

These prices are for 2021

## **Merley House**

### **Wedding Ceremony Package**

Weekday & Winter Months (Oct – March) **£1140**  
Spring/Summer (April – Sep) **£1280**

Room hire for 1-2 hours  
Seat covers with bows of your colour choice  
A selection of flowers of your choice  
PA system for the ceremony music  
Use of the Old Nursery for the Bridal Party

### **Wedding Breakfast & Evening Package**

Weekday & Winter Months (Oct – March) **£2800**  
Spring/Summer (April – Sep) **£3400**

Room hire for the day and evening  
Seat covers with bows of your colour choice  
A selection of floral arrangements of your choice  
PA system for background music  
Cake table and knife  
Use of the Bar

### **Wedding Ceremony, Wedding Breakfast & Evening Package**

Weekday and Winter Months (Oct – March) **£3570**  
Spring/Summer (April – Sep) **£3990**

Room hire for the day and evening  
PA system for the ceremony music  
Use of the Old Nursery for the convenience of the Bridal Party  
Seat covers with bows of your colour choice  
A selection of floral arrangements of your choice  
PA system for background music  
Cake table and knife  
Use of the Bar

### **Evening Only £450**

*This includes:*

Exclusive use of the house (7pm-11pm)  
Use of the Bar

### **Optional Extras**

DISCO: 3D Entertainments (*subject to availability*) - **£325**  
Chair covers & bows (*applicable to evening only hire*) - **£2.50 per chair**

## **Flowers**

Our flowers are supplied by a local florist who provides beautiful venue decorations. They can also provide your bouquets and buttonholes if you wish. If you would prefer to use your own florist or to not have flowers we will deduct the flower cost from the packages.

Fay Tarring – 07967 102576

## **Drink**

We work with some great external catering companies who will be able assist you with your menu requirements for the day.

Merley House will provide your drinks on the day. Our bar offers a large range of soft and alcoholic drinks. For any drinks not supplied by Merley House we charge £7.20 per opened bottle. Please check with Merley House before you bring your own drink.

## **Photos**

Merley House provides many varied photography opportunities, by the elegant fireplaces, against the tall windows, or on the dramatic staircase. Outside, the house itself provides a magnificent backdrop and there is also a beautiful garden to the front of the house for further photographs.

## **Capacity**

At Merley House we are licensed up for a maximum of 100 for a ceremony including the registrars. For a sit-down meal we recommend a maximum of 80 but if you are expecting more than this please discuss with us. For the evening party we can have a maximum of 150.

Prices quoted here include VAT and are indicative of what we can offer. We believe everyone is unique and so is every event and celebration so we are more than happy to tailor our packages to your individual requirements.



**Merley House**  
Wedding and Function Venue

## Merley House Caterers

We are proud to be working alongside some fantastic caterers who can provide you with high quality food and service for your event. Make contact with them today to book them in for your event!



### Pink Rhubarb

At Pink Rhubarb we cater for all events from wedding breakfasts, afternoon teas, simple bakes and much more. Please visit our website [pinkrhubarb.co.uk](http://www.pinkrhubarb.co.uk) or download the WIX app to read our blog

[www.facebook.com/mrpinkrhubarb](http://www.facebook.com/mrpinkrhubarb)

<http://www.pinkrhubarb.co.uk/>

07853 132732

### Sorrels Caterers

# Sorrels

Sorrels Caterers is a family business, experienced in catering for events large and small; Weddings, Canape Receptions, Business Lunches & Dinners.

[www.facebook.com/sorrels.caterers](http://www.facebook.com/sorrels.caterers)

[www.sorrelscaterers.co.uk](http://www.sorrelscaterers.co.uk)

01202 882353

### Brown Goose



*Brown Goose*

Highly experienced, family run catering company. Specialising in Private Dinners as well as providing catering for events, weddings and more

[www.facebook.com/browngoosecatering](http://www.facebook.com/browngoosecatering)

[www.brown-goose.co.uk](http://www.brown-goose.co.uk)

