

 Planning Document - Final Details Meeting		
Names		
To Be Known As once Married;		
Contact Numbers		
Wedding Date		
Last Orders		
Music Finishes		
Last guests vacate		
HH Use Only- Damage Deposit Received?		
Guests- Please indicate on your rough table plan where the children and any high chairs are to go		
Adults		
Children over 12		
Children 1-12		
Babies		No. of high chairs required?
Additional Evening Guests		
Any guests who will need assistance?		
Timings/Details		
Partner one Arrival		Who with?
Hairdresser/MUA		
Partner two Arrival		
Guests arrival		
Ceremony Time		Who walking down the aisle?
Location of Ceremony		Inside/Outside Porch/Blessing
Readings- Who?		
Witnesses- Who?		
Reception Drinks		Canapes?
Receiving line		
Wedding Breakfast		
Speeches		Who doing speeches and what order?
Evening guests arrival		
Cake Cutting		Will the cake be cut and served? Style of cake
First Dance		
Evening Food		
Rooms- Check In from 11:00, Check Out at 10:00		
	Guest Names	Dietary
Bridal Suite		
Hare Room (Front of house)		
Hen Room (Front of house)		
Peacock Room (Rear of house)		
Deer Room (Rear of house)		
Mallard Room (New Room from May 19)		
Total Number of Guests		
Please note the breakfast room will be open from 08:00 and a hot breakfast will be served at 08:30 and finished serving by 09:00. All rooms must strictly be vacated by 10:00 the following day to ensure plenty of time for Housekeeping		
Drinks		
Bar to be Open From		
Welcome Drink (not included in the package)		
Reception Drinks		
Wedding Breakfast	No. of Bottles	White-
	No. of Bottles	Red-
	No. of Bottles	Rose-
Other Wedding Breakfast Drinks		
Toast/Speeches		
Drink Requests		
Tabs (payable in advance)		
Last Orders		

Suppliers		
	Arrival/Collection Time	Contact Details email and telephone number
Hair		
MUA		
Venue Stylist		
Florist		
Photographer		
Videographer		
Master of Ceremonies		
Music before the ceremony		
Ceremony Music		
Reception Drink Music		
Music for dinner		
MC		
Evening DJ		
Band (signed form returned)		
Cake		
Props (1)		
Props (2)		
Entertainment (1) e.g. photobooth		
Entertainment (2)		
Will any of your suppliers expect to get feed e.g. photographer (if they have a second), videographer, entertainers?		Please discuss with your caterers
Décor		
Ceremony Layout Inside/Outside	Please mark chairs you will need reserved.	
Dining Layout	<div style="text-align: right; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px 5px; display: inline-block;">BAR</div> </div> <div style="text-align: center;"> <p>.....</p> </div>	
Catering		
Canapes - style		
Wedding breakfast - style		
Evening buffet - style		
Napkins	White	
Tablecloths	White	
Charger plates		

Other	
Chair Dressings	
Post-box	
Wedding Arch	
Easel	
Confetti	
Cake Stand/Cake Knife	
Hampers	
Décor Drop off Sheet to be handed to couple at meeting	

Other Notes	
Damages Deposit	
Damages deposit	Please pay this into a separate holding account six weeks before your wedding: account Hayne Barn Leisure HSBC Sort code 40-08-32 Account 82240017. Please note this money is used to cover any damage at Hayne House or loss of Hayne House equipment such as linen. You are charged on a like for like basis and will be notified before we make any deduction.
Photo Agreement	
Your images are so important to us as they help to show couples how to decorate the Orangery and give them confidence that we can deliver your big day. We will therefore with your consent approach your photographer direct so that we can build a relationship with them and ensure any crediting is done correctly. We give consent for Hayne House to use my wedding photos on their social media pages and website.	
Partner 1	
Signed;	
Print	
Date	
Partner 2	
Signed;	
Print	
Date	
I give consent for Hayne House to use my name on their social media pages and website	
Partner 1	
Signed;	
Print	
Date	
Partner 2	
Signed;	
Print	
Date	
Couples to note on behalf of their guests and suppliers	
Vehicles	Guest may leave their cars on site overnight at their own risk. They should be collected by 10am the following day.
Alcohol	Please ensure your guests are aware, no alcohol is to be consumed within the Hayne House Car Park. If guests are found to be drinking alcohol within the car park we can removed as this is a non licenced area and the police may be called.
Alcohol - Think 25 rule	Under & Over 18's. We observe the licensing regulations strictly and follow the 'Think 25 rule' meaning we will not serve alcohol to guests under 18 unless they bring valid ID.
Lost property	Any lost property we find, is stored for you for a maximum of 1 month. Any guests who think they may have left items here should ring our office on 01303262555 during office hours. Guests may either collect items if we find them or arrange courier collection.
Health and Safety	Please note whilst we try to ensure everyone is safe from any risks or hazards, your guests also have a Duty Of Care to ensure that they do not do anything to comprise their own safety, the safety of the other guests or Hayne House staff and suppliers (whilst on site). Any guests in need of assistance on the day should make themselves know to the staff on arrival or have someone who is responsible for their assistance in the event of an emergency.
Photographers and Videographers	Please note that whilst there is 35 acres on the site there are places that your photographer and videographer (and of course guests) these include Froggies, the tennis courts and outside of the residents homes.
For Internal use by Hayne House	
Final details meeting date	
Who with?	
Wedding/Event day before?	
Wedding/Event day after?	
Décor drop off Agreed	Usually 3pm day before wedding
Any damage reported	
Any linen damaged	
Amount to be returned	
Bank Account for deposit return	Account name Account number Account sort code
Date returned to client	

Print	
Date	