



Alford Corn Exchange Event Venue

Wedding Reception Package Details

We are dedicated to making your day special and will help in any way we can. Our trusted and capable suppliers can supply you with flowers, venue decorations, cakes, favours, sweet table, caterers & photographers. Our wedding organiser, Jan, has a great experience of setting the hall up beautifully and she makes events flow with ease. Our landlady Mandy will provide your guests with a professionally run bar.



Wedding package: The inclusive hire package of **£1000** will reserve the Corn Exchange for your sole use **FROM 4pm FRIDAY to 12 noon SUNDAY**. This will include meetings and support with our experienced wedding co-ordinator. The wedding package comes with the full use of the following: main hall, café area, kitchen, use of banqueting tables and chairs as well as crockery and cutlery, easel or tree for seating plan, red carpet in entrance hall, and Theatre Bar area (a bar can be provided for events with over 50 people attending).



With this package the hall hirers are responsible for setting out tables, chairs etc, as well as all clearing away (sweeping, emptying bins, storing tables and chairs away). Optionally, we can take care of this for you, please see options below:

Other options/extras:

Setting up and taking down	£200
Chair Covers with sash for 100 chairs	£400
White linen table cloths 90" x 90" (tables can seat up to 10)	£10 each
White linen table cloths for to table/s	£20 each
White napkins	£1 each
2 bay trees either side of the entrance	£60
3 tier white china cake stands	£3 each
Wedding cake stand, with cake silver knife and server, and card post box	£20
Flower pedestals to do own flower arranging	£18
Waitresses	£15 per hour per waitress
Provisions of own alcohol (hirer is responsible for obtaining any relevant alcohol license etc.)	
Corkage per table	£15

Deposits required: weddings require a non-refundable £350 deposit at time of booking. Plus, a refundable deposit of £150 to cover any damage. Deposit for hire of cake stand is £50 (to be refunded of reception).

Final payment: to be paid in full one month before wedding.

Please do not hesitate to contact us if you would like to discuss a personalised wedding package or to arrange a viewing.

Main Hall facilities: is spacious with wooden flooring which makes it ideal for dancing. There is a stage, with stage lighting and a wireless PA system, which means any performers/acts can set up on stage, without taking up valuable floor space. We have alcohol and entertainments licenses and can host events until 2am.

Venue capacity: we can offer a high-quality wedding reception, dining/seating plan that could comfortably accommodate 100 guests plus top table/s. The main hall using the existing format above could in conjunction with the Theatre bar /Café Area could achieve a figure up to 200 guests. The maximum number the main hall can accommodate using only close seating plan is 225 guests.

If you are having an evening party or disco, then you may also hire the hall on an hourly basis or set times.



Contact Details

Alford Corn Exchange Community Group
9 Market Place
Alford
Lincolnshire
LN13 9EB

Email: info@alfordcornexchange.co.uk

Telephone: 07817 889809

Facebook: www.facebook.com/AlfordCornExchange

Wedding Co-ordinator

Contact: Janet Buckley 01507 463666