The Cricklade Club

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**EVENT PLANNING GUIDE**

WHAT TO CONSIDER WHEN PLANNING YOUR EVENT

**EVENING PARTY**

Event hire £400.00 from 6pm until midnight, extra hour £50.00

**What’s included?**

Three leather sofas, tables and chairs, unattended cloakroom area, mood lighting and basic disco lighting, mirror ball, stocked bar and bar staff

**What do I need to consider?**

* Catering. What style? Buffet, bowl food, finger food, hot dogs or nibbles, none? menus
* Linen if you need dining tables £12.00 black and £12.00 white
* Disco £250.00
* Bands [click here](https://www.swindonbands.com/)
* Stage for band if you have a large band from £35.00 per deck
* Security if over 120 guests £80
* Wristbands or a guest list
* PA for background music
* Photo booth - ask us
* Fun Casino - ask us
* Parking in Cricklade [click here](https://www.thecrickladeclub.co.uk/car-parking) and share with your guests
* Coach Hire try [Ellison’s](http://www.ellisonscoaches.co.uk/the-fleet)

**Please note** – we DO NOT allow any table confetti, glitter or sprinkles and we do not permit any tape or adhesive on the walls. Balloon decorations are permitted, naked flames and candles permitted on request. Please ask about our table flowers, table centres or copper lights.

**WAKE**

Event hire £50.00 per hour, you must include any set up time between 9am and 5pm

**What’s included?**

Three leather sofas, tables and chairs, unattended cloakroom area, PA system mood lighting, stocked bar and bar staff.

**What do I need to consider?**

* Catering - What style? Hot buffet or finger buffet from £8.50 per person menus
* Teas and Coffee
* Table Linen £12.00 white £16.00 black per table
* Flowers for the tables
* Easel for photos
* Condolences book
* Donations details
* Parking in Cricklade [click here](https://www.thecrickladeclub.co.uk/car-parking) and share with your guests
* Coach Hire try [Ellison’s](http://www.ellisonscoaches.co.uk/the-fleet)

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**WEDDING**

Event hire £1000.00 from 8am until 9am the following day to allow you to dress the room and allow collection of gifts and personal items. Actual event - from wedding breakfast to 1am close of bar. IF you just want a party click on [Evening Hire.](#Evening)

**What’s included**

Three leather sofas, tables and chairs, unattended cloakroom area, mood lighting and basic disco lighting, mirror ball, stocked bar and bar staff

**What do I need to consider?**

* Catering - What style?
* Welcome reception drink, canapes etc.
* Coffee station
* Table Linen £12.00 white £12.00 black per table
* Table decorations or flowers
* Disco
* Band [click here](https://www.swindonbands.com/)
* Photo booth (ask us)
* Security if over 120 guests £80
* Table plan or guest list
* Cake stand and knife
* Guests parking
* Event planning
* Directions for your guests
* Table for presents
* Parking in Cricklade [click here](https://www.thecrickladeclub.co.uk/car-parking) and share with your guests
* Coach Hire try [Ellison’s](http://www.ellisonscoaches.co.uk/the-fleet)

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**MEETINGS**

To keep our hire rates competitive we have a £30.00 exc VAT Day Delegate Rate and a £24.00 exc VAT Eco conference rate [click here for details.](https://www.thecrickladeclub.co.uk/corporate-hire)

Hire from 08.30 until 17.00

Capacities

* Theatre 100
* Cabaret 70
* Classroom 48
* U Shape 40-50
* Banqueting 100
* Standing 180 - 200

**What’s included**

* + Three leather sofas, tables and chairs, table linen, unattended cloakroom area
	+ Tea and coffee arrival
	+ Mid-morning tea and coffee break
	+ Buffet Lunch
	+ Mid afternoon tea and coffee break
	+ Table water and rocks organic squash
	+ Mic and PA
	+ Projector and cable (excluding laptop)

[Click here for details.](https://www.thecrickladeclub.co.uk/corporate-hire)

**What do I need to consider?**

* Croissant or pastry arrival add £2.50
* Flip charts and paper £15 each
* Notes, pen and paper £3.00 per delegate
* Sweets or table mints £5.00 per table
* Soft drinks if required £1.50 each
* Afternoon cake on request £2.50 each
* Bar service after conference
* Parking in Cricklade [click here](https://www.thecrickladeclub.co.uk/car-parking) and share with your delegates
* Team building event or ice breaker ask our event company [Planet Pursuits](https://www.planetpursuits.com/)

Please note – only Bluetack is permitted on the walls.

**CATERERS**

We use our own catering company [The Cotswold Cooks](http://www.cotswoldcooks.co.uk) , for menu ideas

We do permit external caterers for a charge of £50. We have no kitchen facilities for them and they must remove all waste and leave the hall clean and tidy. They cannot use our waste bins or any kitchen or washing areas. We hold an additional £150 security deposit. When using external suppliers you must consider additional hire period to allow set up and removal of catering equipment.

**ROOM LAYOUTS**

**VENUE PLAN**

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