



General Information

ACCOMMODATION

Your package includes the use of our onsite, fully self-contained accommodation for the night of your Wedding. Check in is 12pm on the day of your wedding.

If we have no wedding booked for the night before your wedding you will be welcome to book one or both at an additional cost, please contact us to confirm availability.

Check out is 10.00am the following day; for late check-out please discuss with us ahead of time.

THE COTTAGE

- Sleeps 5, one queen, 2 singles & one $\frac{3}{4}$ single
- 1 bathroom

THE LOFT

- Sleeps 5, one queen (upstairs), one double, 1 single (downstairs)
- 1 bathroom (upstairs), 1 bathroom (downstairs)

SET UP

Old Broadwater Farm (OBF) staff will be responsible for the setup of all items included in your package. All styling and decorating will be your responsibility.

- OBF staff will set the Ceremony and Pre Reception on the morning of your wedding.
- The reception area for Cocktail or the Outdoor Sit Down packages will be set on the morning of your wedding.
- The setup of the Marquee packages will depend on whether there is a function booked the day prior to yours. In the case where a marquee function is not booked we will set the day before your wedding and you will be welcome to arrange for any non-perishable styling and decorating to be done at this time also.
In the case of a preceding marquee function, we will set on the morning of your wedding.

PACK DOWN

An OBF staff member will remain at the venue until the end of the evening to manage the pack down with the Catering staff.

The following morning we ask that you collect all your personal affects and any styling/decorating and the venue is left as it was prior to the event. This includes the return of all hire equipment and any leftover beverages.

LIGHTING

If you would like anything on top of our already installed lighting please don't hesitate to ask. We will be able to tell what is and what is not possible with our infrastructure. Cape Marquees provide an exceptional service with all things lighting.

CATERING – SUPPER RD

Old Broadwater Farm has formed a partnership with Supper Rd as our sole caterer. The level of service Supper Rd provides is exceptional with a vast array of Menus for you, from the prestigious Supper Rd options, to their sub brand, the 'Kitchen Co-op' which will cater for a variety of budgets. The menus are tantalising, flexible and of the upmost highest quality.

WEDDING CAKE

At Old Broadwater Farm we don't trust ourselves enough to handle the wedding cake masterpiece! Please make arrangements for someone (cake maker/friend or family) to be responsible for getting the cake into position at the appropriate time. Please let us know if you require our cake knife. You will need to arrange with our Caterer, Supper Rd for the cutting of the cake if you intend to serve the cake as dessert to your guests.

BEVERAGES

As a BYO venue we advise you seek the advice from people with experience when it comes to catering for your wedding. We recommend you speak to Cape Cellars. They have an excellent range of stock in store at excellent prices and they offer a delivery service that is hard to go past when you have so much to think about on your big day. You also need to ensure you purchase sufficient ice to keep the drinks at premium drinking temperature, we recommend 20 - 30 bags depending on weather and guest numbers.

The bar setup and Bar staff will be supplied and managed by our caterer, Supper Rd.

ENTERTAINMENT

Music is a large part of your wedding day. From the ceremony to the pre-reception right through to the reception you will need to consider the style of music you would like. As previously mentioned, we have a music down at 11.30pm policy Friday & Saturday, music down at 10.45pm policy Sunday to Thursday. This means the volume level will need to be reduced to a level comfortable for talking.

We also have a no Live Music after 8.30pm rule at the farm.

Our marquee features a full sound system that you will have access to plug into. From outdoor speakers in the courtyard and in front of the cottage area for your pre-reception time, to a fully kitted out marquee. There are “sound ceilings” installed above the dance floors and filler speakers throughout. In lay-mans terms (how we required it be explained to us) the music will be cranking for those on the dance floor, everywhere else in the marquee and outside will be enjoying the music however there will be no need to shout as conversations will be easily heard!

The supplier list, found on the website mentions entertainers we have hosted on the farm prior to now. Please feel free to run any other options by us. Providing the band, DJ or acoustic performer is happy to liaise with us, we are confident we can find a way to accommodate your performer of choice. Make sure you let them know no speakers will be required, might help keeping the cost down! Please pass on the information sheet headed ENTERTAINER to your performer of choice for their information.

THE CEREMONY

In the case of you using an iPod for your ceremony music, check with your celebrant as they quite often supply a system that will be suitable. Alternatively, see if you can find a battery operated docking station. Where necessary we will be able to run a power lead, just make sure you mention it in your Information Form! If you have someone playing live music for your ceremony, please have them contact us ahead of time should they require a power source etc. It will also be important to consider where to position the performer; something we can discuss!