples come to Crockwell to have their meeting with us, though we can hold it virtually if easier. **The meeting needs to be held on a non-wedding weekday between 9.30 & 2.30.** Except in unusual circumstances, it will be the final detailed face to face meeting we will hold at Crockwell as generally we can confirm details by phone & email. Please contact us to put a date in the diary.
- You will also need to have a meeting with Ross & Ross which is usually held remotely. After the meetings we will email an updated quote to reflect your plans to include your catering, drinks and accommodation packages and the returnable damage deposit.
- To visit at another time please call to make an appointment.
- Please be aware that on your wedding morning very occasionally we may be showing couples round the venue, (not the accommodation!) but of course your needs will be our priority and any visitors will have left 2 hours before your ceremony.
- One of our dedicated wedding co-ordinators will be allocated your wedding to run. They will contact you during the week before the wedding to confirm what time you are arriving on the day before, and to go through any questions you have.

Day Before

- Your wedding co-ordinator will be here to meet you and have a run-through of the day, check music for your ceremony, table plans, hang up your dress, confirm breakfast times etc. You and any guests staying the night before the wedding will have access from 2.00 pm to check into bedrooms.
- You are welcome to decorate the bar and marquee between 2pm and 6pm the day before the wedding and suppliers can access the venue between these times, and also from 7am on the morning of the wedding. We will lock up the marquee and bar areas at 6pm the evening before the wedding. Please ensure that your suppliers are aware that these are our access times.

Accommodation details as outlined

- All the accommodation will be available from 2.00 pm (or very soon after). There are several possibilities for an evening meal on the evening before the wedding. Your choice may well depend on numbers staying.
1. You can all go to a local pub for a meal – we can make recommendations. You may well come back to the farmhouse for nightcaps / snooker.
 2. You can have a meal in the farmhouse and/or cottages. You will have facilities to self-cater; we would not provide staff unless specifically requested when we would charge an agreed sum per hour. Please note that there is seating for up to 24 guests in the Farmhouse, split between the main dining room (14) and Farmhouse kitchen (10). Therefore if your numbers are greater than 24, we would strongly encourage dining in the Breakfast Room.

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3. For numbers over 14, you may prefer to enjoy a meal in the Breakfast Room. You would organise your own food, either bringing prepared dishes, or ordering a meal from Suzanne or a takeaway. We would provide staff to set up and clear/wash up and open the bar. This service is free of charge for between 14 & 24 guests; for over 24 we charge a £200 supplement. When using the Breakfast Room, all drinks must be purchased from the licensed bar, or corkage paid.
4. As before, Tyrell and Dryden cottages remain equipped for self-catering so it's possible to split guests between the cottages and Farmhouse.
5. If you are planning on ordering a takeaway, please consider how you will dispose of waste and be mindful of staining on any surfaces.

Conditions of use of the Accommodation

The 300 year old Farmhouse and cottages are much loved and precious, and we are sure all our guests will appreciate that we need all the accommodation to be in good shape for you and for all our future couples. We will make deductions from the £1,500 damage deposit for damage or extra cleaning required in any areas. This can be charged to a credit card if preferred, but will be returned to you via bank transfer.

We will also require agreement to the following Terms of Use:

- Please report any breakages or damage to us as soon as possible.
- Any damage or extra cleaning required above reasonable wear and tear will be charged to the damage deposit.
- Dining the evening before the wedding is restricted to those guests staying on site, a maximum of 32 guests. Additional campers and external guests are not permitted to dine in the Farmhouse the night before the wedding.
 - We strongly encourage dining in the Breakfast Room for guest numbers over 24. This way, our team will ensure plates and glassware are washed and stored, meaning your guests can relax and enjoy the wedding morning. We can provide staff in the Farmhouse for a supplement.
- The Farmhouse and cottages must be left as found, with crockery, cutlery, glassware and cooking utensils washed and put away.
- All waste must be responsibly disposed of. We will provide clearly labelled recycling bins and we ask that these are used. If we are required to separate waste, we will charge a fee to do so.
- No naked candles or fires permitted in the accommodation
- Strictly no smoking or vaping anywhere inside the venue or accommodation
- Check out of all bedrooms on the morning after the wedding is 11am, with cleaning of the communal Farmhouse areas from 10am.

