

# Weddings at Blenheim Palace

## Helpful Information



### **Access to the Venue and Facilities for Setup only**

**The Orangery:** The earliest access time for setup is 18.00.

**The Palace:** Access to the Palace is between 07.00 and 09.30 or after 17.30 on the day of your wedding. If you require storage for stationery or favours please liaise with your Event Planner.

### **Artefacts**

Torchères, bronzes, antiques, tables and paintings or other artefacts may not be moved from any of the facilities.

### **Audio-Visual, Staging and Lighting**

All planned production must be discussed and agreed with your Event Planner well in advance of your wedding. Any outside lighting will incur additional costs. There can be no staging or equipment without appropriate floor covering to protect the floor. All lighting should be situated on the floor, with the exception of up-lighting or a free-standing light tower. All AV, lighting and staging must be preapproved by Blenheim Palace.

### **Candles**

Candles can be used as table centrepieces or table decoration. All candles should be designed so that candlewax does not drip on to the tables, chairs or floors, and candles do not set fire to the foliage or the table.

### **Car Parking**

**The Orangery:** Guests can be dropped off and collected from 'Flagstaff' Gate after 17.30.

**The Palace:** Guests can be dropped off and collected from the Great Courtyard.

Guests' cars are to be parked in the designated car park depending on time of arrival. Vehicles may be left overnight with prior permission from the Palace, must be parked in the main car park and should be collected by 09.30 the next day at the latest. By law, cars left after 09.30 are liable to removal or clamping and will be released upon payment of a fee.

### **Children**

Children are to be under parental supervision at all times and are to be seated with their parents whilst dining. It is highly recommended that a fully qualified Nanny or Children's entertainer is employed for weddings. Our event planners will be pleased to provide you with details of designated Nanny services. Children's menus are available for children up to 12 years. Please let us know if you require high chairs.

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### **Confetti and Rose Petals**

We are proud of the high standards of cleanliness and tidiness that we maintain and, for the protection of the building and gardens, we would be grateful if you could advise your wedding guests that confetti is not permitted in any of the facilities at Blenheim Palace, or in the Park and Gardens.

### **Crew Catering**

If you wish to provide dinner for your photographer, band or other suppliers we are pleased to provide crew catering. Options and prices on request.

### **Deliveries and Collections**

Delivery vehicles are allowed in the Courtyards and Flagstaff before 09.30 and after 17.30, subject to the event calendar. Access is prohibited between these times and delivery vehicles may not be left in these areas. To avoid any doubt, please liaise with your Event Planner to arrange all deliveries and collections prior to your wedding.

### **Entertainment and Dancing**

**The Orangery:** There are many different styles of music or entertainment that you can have, however, all bands and DJs are to be approved by Blenheim Palace. We recommend a maximum number of six entertainers per band or group. Events in the Orangery should finish at 01.00 with entertainment and music finishing by 00.45.

**The Palace:** Dancing is to take place in the Great Hall only. Bands are to be a maximum of five players, and staging by permission only. Events are to finish by 00.30 and music must cease at 00.15 unless otherwise arranged. On application, and subject to approval, the finish time for events can be extended until 02.30 in the Great Hall – additional charges apply. A decibel limit applies to all music and entertainment, in both the Orangery and the Palace.

### **Entrance and Exit: Access to Blenheim Palace and the Estate**

Guests access and exit to Blenheim Palace is via Hensington Gate (which will be manned by gate security) until midnight. Please ask your Event Planner if you have any queries regarding this or if you require copies of the Estate map and directions to Blenheim Palace. It is essential that guests pre-book their taxi in advance of arrival to ensure prompt departure at the end of the evening. Contact details are available from your event planner.

### **External Contractors**

All external contractors must be preapproved before you contract with them and must supply in advance the following documentation to the Event Planner:

- Company Health and Safety Policy
- Relevant Risk Assessment Documentation
- Signed copy of the Guidelines of the Site Rules and Regulations
- Relevant Method Statement
- Copy of Public Liability Insurance

All contractors must be escorted by a Blenheim Palace representative and must wear contractors' badges at all times. Any damage incurred by any contractors will be charged to the contractor.

### **Fireworks and Flares**

The inclusion of a facility fee to hold a firework display at Blenheim Palace is subject to approval and a facility fee of £6,000 (and a returnable grounds damages bond of £1,200 is also required). This does not include the actual fireworks display. Your Event Planner will be able to provide you with contact details of our approved fireworks supplier.

For your event in the Palace, flambeaux in the Great Court are spectacular, lighting the front of the Palace entrance to the Great Hall as guests arrive. Alternatively, you can enjoy flares lining the main drive (additional fee will apply). Talk to your Event Planner to discuss your options.

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### Floral Decorations

We will be thrilled to advise you of our recommended florists or floral companies who have worked at Blenheim Palace before. Please ask your event planner for details and any advice on arranging appointments with your florist at Blenheim Palace.

