

COLSTON HALL
• Gerrards Cross •

WEDDING BROCHURE

YOUR EVENT.
YOUR DAY.
OUR PLEASURE.

INTRODUCTION

When searching for the perfect venue; stunning features, scenic views and excellent service are just a few things that Brides and Grooms are looking for.

Set on the edge of Gerrards Cross Common, Colston Hall is the perfect location to hold your special day with beautiful gardens to host your drinks reception and spacious rooms for flexible and exclusive use.

No matter how small or large your celebrations; Colston Hall has a room to suit your requirements. For large affairs we can hold a stunning marquee on the grounds.

With our expert knowledge and service we can guarantee that Colston Hall will exceed your expectations and provide a truly memorable occasion.

Should you need any further information or would like to make an appointment with our dedicated Wedding and Events Coordinator please call us on 01753 883759 or email – info@colstonhallgx.com.





Table
One

CIVIL CEREMONY

Colston Hall has 4 rooms that are licenced to hold Civil Ceremonies.

Therefore whether you are looking for an intimate gathering or have a large number of guests we have a room suitable for exchanging your vows.

Our experienced team can help ensure all the details are exactly to your requirements.

Should you need any further information on having your Civil Ceremony at Colston Hall please do not hesitate to contact our knowledgeable Wedding and Events Coordinator on 01753 883759 or email – info@colstonhallgx.com.





WEDDING BREAKFAST

The wedding breakfast is aptly named as it is the first meal that you will eat as a married couple. It is said that breakfast is the most important meal of the day and none more so than on your wedding day.

Because of this we understand that you want to ensure the meal is perfect, which means at Colston Hall you have the flexibility to use our preferred suppliers or if you would prefer to source your own caterers then you are very welcome to do so.

The Colston Hall is the perfect room to hold your wedding breakfast as its shape and set up allow all your guests to feel part of the celebrations. There is also a stage which can be used to hold the top table, or to host a band to play your background music while you enjoy your first meal as a married couple.

For further information on our preferred catering suppliers please call us on 01753 883759 or email – info@colstonhallgx.com.







EVENING RECEPTION

The evening reception is just as important as the rest of the day, where your friends and family can join you in continuing the celebrations long into the evening.

Colston Hall is the perfect setting to host your evening reception as it can hold up to 200 guests with a stage for your band or DJ.

The Bar is situated just outside the hall with its own seating area so if you have any guests who like a bit less noise they can find themselves a comfortable seat to catch up with friends and family.

There is plenty of outdoor space, so for a warm summer's evening your guests can enjoy the landscape gardens or you could have your evening food set outside, such as a hog roast or BBQ.

We have a fully licenced bar which serves an assortment of local ale, draught beers, wines and spirits to suit any taste. You may also request any drink if there is something in addition to your requirements that you would like us to serve.





WEDDING PACKAGES

Planning a wedding can be a stressful experience for some and for others it can be really enjoyable.

The Colston Hall has a flexible approach and we can offer you our experienced and knowledgeable wedding coordinator to help plan and assist you with creating your special day.

Alternatively if you have everything in hand then don't forget we are here should you need us.

We have a number of packages for you from basic hire to the full works. However if you would like a bespoke package created just for you then please do not hesitate to contact us with your requirements and ideas and we can of course put together your very own wedding package to suit your budget.

For further information on our wedding packages please call us on 01753 883759 or email – info@colstonhallgx.com.



PLANNING YOUR SPECIAL DAY.

At Colston Hall we understand that planning a wedding can be a stressful time, and therefore we have put together a plan to help guide you along the way.

AFTER YOUR ENGAGEMENT:

- Set a date and agree on your budget
- Compile a rough guest list
- Book Colston Hall for your Ceremony and/or reception on 01753 883759
- Book and give notice to the registrars
- Confirm your chosen caterers
- Send out your 'save the dates'

SIX TO NINE MONTHS TO GO:

- Order your wedding dress and bridesmaid dresses
- Book your honeymoon
- Look into your wedding transportation
- Visit florists to discuss flowers for your big day
- Decide on your evening entertainment and start getting quotes
- Send out your invitations

FOUR TO SIX MONTHS TO GO:

- Arrange your planning appointment with our specialist at Colston Hall
- Look into Wedding insurance
- Choose your wedding stationery
- Order the grooms and ushers outfits
- Book your food tasting with your chosen caterer
- Order your wedding cake
- Arrange your hair and make-up trial
- 50% of the balance is now due at Colston Hall

THREE MONTHS TO GO:

- Apply for a new passport if you would like to travel in your married name
- Send out your evening guests invitations

SIX WEEKS TO GO:

- Book in your final details meeting with our specialist at Colston Hall for four weeks before the big day
- Purchase your wedding rings
- Plan your seating plan for the wedding breakfast

FOUR WEEKS TO GO:

- Chase any outstanding RSVP's
- Check all details with all wedding suppliers
- The final balance is now due at Colston Hall
- Conduct final meeting with the wedding specialist to confirm all details

THREE WEEKS TO GO:

- Confirm any additional details to Colston Hall
- Wear in your wedding shoes

THE DAY BEFORE:

- If possible come and set up your wedding and bring in all your decorations and favours
- Enjoy your evening
- Pack for your honeymoon

The Big Day Relax and Enjoy.

YOUR QUESTIONS ANSWERED.

ARE WE ABLE TO REQUEST ANY EXTRAS?

Certainly! We understand that every wedding is different and unique, therefore we would like you to add personal touches to your special day. We have a wide variety of suppliers you are welcome to contact or we can do this on your behalf for any additional extras that might be of interest to you.

