

Weddings at Llanthony Secunda Priory

Frequently Asked Questions:

How do I arrange a viewing?

We would love to hear from you and would be delighted to show you around the venue to bring to light what we can offer you. To arrange a show-around, please visit our contact us page on our website or email us at info@llanthonysecunda.org and our team will contact you promptly. Alternatively you can call us on 01452 563499.

When should I book?

Most of our bookings are 12 to 18 months in advance, this is worth bearing in mind as we do limit the number of weddings on site in any year. With exclusive use weddings, we recommend booking sooner rather than later. If your wedding is soon, please contact us to see if we have a late availability or a cancellation. We may be able to offer a last minute discount if you book one month before your date (if the date is available of course).

What are your wedding hire prices?

Our Ceremony and Reception dry-hire rates start from £1,950, however our prices can vary depending on the time of the year, whether your ceremony is on a weekday or weekend, and any potential additional requirements. Please contact us for availability and for exact pricing for your special day.

Do you offer wedding packages?

We are currently in the early stages of developing our wedding offer and do not provide set packages and we believe every wedding is unique. Our dry hire approach gives you the flexibility to truly make your own bespoke celebration. Please get in touch to find out what our dry-hire includes.

What is dry-hire?

Essentially, this means that we provide you with the use of the venue space and you arrange everything else yourself, i.e catering, beverages etc. and it allows you to style and dress the venue, how you wish and with no restrictions as to which supplier(s) you use.

Will there be another wedding on site at the same time as mine?

Absolutely not. You have sole use of the venue during your day. The only people here will be your guests and our small team.

Is the venue available for exclusive hire?

We are delighted to offer exclusive use of the venue on weekends from 12noon on Friday till 12noon on Sunday. If you would like us to close the grounds to the public or extend your event finish, this will incur an additional charge. Please discuss this with us when booking.

Can I provisionally hold a date without a deposit?

Yes, we will provisionally hold a date for you for 14 days, after this time we require a non-refundable deposit to secure your booking.

How much is the initial deposit and when is the final payment due?

20% of your venue hire balance is due to secure your date.

Your final balance payment is then due no later than 12 weeks prior to your event date.

Do you have public liability insurance?

Absolutely. Please get in touch if you require a copy.

What is the venue capacity?

We have two indoor locations, as well as our glorious grounds available for wedding hire.

Our Lady Margaret Hall is licensed to host up to 60 people for civil ceremonies, wedding breakfasts and drinks receptions and our Henry Dene Hall is licensed to host up to 80 people for civil ceremonies, wedding breakfasts and seated receptions. For standing receptions and evening discos the Henry Dean Hall can welcome up to 140 people. Please note for civil ceremonies, these are our absolute maximum numbers and you should include the registrar, photographer and bride and groom in these numbers.

Do you have accommodation on site?

We do not provide accommodation on site, however our unique location offers a terrific variety of accommodation options within easy walking distance to our venue.

The [LV14 Sula Lightship](#) is located on the beautiful wharf opposite the venue, which is an extraordinary unique stay for the Bride and Groom, offering two luxurious cabins.

We are also conveniently located within a 10 minute walk from [The Judges Lodges](#), [Travelodge Gloucester](#) and [Premier Inn Gloucester \(Quayside\)](#).

What is your cancellation policy?

If you cancel your confirmed booking, notification must be made in writing and will be effective from the date received, the following charges will apply.

28 days and less prior to your event date = 100% of the hire fee

6 months – 28 days prior to your event date = 60% of the hire fee

More than 6 months prior to your event date = retention of your deposit.

Who will be my point of contact in the lead up to my wedding?

Throughout the booking and planning process you will be fully supported by our Venue Assistant and our Event Duty Manager will be present on the day to ensure your special day runs smoothly and to plan.

Are we required to provide security?

Security is required where alcohol is being served.

There are no additional cost for this and it is included in your wedding booking.

What time will our evening reception need to finish?

In order to conform with our premises licence and out of consideration for local residents, all wedding parties must finish by 12am and all guests must depart the premises by 1am.

If you wish to extend your finishing time, we can apply for a licence extension, which would incur an additional charge.

Do I have to use your recommended suppliers for catering?