Wedding Morning

- We will prepare breakfast for all guests staying which we serve in the Breakfast Room. We will discuss times and splits when we confirm your final numbers 1 month before the

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wedding. We can do a rolling breakfast service with continental available from 7.30 am and cooked from 8.00 – 9.00 am which allows the marrying couple to have breakfast separately.

- The venue will be open and any suppliers can have access from 7.00 am.
- Your wedding co-ordinator will arrive 2 hours before your ceremony.
- Please can the groom and groomsmen be at Crockwell, ready to greet guests 1 hour 15 minutes before the ceremony.
- The bar will open 1 hour before the ceremony when we would expect guests to start arriving. We close it 30 minutes before the ceremony as guests are not allowed to take drinks into the ceremony area.

Wedding Day

- As per your wedding plan!

General Information for Ceremonies and Receptions

There are three options for a wedding ceremony at Crockwell:

- For a ceremony in the barn we can accommodate a maximum of 90, to include the Bride and Groom. After the ceremony most of the chairs will be moved from the ceremony barn to make space for the reception drinks & photos if it is wet.
- The Orchard Pavilion is licensed for outside ceremonies for up to 200 guests which is the maximum capacity for a meal in the main marquee. This is a lovely romantic spot for your ceremony. It is only practical in good weather, and the final decision will be with the Registrar. You will need to choose a back-up location for your ceremony. We don't make an extra charge for an outside ceremony, but we will want to know your preference at least 4 weeks before the wedding to enable us to staff your day appropriately.
- The ceremony can be held in the main marquee for larger numbers. We will re-set the marquee for the wedding breakfast during the drinks reception which would be outside in fine weather, or in the barn, bar and entrance hall if wet.
- You may organise live music for your ceremony, but if not, we have music systems in place. You will need to bring your chosen ceremony music on a phone to plug into our system. You will need music to play while guests are taking their seats, entrance music for the bridal party, music while the register is being signed, and exit music. We can play background music for the reception on our sound system or you can bring your own playlist.
- Confetti - real petals please – no paper confetti outside. You can throw any natural petals outside (dried or not) – no plastic, bamboo or biodegradable paper to be thrown outside please. If your confetti is unsuitable, we have bags of dried petals available to purchase.
- If you put any signs up approaching the venue, please remember to remove them.
- No smoking or vaping inside the venue or accommodation; there are ashtrays outside, and ashtrays and heaters on the veranda.

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Invitations

- Please include the link to our guest area <http://www.crockwellfarm.co.uk/guest-area/> which gives directions, taxi numbers and local accommodation lists for guests.

Wedding guests

- At our planning meeting we will ask you to provide a list of names and relationships of all the important people; parents, best man, chief bridesmaid etc.
- It is useful to have someone prepared to act as MC to announce the meal, speeches etc. We can call people to attention, but it is more personal if you delegate the job to someone appropriate; generally one of the wedding party who is not afraid of raising his/her voice! Your wedding co-coordinator will liaise with the MC and will make sure everything runs smoothly.
- You will also need to appoint someone to be in charge of the music for your ceremony. They need to have a seat reserved next to the music system, and to arrive in time to practise.
- If the wedding ceremony is taking place elsewhere please can you designate someone to call us when you leave the church to give us a more accurate idea of your expected arrival time.