CAN WE BRING IN OUR OWN CATERERS?

We do have a preferred suppliers list; however we understand that everyone has different tastes and if you would like to source your own caterers this is perfectly fine. All we will need to see is their insurance documents for the use of our kitchens.

ARE FIREWORKS ALLOWED IN THE GARDEN AREA?

Of course, please advise in advance as notice will need to be given to the surrounding residents.

CAN WE BRING OUR OWN DRINKS?

We can offer corkage on bottles of wine, prosecco and champagne. In addition we have a fully licensed bar where your guests can purchase beer and spirits.

WHAT TIME CAN THE RECEPTION GO ON UNTIL?

We have a music licence until 11pm with the bar closing at 11.30pm. You may use the room until midnight.

WHO BOOKS THE REGISTRAR?

Unfortunately we are unable to help with this part of the process as they need to inform you of how the process works. Please contact the Beaconsfield registration office.

CAN WE HOLD JUST OUR CEREMONY/ RECEPTION WITH YOU?

You may book any part of or all of your celebrations with us at Colston Hall. After all, the day is yours.

DO WE HAVE TO USE YOUR SUPPLIERS FOR ENTERTAINMENT, FLOWERS, ETC?

We do have superb list of preferred suppliers who we can strongly recommend, however if there is a particular supplier you would like to book then you are more than welcome to do so. We just ask that if any electrical equipment is being used that it is all PA-tested and proof of public liability insurance is provided to us prior to the date of event.

CAN WE HAVE CANDLES FOR DECORATION?

We are not permitted to have the use of candles in the venue for insurance purposes, however battery operated candles are allowed and can look just a realistic.

WHAT IS THE PARKING LIKE AT THE VENUE?

We have a large, free carpark which can hold up to 90 spaces. Should you need more then we can also have cars parking on the field.

IS THERE ACCOMMODATION ON SITE?

There is no accommodation on site however there are plenty of hotels to suit all budgets in the location.

WHEN DO WE PAY?

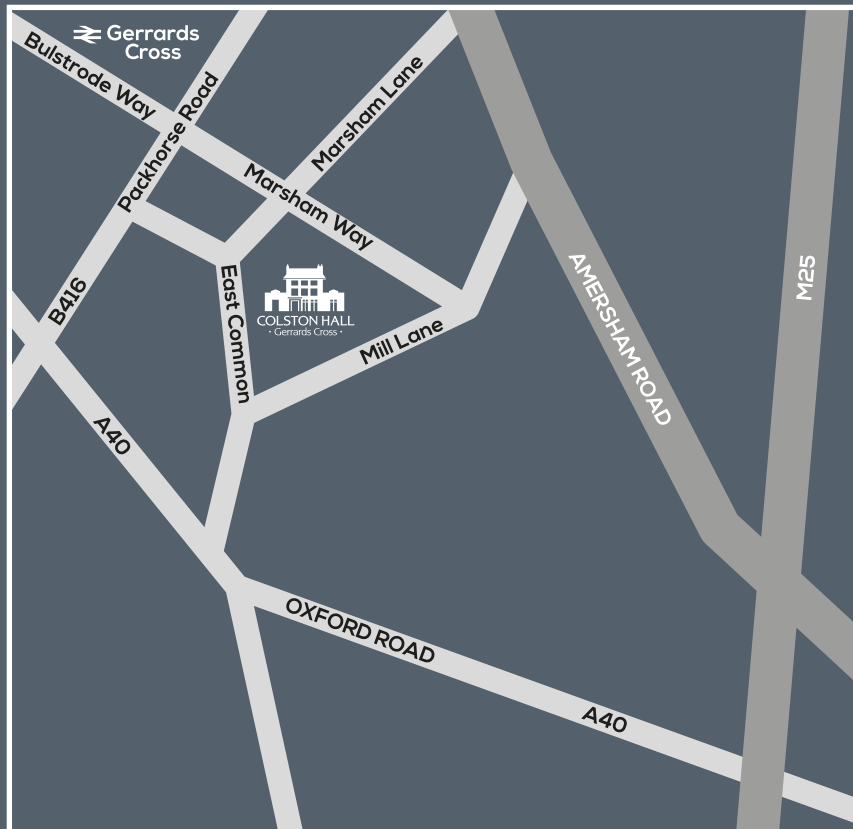
To secure the booking we will require a deposit to be paid. Six month before your wedding an invoice shall be raised for 50% of the total cost. A final invoice will then be raised four weeks before your wedding for the remaining balance.

WHEN DO YOU NEED FINAL NUMBERS?

We ask that final numbers are confirmed to us a minimum of four weeks before the wedding day so that the final invoice can be raised.

HOW TO GET HERE

Set in the heart of the Chilterns – an area of outstanding Natural Beauty - Colston Hall offers the best of both worlds being close to the peace and tranquility of the Buckinghamshire countryside and yet just a stone's throw from Central London.



By Road

Exit M40 (J2) and take A355 towards Beaconsfield. At the roundabout take the second exit A40 to Gerrards Cross. After 3 miles turn left at the main traffic lights/crossroads into Packhorse Road (B416). Take the first right onto East Common and the Memorial Centre and Colston Hall can be found on the left hand side after passing Marsham Lane. There is free parking for 100 vehicles.

By Train

We are just a 10 minute level walk to Gerrards Cross Railway station where the Chiltern line provides access to London Marylebone (25mins) and Birmingham.

By Air

Colston Hall is just 13 miles from London Heathrow airport. If you have guests attending from domestic or international flights they can arrive at Colston Hall in less than 30 minutes after leaving the airport.



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