Yes, to ensure the smooth running of your event, we have a fantastic range of caterers who know our venue well. We have no set catering package so everything is bespoke and can be tailored made to your choice.

Am I able to provide my own alcohol (BYOB)?

BYOB is available for welcome drinks and during dinner service only.

If glassware is required, then an additional fee will apply.

Venue staff are unable to serve BYOB during your function.

A pre-event security bond of £250.00 will apply for all functions providing BYOB. The security bond is returnable within 10-business days after the event date, pending no damage/excess cleaning is incurred. A bar can be provided by the venue for your evening reception.

Can you chill our alcohol if we provide it ourselves?

We have limited fridge space but you are welcome to store up to 40 bottles in our fridges. If you would like to store more than this, we can look into hiring fridges and passing the cost or you can provide buckets and ice.

Can you recommended a list of suppliers?

We do have a list of preferred suppliers who we worked with on a regular basis and are happy to recommend. We can provide you with these once you have made your booking.

We also provide the flexibility for you to use your own suppliers, we just ask that you ensure they have sufficient public liability insurance and if they are connecting to our electricity supply that their equipment is PAT tested. We will also need copies of their insurance certificates and schedule of electrical items that have been tested. Suppliers are also required to sign in and out of the premises.

Can you provide menu examples?

Theses can be provided by your chosen caterer(s).

Who is the local Registrar?

Registration services are provided by Gloucestershire County Council. This is the legal side of your ceremony and we recommend contacting Gloucestershire Registration before confirming the date with Llanthony, to ensure you will be able to legally marry on your chosen day. You can contact Gloucestershire Registration by visiting: gloucestershireregistrationservice/your-ceremony.

Can we hold our ceremony outside?

We are not able to offer official civil ceremonies outside, however we are able to hold an unofficial ceremony in our gardens. These can take the form of a blessing, performed by an official celebrant, or even an informal exchange of vows conducted by a friend or family member.

Do you charge an additional fee to hold the Civil Wedding Ceremony?

No, however there will be a charge that you will pay directly to the registrar in order for them to conduct the ceremony for you. You can find more information here:
www.gloucestershire.gov.uk/births-marriages-deaths-and-civil-partnerships

Do we have to book the registrar separately?

Yes, it is a legal requirement that you contact the Registrar separately and ensure they are available to conduct a Civil Wedding Ceremony on the date you have chosen and it is best to do this before you confirm your date with us. We can also give you the contact details of the local registrar when you come for a show-round if needed.

How long does the civil ceremony last?

A very simple ceremony with no readings, special wording or photographs can be as short as 10 minutes. However most ceremonies usually take approximately 20 to 30 minutes.

What do we do about music during the civil ceremony?

For the civil ceremony you can have non-religious live music or bring your own pre-recorded music to play on our PA System.

Do you allow children in the venue?

Absolutely, but we ask that children under 12 are supervised at all times.

Can we throw confetti/petals

We do not allow the throwing of confetti or rose petals within the grounds as confetti and rose petals leave a residue and whilst we make every effort to clear this up, we would hate for any of our brides to arrive and see the remnants of someone else's confetti.

What furniture is included in your dry-hire package:

The following furniture is included in our dry-hire package:

Up to ten round tables, measuring 5ft/150cm diameter

Up to seven medium sized trestle tables, measuring 130 cm x 65 cm

Up to two large sized trestle tables, measuring 160 cm x 80 cm

Up to two cake tables, measuring 65cm x 65 cm

Up to 140 chairs

The hire of your own furniture is also permitted at your own cost.

Can we have a band?

Yes, you are very welcome to hire a self-contained band.

They must provide a copy of their public liability insurance.

Do you have disabled access?

There is disabled access available in all areas of the venue, however the Lady Margaret Hall located on the 1st Floor of our Medieval Range has access by stairs or a platform lift. Due to the historic age

of the building, the minimum door threshold is 705mm. Please contact us prior to your event if you have access requirements.

Is there parking available for my guests and suppliers?

Yes, we have a parking area in the grounds for up to 10-15 cars. Space is limited, so we recommend organising car sharing or mini buses for your guests. Alternatively, nearby offsite parking is available at a cost. Please get in touch with us for more information.