Accessibility

- We have disabled parking in the main car park: the spaces are closest to the venue (clearly marked). However, this is still a walk from the Entrance and there is a slope so we would suggest driving right up to the main Entrance and dropping off as close as possible. Our team will be on hand to help and direct. We would then ask that the car can be parked in one of the disabled bays. One of our team can park it for you if required – just let us know.
- When at the Entrance, the entire venue is fully accessible with ramp access inside, and on to the dancefloor. There are no steps to negotiate and we have an accessible toilet in the main Entrance.
- The gardens and grounds are on a slope and guests with wheelchairs may well require some assistance which our team are happy to provide if required.
- One of our bedrooms is on the ground floor, has ramp access and a walk-in wet room.

Catering

- We are very keen to ensure the catering at Crockwell is always of a high standard, not only because we want our clients to be happy, but our reputation will be adversely affected if it is not. Ross & Ross are our in-house caterers and all weddings at Crockwell must use Ross & Ross for their catering.
- You are welcome to contact them at any time to discuss your menu and will have the chance to meet them at our Open Evenings, and of course, at the Taster Evening. If you cannot attend our Taster Evening or would prefer to arrange an individual tasting of your menu please contact Ross and Ross to arrange this (at an extra charge) at their base.
- You will discuss your menu choices with the Ross & Ross team at your wedding planning meeting and they will give you an accurate individual quote. If your planning meeting is before the Taster Evening you will be able to make changes!

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- You will need to confirm your final numbers and menu (including any dietary requirements) with them 1 month before the wedding. We will invoice for your catering which will include your chosen menu, all staffing, crockery, cutlery etc.

Bar

- The bar will be open from an hour before the ceremony until close. We generally close the bar at 12.30am, but can close earlier, or keep it open later, by arrangement.
- Our bar is reasonably priced, and we take card payments, contactless, or cash.
- We will discuss and agree any drinks package at your wedding planning meeting.
- If you are providing your own wine/champagne it will need to be delivered the day before the wedding.
- We can run a tab if you would like to offer guests drinks from the bar. We can set a limit on the tab, and we can set rules if requested; for example single measures, or no shots
- While the bar is open all drinks must be bought from Crockwell, or agreed corkage paid.
- The caterers will provide coffee & tea after the meal. We can provide tea/coffee behind the bar at other times.
- For the evening before the wedding you are welcome to bring your own drinks to have in the accommodation, but if you are having a meal in the Breakfast Room you will need to buy drinks from the bar.

Other suppliers

- All outside suppliers need to have their own Public Liability Insurance and supply us with a copy before your wedding.
- Please give us the contact details of all suppliers who will be coming to Crockwell. Your wedding co-ordinator will contact them during the week before the wedding to confirm their arrival times etc.
- A band will generally request that you provide a meal; you need to organise this with the caterer. We can run a tab for band drinks if required. We can provide a room for them to change.
- Let us know if you are planning to have bouncy castles or other entertainments. A low noise fireworks display is possible, but only with prior notice, and it must be supplied and lit by a professional firework company.

Table Plans & Decorations

- We put side tables in the bar for drinks, guest book, presents etc, and sofa sets and chairs for occasional seating.
- Couples will have two options for tables for their wedding breakfast. We will discuss your tables, table layout etc at our planning meeting.
 - a. Round tables for the majority seating, with an optional long top table. We will provide the tablecloths. We have 6 ft round tables which seat 8 /10 (12 maximum) and 5ft 6in tables for up to 6 guests.
 - b. Long rustic tables usually set out banqueting style with a top table at right angles. These tables would not have tablecloths, but we provide white napkins. The long rustic tables are 6ft x 3ft and seat 6 per table.
 - c. A combination of round and rustic tables.
 - d. We have a 4 ft square table for the cake table.