07470 096652



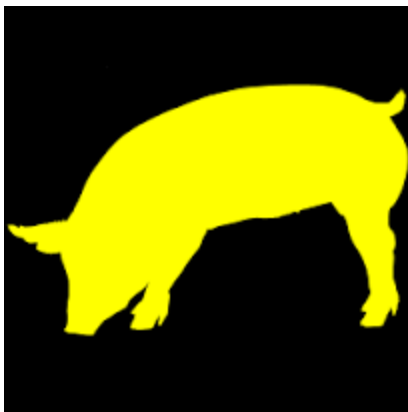
**Merley House**  
Wedding and Function Venue



**The Fiery Fox**

The Fiery Fox wood-fired pizza company was an idea born out of a passion for high quality pizza from a highly mobile setting. We cater for any event from Weddings to 'build your own' Birthday parties.

[www.facebook.com/thefieryfox](http://www.facebook.com/thefieryfox)  
[www.thefieryfoxwoodfirepizza.co.uk](http://www.thefieryfoxwoodfirepizza.co.uk)  
07888 850498



**Golden Pig Roast**

Specialist in wedding and large event catering. Our hogs are all home reared by Richard at Charisworth Farm, Blandford. They are cross bred Saddleback x Large White pigs, reared outdoors in paddocks and woodland.

[www.facebook.com/goldenpigroasts](http://www.facebook.com/goldenpigroasts)  
[www.goldenpigroasts.co.uk/](http://www.goldenpigroasts.co.uk/)  
01258 4553198 / 07888 850498

If you wish to use your own caterers then this is not a problem but we will require some additional details and if they would like to use our crockery or kitchen we will require a damage deposit. It is the caterer's responsibility to provide any waiting staff required for the food service.



## Merley House

Wedding and Function Venue

### Emily Cox - Professional Saxophonist

**Contact Number:** 07715 814980

**Email Address:** hello@emilysax.co.uk

**Description:** Professional Saxophonist Emily provides high quality live entertainment to create the perfect atmosphere on your wedding day. Emily is a versatile musician performing all genres including Jazz, Pop and Classical and her services can be tailored specifically to your requirements.

### Chocolate Fountains of Dorset

**Contact Number:** 01202 890033

**Email Address:** info@chocolatefountainsofdorset.co.uk

**Description:** Chocolate Fountain hire from just £295 for two fountains. Sweetie options/cart also available.

### Little Lotus Films

**Contact Number:** 07818 205505

**Email Address:** littlelotusfilms@mail.com

**Description:** Little Lotus Films is a film company for special occasions with a difference, instead of the usual suited stranger at your Big Day how about your guests and loved ones film instead? We offer equipment hire of high quality and easy to use cameras, which are delivered and collected from you, this is then edited together, a beautiful keepsake based on your request.

### Swingletree Vintage

**Contact Number:** 07795 516685

**Email Address:** vintagechinahire@btinternet.com

**Description:** Tableware hire, props and styling

### 3 D Entertainments

**Contact Number:** 07802 332442

**Email Address:** Info@3d-entertainments.co.uk

**Description:** Wedding Disco and DJ

### Christchurch Bridal Hair & Make-up

**Contact Number:** 07841 141173

**Email Address:** info@christchurchbridalhairandmake-up.co.uk / salli-anne@hotmail.co.uk

**Description:** 'Christchurch Bridal Hair & Make-up' offers a professional, qualified, experienced, fully insured, mobile Hair & Make-up service across the Dorset & Hampshire Counties.

### Bridal Reloved Dorchester

**Contact Number:** 01305 251808

**Email Address:** hello@bridalreloved.co.uk

**Description:** Bridal Reloved is one of the UK's largest bridal chains and the worlds only chain of pre-owned wedding dress boutiques. We sell high end pre-owned wedding dresses throughout our award winning, friendly and welcoming boutiques. Wedding dresses are either brand new, ex-sample or worn once and cleaned. We also sell veils, tiaras and other accessories. We also sell bridesmaid dresses in some of our stores and are stockists of Richards Designs.