Do you have decorations we can use?

We have a fairy light curtain available on request and we welcome the use of your own decorations as long as they are non-damaging to our surfaces.

Are there any restrictions on decorations?

Yes. We ask you to respect the historic environment and fabric at all times – noting especially that no equipment, apparatus or materials should be dragged across the floor of the Hall; no nails, hooks, screws are to be driven into the fabric of the Hall, and that no reusable adhesive putty, drawing pins, glue, fixing sprays, adhesive tape or other temporary or permanent adhesive is used to affix anything to the fabric of the Halls. If in doubt – please clarify with us.

When can I have access to the venue for decorations?

For decorations and set up on weekend weddings, we provide access to the buildings on the Friday from 12pm – 5pm and then from 10am on Saturday morning for the wedding day. Final clearing/tidying time is available on the Sunday between 9am and 12noon. There may be some flexibility in some of these times, but that will need to be agreed with us in advance.

Do you allow fireworks or Chinese Lanterns?

Unfortunately not, Fireworks and Chinese lanterns are a high fire risk. Sparklers or a fairy light display in the trees in the courtyard is a fantastic alternative.

Is crockery, glassware and linen included?

No. This will need to be supplied by yourselves or your caterer.

Do you provide a cake table/stand and utensils/cake knife and plates?

We can supply a complimentary cake table, however you would need to provide table linen, a cake stand and cake knife to accompany this.

Can we choose our own music, DJ and entertainment?

Absolutely, everything is bespoke, you will need to select your own style of music, DJ or entertainment. They must provide a copy of their public liability insurance.

Can we have straw bales?

Yes you can, we have recommended suppliers that we work with that you can hire these from, please get in touch for more information.

Is the venue pet Friendly?

Absolutely. Dogs are very welcome, we just ask they are kept on a lead and stay within the outside grounds and not inside the venue.

Is there somewhere we can safely secure our wedding gifts?

We are happy to store your items in a store room onsite, however we cannot accept responsibility for any loss or damage to property whilst on site.

Is VAT included in the prices provided?

We are a registered charity and VAT exempt.

Will I need a microphone for the speeches?

A microphone is not needed in the Lady Margaret Hall Ceremony room. However a microphone is recommended for speeches in our Henry Dean Hall. A handheld microphone and lapel microphone can be provided on request free of charge.

Is there a designated smoking area?

Yes, we have designated outdoor smoking areas located within the grounds.

How many guests can sit on a table?

If you are using our furniture, our round tables can fit a maximum of 8 guests comfortably around each table.

Do I need to provide my own place cards and printed menus?

Yes.

Are highchairs available for children?

We do not provide these at the venue, these would need to be provided by yourselves or requested from your caterer.

Is there an outdoor space available?

The inner court lawn is perfect for welcome drinks and lawn games.

We also have some lawn games available on request.

Do you provide a dancefloor or stage?

No. There is plenty of space in the Henry Dene Hall to dance the night away, however, if you wish to add a stage or dancefloor, this can be arranged through one of our preferred suppliers.

Can we use a drone?

These are permitted providing you apply for the relevant permits.

Do you have outdoor heaters

No, however these can be hired through one of our preferred suppliers.

Do you allow Marquees/Yurks

Absolutely, however please note, the grounds of Llanthony Secunda Priory are a scheduled ancient monument. Temporary structures cannot be pegged into the ground, unless erected on the Inner Court Lawns, where small stakes at a depth of 30cm or less are permitted. Weights such as water bowsers and sand bags are preferred.

Can inflatables be used in your outdoor space?

Unfortunately not, the use of inflatables and bouncy castles are not permitted due to the archaeology in the grounds and possibility of high winds.

Can we use candles for centerpieces?

Candles can be used in the Henry Dene Hall on the tables as long as they are in a safe candle holder (a maximum of 3 candles per table is permitted). Due to the heritage of the Hall, candles are prohibited in the Lady Margaret Hall.

Can you provide an easel which can hold our table plan?

Yes, we can provide a complimentary easel for your table plan on request.

Do you have a cloakroom we can use?

We do not have a cloak room, however we can provide a coat rack on request.