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- We have a choice of chairs which are included in our fee. Lime-washed Chiavari chairs or rustic cross-back chairs. You can decorate with chair sashes or bunches of flowers on the aisle chairs if you wish (you will need to provide the sashes/flowers)
- Please bring your table plan, name places, favours etc the day before your wedding, at a time to be arranged with your wedding co-ordinator who will be here to go through the details of your day.
- We have three easels for your table plans etc. It is a good idea to display an 'order of the day' so that guests know rough timings for the meal, first dance etc.
- Cream easel – 30inch x 33inch
- Wooden easels – 20.5inch x 44 inch (adjustable)
- On a copy of your seating plan please list names in the order of seating, and indicate any guests with special dietary requirements etc
- We provide the greenery in the urns, but if you would like to do your own flower arrangements it can be removed. The total height of the urn on the balustrade is 158 cm, the diameter of the urn is 60 cm and height is 70 cm. We have six sections of balustrade, each measuring, 144cm in length, 32 cm wide and 85 cm high.
- The trees and hanging hoops with greenery in the main marquee are included.
- We are happy to light church candles in the window alcoves in the hall, but you can do something more elaborate if you wish. There are seven alcoves – three on one long side, two on the other long wall and two on the end wall with the high alcove.
- The high alcove measures approx 1m 90cm high x 1m40cm wide & 32cm deep
- We have two wooden pedestals available measuring 80cm high x 37cm x 37cm
- You are welcome to use our tea lights and holders.
- We have table name stands – they are chrome, 30 cm tall, and the clip that holds the name card is 4 cm deep.
- White table linen and napkins are provided within your facility fee. We can fold them flat or flat with a pocket.
- The dimensions of the stage on the dance floor are 7.4 x 2.4m
- We have a silver round 16" cake stand, a 16" log slice and a cake knife for you to use if you wish.
- The diameters of the chandelier lights in the bar are 72cm, the two hoops in the marquee are 182cm and the chandelier in the main entrance is 130cm.
- The pavilion opening is 155cm wide and 210cm tall.
- The side tables are 200cm x 85cm x 45 cm (L x H x W)
- The ceremony table in the barn is 160cm x 67cm x 50cm (L x H x W)



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Children

- Please make sure that children are supervised.
- We have 5 highchairs
- If there are likely to be a lot of very young children/babies, it can be a good idea to organise a nanny/babysitter/entertainer to run a crèche in one of the cottages or the hall during the wedding breakfast.

Booking our accommodation

1. Bed and breakfast for the wedding couple for two nights is included within the facility fee.
2. We ask you to allocate any rooms you wish to book for members of family, particular guests etc. We know this is a bit of a jigsaw puzzle, and are very used to helping you with this at our planning meeting. Call or visit to discuss with us any questions about space for z-beds etc. We will update the accommodation template with names and pricing so that you can recoup the costs from individual guests.
3. Confirmation and payment for the accommodation will be due when you confirm your final wedding details 1 month before the wedding. It needs to be settled on one invoice.

General accommodation information

- On the morning of the wedding, we often do breakfast in two sittings especially if both the bride and groom are staying and don't want to see each other. We can do the first sitting from 7.30 am. The second sitting needs to be an hour after the first to give us time to clear and re-set.
- Breakfast on the morning following the wedding is generally held in the breakfast room at 9.30 am. We ask guests to check out of bedrooms by 11.00 am.
- We have 4 z-beds & 1 cot.
- There are double sofa-beds in the sitting-rooms of Tyrell, Maybury and the farmhouse sitting room.
- Camping is possible, please ask potential campers to phone us to book in. We will leave lights on in the ladies & gents, but there is no shower-block, and no power to the field.
- You can invite extra guests to join you for breakfast by prior arrangement. Maximum number for breakfast is 35.
- For a list of local B&B's and hotels and taxi numbers
<http://www.crockwellfarm.co.uk/guest-area/>
- We can provide an informal taxi service back to accommodation in Eydon, Moreton Pinkney and West Farndon. This must be booked at the bar on the day of the wedding before 8 pm. Please note that this is run by our bar staff and is not a shuttle service, we charge £10 per trip. For any bookings made after 8 pm we will need to use a local taxi company at which normal rates will apply, they will sadly not offer any discount for local drop offs.