### Food

Searcys are the approved caterer for the Orangery and have a wide range of options available for your wedding reception. Please speak to your Event Planner for menu options or for a more accurate proposal of costs incorporating the room hire, food and beverages.

Further outside caterers are available for functions taking place in the Saloon, Great Hall and Long Library. A catering marquee is required for most catering inside the Palace and additional charges apply for this. Please ask your Event Planner for a list of approved caterers.

### Insurance

We would highly recommend you take out your own personal wedding insurance for the Orangery, and we insist on wedding Insurance for events in the Great Hall, Saloon and Long Library.

If you require information, please contact the Events Team. Public Liability Insurance is required for all events within the Main Palace State Rooms. A copy of the insurance certificate for cover of £20 million is required prior to the event taking place. All suppliers and contractors are required to have Public Liability Insurance in place.

### Licensing Hours

**The Orangery:** Events must finish by 01.00. The bar is licensed until 00.30.

**The Palace:** Events must finish by 00.30. The bar is licensed until 00.00. On application and subject to approval the finish time for events can be extended until 02.30 in the Great Hall – additional charges apply.

### Mineral Water

We serve only Blenheim Palace natural bottled mineral water for all weddings and events at Blenheim Palace regardless of which caterer has been appointed. Your caterer can purchase this directly.

### Payment

Blenheim Palace will require full payment prior to any event.

### Photographs

A wonderful opportunity to have some of your wedding photographs taken around the Park with views of Blenheim Palace. Your Event Planner can arrange a private buggy to collect you at a time agreed with you and take you to the most beautiful locations in the Park.

- 1 hour: £170 per couple

All photographers and videographers are to contact your Event Planner in advance to discuss the designated areas for photography. We are pleased to recommend several exceptional photographers who have experience working at Blenheim Palace. Please note Drones are not permitted at the Palace. Drone footage is available on request for a fee.

**The Orangery:** Photography on the Italian Terrace and in the Park is allowed all year round. Photography is not allowed inside the Duke's private Italian Garden, Great Courtyard or Palace State Rooms.

**The Palace:** The main Palace steps, Great Court, Long Library and Great Hall are only available when using the Palace for your wedding celebrations or event.

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### Provisional Bookings

Provisional bookings made do not require a deposit; however, they will be automatically released after 14 days if the event is not confirmed in writing. Upon confirmation an event agreement along with a deposit payment request, and full terms and conditions will be sent to you by your Event Planner.

### Reception Drinks

**The Orangery:** Reception drinks can be enjoyed on the Italian Terrace and Croquet Lawn if the weather is fine, but this will be closed at sunset. There is no access at any time to The Duke's private Italian Garden.

**The Palace:** Reception drinks can be enjoyed in the Saloon, Great Hall and Long Library. Drinks and food are not permitted in the State rooms. Please note red wine and other dark-coloured drinks are not permitted for drinks receptions, however they can be served at the table for dinner.

### Seating Arrangements

Guests are usually seated at round tables of eight to ten people. A different layout is possible but may incur additional costs.

### Security

For all evening events at Blenheim Palace security is provided as required by the Estate for the duration of the event. If an additional security guard is required then charges may apply. This is at the discretion of Blenheim Palace and dependent upon the use of facilities, timings and the final number of guests.

### Showrounds and Viewing

The Orangery and Palace are available to view by appointment only. Appointments can be made with your Event Planner by calling 01993 813874, and are available from Monday - Friday, subject to availability, along with select weekends. Suppliers or contractors wanting a site visit will need to contact your Event Planner to arrange a suitable time.

### Smoking

Smoking and e-cigarettes are not permitted at any time inside the function rooms or facilities. Smoking and e-cigarettes are only allowed in the designated area outside the Orangery or Palace.

### Taxis

Our Event Planners have the details of local taxi companies and we strongly advise that your guests pre-book their taxis to avoid disappointment at the end of the evening. The entrance and exit are via the Hensington Gate (off the Oxford Road, A44) until midnight.

### The Long Library Piano and the Willis Organ

The Long Library Piano and Willis Organ are available to play with prior permissions obtained from Blenheim Palace. We will be able to give you details of the organists available to play at Blenheim Palace along with their fee (a piano tuning fee will be applicable). The Great Hall piano is positioned up on the Minstrel Gallery.

### Wedding Cake

When ordering your wedding cake, please ensure we are aware of delivery time, storage conditions, ingredients and allergens. We are not able to refrigerate your wedding cake and cannot store it for more than 24 hours prior to your wedding. Regrettably, this is subject to availability.

### Wines

If using Searcys as your caterer they can provide you with an extensive wine list and will be able to help you choose wines to complement your chosen menu and dishes. If you wish to provide your own wines, sparkling wine or champagne, corkage is charged. Please ask your Event Planner for details. Please note we do not offer corkage on any other drinks. All other options will be sourced via our in-house caterers, Searcys.

Please note that all prices are inclusive of VAT at the prevailing rate and subject to change.