**Merley House**  
Wedding and Function Venue

**Hireaclassicar.com**

**Contact Number:** 01202768899  
**Email Address:** info@hireaclassicar.com  
**Description:** Wedding car transportation

**Lewis Brown Photography**

**Contact Number:** 07540 245313  
**Email Address:** lewis@lewisbrownphotography.co.uk  
**Description:** Professional Wedding & Portrait Photographer based in Bournemouth, Dorset.

**Absolute Fun Casino**

**Contact Number:** 01202 600 699  
**Email Address:** mail@absolutefuncasino.co.uk  
**Description:** Mobile fun casino hire

**Ismile booth**

**Contact Number:** 01202 252 942  
**Email Address:** mail@ismilebooth.co.uk  
**Description:** Photo booths and Magic Mirrors

**Bournemouth Balloons**

**Contact Number:** 01202 420284  
**Email Address:** sales@bournemouthballoons.com  
**Description:** Professional balloon decorators with over 30 years of experience in the wedding design.

**Con Brio**

**Contact Number:** 07703 687856  
**Email Address:** info@conbrioquartet.com  
**Description:** The saxophone quartet for all occasions

**Perfectly Pretty Wedding**

**Contact Number:** 07925 867677  
**Email Address:** perfectlyprettywedding@gmail.com  
**Description:** Perfectly Pretty Wedding Service provides all you need to make your perfect day pretty. From complete styling to prop hire. DIY hire also available.

**Flora Artista**

**Contact Number:** 07967 102576  
**Email Address:** faytarring@live.co.uk  
**Description:** Fay from Flora Artista aims to design and create beautiful and stunning bespoke floral displays for all occasions.





## Use of External Caterers

If you are using an external caterer who is not on our recommendation list this is not a problem! All we ask is that you fill out and check a few things below:

Name of caterer	
Contact No.	
Contact Email	

Description of food they are supplying (i.e. 3 course meal, canapes, hog roast, buffet etc.)	
Time of food service	
Arrival time of the caterers	
<i>If you do not have these details yet these can be sent nearer the time.</i>	

*Please tick where applicable:*

**The caterers require use of kitchen**

If external caterers wish to use the Merley House kitchen they must meet the following requirements:

- Registered with the EHO (environmental health officer)
- Have public liability insurance
- Agree to leave the kitchen how they find it (clean)
- The client agrees to pay for any damages incurred to any of Merley House's equipment

**The caterers require use of crockery**

If you wish to use the Merley House crockery & cutlery you must meet the following requirements:

- All cutlery/crockery washed and returned after use
- The client agrees to pay for any damages incurred to any of Merley House's crockery

If you wish to use our crockery but do not meet the requirements of using the kitchen a member of Merley House staff can wash the crockery. The cost of this is £50 per service (1x service = sit down meal OR buffet).

**For use of the kitchen a damage deposit of £500 is required**  
**For use of the crockery a damage deposit of £100 is required**

Please sign to confirm that you agree with everything stated above			
Signed		Date	
Name			
Date of Event			



**Merley House**  
Wedding and Function Venue

# Merley House Booking Form

**Please complete and return with the signed terms and conditions and the deposit to secure your booking**

Brides Name: ..... Grooms Name: .....

Date of Wedding: .....

Please tick the packages you would like to book:

Wedding Ceremony Package

Wedding Breakfast  
& Evening Package

Evening Only

Approx times: .....

Approx times: .....

Approx times: .....

Please note any amendments you would like to make to any of the packages (i.e. no flowers):

.....

Approximate amount of Adults: .....

Approximate amount of Children: .....

Approximate amount of disabled guest: .....

Approximate amount of evening guests: .....

Would you like to hire an additional room for the evening

Drawing Room (Green Room)

How did you hear about Merley House: .....





**Merley House**  
Wedding and Function Venue

**Contact Details**

Address: .....

.....

.....Post Code: .....

Email: .....

Home Tel: .....

Mobile(s): .....



## **Terms and Conditions for the hire of Merley House**

### **Use of Merley House**

Anyone using Merley House is required to comply with Licensing, Health and Safety, and all other regulations put in place by Merley House.

Clients must not under any circumstances carry out electrical work.

No candles or similar can be used inside Merley House unless previously agreed in writing by Merley House.

Merley House cannot take responsibility for any local electrical faults that may have affect to the power supply at Merley House.

It is the responsibility of the client/organiser to ensure that first aid arrangements are covered. In the unlikely event of a fire it is the responsibility of the client/organiser to assist Merley House staff to ensure all their guests have evacuated swiftly and safely. Merley House cannot take responsibility for any personal injury caused. Children are welcome at Merley House however we cannot accept any liability in the event of an accident due to children playing and running around.

Merley House cannot take responsibility for any lost, damaged or stolen property. No items are to be left overnight in the house for collection the following day unless previously arranged in writing.

Due to fire regulations and to avoid over-crowding we can only accommodate the following amount of people in each room for the ceremony;

- Old Library - 100 people
- Dining Room - 60 people
- Dining Parlour - 60 people

Only the rooms stated in your booking can be used during your event.

Merley House cannot accept responsibility for any loss to any personal property belonging to yourselves or your guests. It is a requirement that all your belongings are collected, by arrangement, as soon as possible after your event. Any items not collected within 21 days may be disposed of without further notification.

### **Food and Drink**

Merley House has recommended caterers who you can use for your event. You can use alternative caterers to our recommended but additional charges/deposits may be required. It is the responsibility of the client to organise their own caterers.

Merley House has the right to confiscate any drinks found in or around the house that are not provided by Merley House and have not been agreed in writing by prior arrangement.

It is the responsibility of the client/organiser to ensure that their guests do not bring their own drink, alcoholic or otherwise for consumption on the premises. Drinks are to be consumed inside the building only, not in the grounds or driveway.

### **Entertainment**

All entertainment must be approved by Merley House in writing and all details and timings of the entertainment must be given to Merley House before the event.

Clients must supply Merley House with an up to date PAT certificate for any equipment that requires an electrical connection and an adequate public liability insurance certificate for any entertainment they have at Merley House.

### **Timings**

The event must not start or finish before or after the times stated in your booking.

For an evening booking the event must finish no later than 23:00 with the guests out of the house by 23:30.

All alcohol and music has to be finished by 23:00. Merley House reserves the right to halt any entertainment and the supply of alcohol before 23:00 if the noise or behaviour from the client or guests is deemed unacceptable. Please be considerate of local residents when leaving the building.

### **Booking Terms and Conditions**

Merley House will hold a provisional booking for a maximum of 14 days after this time the booking will be removed.

Bookings can only be confirmed once the deposit and booking form have been received.

The fee only covers the day of the event. If the client needs to come to the house before the event it must be at a time convenient for the staff at Merley House. If the client needs longer than 2 hours then there may be an additional cost.

It is the client's responsibility to contact the Registrar to arrange the ceremony at the house.

Merley House staff are not responsible for carrying out Master of Ceremonies duties.

**Payment Terms**

To secure a date you require, please return the booking form with £500 deposit for a wedding or £240 for a party. This is non-refundable.

The remaining amount is required 2 weeks before the event

As we have found that the vast majority of our customers are lovely people, we do not ask for any damage deposit from you. However, we do have to reserve the Right to seek payment from you should there be any damage, howsoever caused, resulting from any actions or omissions of any person(s) within your group.

Any costs incurred by Merley House in the recovery of monies not received on time, such as legal and/or professional expenses will be charged to the client.

**Cancellation by Merley House**

Merley House reserves the right to cancel any event/function at the house for any of the following reasons;

- If Merley House is closed due to circumstances beyond their control.
- If the client or Merley House becomes insolvent or enters into liquidation or receivership.
- If the event/function may prejudice the reputation or cause damage to Merley House.

In any of these situations Merley House will, if possible, refund any payments made, but will have no further liability to the client.

**Damages**

The client is responsible for any damages caused to Merley House during their event. This also includes the cleaning and clearing of the premises of any bodily fluids.

**Insurance**

It is strongly advised that clients arrange adequate Event and Cancellation Insurance to protect themselves.

**Confetti and Fireworks**

Due to the nature of the grounds only biodegradable confetti is allowed. Fireworks are not allowed unless previously agreed in writing.

I agree to all of the above terms and conditions

Client/Organiser Name(s):

Contact Number:

Signed:

Date: