

# GATE STREET

## DAY INFORMATION FORM: CIVIL CEREMONY & RECEPTION

Please complete this form with **as much information as possible**, to ensure your day runs smoothly. Return it no later than two calendar months before your date

Please include all names & contact details even if you are using family and friends as suppliers.

Unknown or unsure information please leave blank or pencil approximate numbers/details, we will call you prior to your event to confirm information

If you wish to discuss any points and/or need assistance, please do not hesitate to call. Thank you.

Bride Full Name & Mobile Number			
Groom Full Name & Mobile Number			
Day & Date of Wedding			
Civil Ceremony Time		Civil Ceremony or Civil Marriage - Please Circle	
Total No. Day Guests inc children		Additional No. of Evening guests	
Total No. of children & ages –			

Caterers					
Please highlight meal choice	3 course meal	2 course meal	BBQ	Afternoon tea	Patisserie
<b>PLEASE NOTE: If you are serving your dessert and/or coffee in The Pheasantry your evening bar must coincide with this service</b>					
Evening food & Supplier					

Day, Date & Time of items being delivered e.g. table plan, favours etc.	
Drink Supplier Details plus Day, Date & Time of Delivery	

EAT | WORK | PARTY | SLEEP

Bramley | Guildford | Surrey | GU5 0LR | 01483 894362 | [info@gatestreet.co.uk](mailto:info@gatestreet.co.uk) | [www.gatestreet.co.uk](http://www.gatestreet.co.uk)

*Please note all deliveries must be the week of your wedding only, outside of any other event's proceedings, in office hours 9am – 5pm & authorised by GSB*

*Storage is restricted, and refrigeration facilities are restricted to drinks only*

*An inventory, with detailed instructions for all items and drinks **MUST** be supplied e.g. what drink is being delivered, the quantity and when it is to be served. Template available on request.*

#### Ceremony Music

*Please note, if you are using an iPod/iPhone/iPad etc, we are unable to manage this for you so please arrange an usher or other guest to turn this on and off as required.*

#### Reception Music

*Please note only **NON-AMPLIFIED** music is permitted outside The Barn – a speaker is classified as amplified!*

#### Evening Music

*If you are not using our recommended DJ/bands, you & your band/disco **MUST** sign & return the band/DJ contract no later than 8 weeks before your date*

#### Florist

Are you sharing any flowers/decoration with another wedding

YES

NO

If "Yes", please give details

*Please note if you have hired items from your florist i.e. vases, lanterns and wood slices for example, a list of the items must be submitted to the office. Your florist must also provide containers and especially for breakable. Items which are too big/heavy to move to your storage area at the end of the night must be picked up at midnight the day of the wedding*

#### Photographer

*If they are using drone technology, they **MUST** submit proof of the appropriate insurance & licence*

#### Videographer

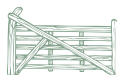
*If they are using drone technology, they **MUST** submit proof of the appropriate insurance & licence*

#### Cake Supplier

Supplier of cake stand

Supplier of knife

*We recommend bringing Tupperware so we can store leftover cake at the end of the evening*



EAT | WORK | PARTY | SLEEP

Evening Bar – please circle	Cashless Paying Bar (Cards payments only)	Self-Supply Bar
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Bridal Arrival Car/Transport				
Groom Arrival Car/Transport				
Bridal & Groom Departure Car				
Coach/Minibus Company, inc number of & size			Dropping off	Collecting
			Yes      No	Yes      No

Day Entertainment e.g. Garden games					
Evening Entertainment e.g. Photobooth (position?)					
Sweet Table or similar (position?)					
<i>To comply with food safety standards please ensure tongs or scoops are provided</i>					
<b>Are you providing marshmallows or sparklers?</b>					
Marshmallows	Yes	No	Sparklers	Yes	No
<i>Please make sure you provide containers, and everything required for marshmallows If the sparklers are for a finale send off, please confirm in timeline on the last page</i>					

Any other suppliers i.e. Prop hire etc	
<i>Please note if you have hired items which are too big/heavy to move to your storage area at the end of the night must be picked up at midnight the day of the wedding</i>	



EAT | WORK | PARTY | SLEEP

Do you have guests staying in the on-site accommodation			
Gate Street Farmhouse	Yes	No	TBC
The Hayloft	Yes	No	TBC
The Stable Flat	Yes	No	TBC
The Shepherds Hut	Yes	No	TBC
The Mustering	Yes	No	TBC

And/or other off-site accommodation?			
Harbour Hotel, Guildford	Yes	No	TBC
The Holiday Inn, Guildford	Yes	No	TBC
Barnett Hill, Womersley	Yes	No	TBC
Other local off-site accommodation:			

Ceremony Layout	Long Layout		Horseshoe Layout
Wedding Breakfast Layout	Round Top Table	Long Top Table - can seat 6-9 guests only	Banqueting Style
Please ask us for a draft before confirming with your caterers and seating plan			
<b>Do you require additional trestle tables for decorations?</b> <i>Please note, as standard we have a side table in the Pheasantry which can be used as the cake table and 8 rustic x poseur tables.</i> <i>Ensure you or your caterers supply tablecloths for extra trestles tables.</i> <i>Size 2.6ft x 6ft</i>			Yes
			Number

Names & Mobile Numbers of Persons Collecting Items the Following Day	
<p>Please note items must be collected the following day no later than 9.30am unless authorised by GSB Office Staff in advance.</p> <p>We will gather all your belongings and place everything in a storage room next to The Barn kitchen entrance. Please note these are left over items and never look neat &amp; tidy but we do our best!</p> <p>We do not have a member of staff to help the morning of collection</p>	
<b>Other Notes;</b> <ul style="list-style-type: none"> <li>Road Signage – we have many complaints from our neighbours about this! Please let us know if you are planning any additional signage</li> <li>If you have access to decorate the day before your wedding, please note we close at 5pm</li> </ul> <p>Nothing can be nailed, pinned or attached to the painted woodwork in the Atrium &amp; Orangery, any paintwork surface, or the bar. Please ensure you let friends &amp; family know this if they are helping.</p>	



EAT | WORK | PARTY | SLEEP

VIP Names			
Mother of the Bride		Father of the Bride	
Mother of the Groom		Father of the Groom	
Chief Bridesmaid/ Maid of Honour		Bridesmaids	
Best Man		Groomsmen	
MC – if a toastmaster has not been hired		Other	

Is anyone organising props for speeches i.e. TV screens etc Please supply details	
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Tack Room		
<i>Please note this room must be cleared by midnight or leave your items neatly in the room so we can place everything with your other belongings in the storage room next to The Barn kitchen entrance ready for collection the next day</i>		
<b>Arrival time</b> <i>If you are staying the night before in one of our onsite units, please state what time you will be accessing The Bride's Room</i>		
<b>Names of all those coming with you:</b>  		
<b>Details of Hairdressers, Beauticians etc.</b>	<b>Expected ETA</b>	
<b>Have you organised refreshments</b>	Yes	No
Please note The Registrar's Meeting room is available for use until The Registrar's arrive 1 hour before the ceremony. This room must be left as found for The Registrars arrival. Self-serve tea & coffee plus a fridge is available. The fridge will be emptied whilst the ceremony is taking place and items will be placed in The Barn kitchen fridge unless you tell us otherwise		



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<b>Old Dairy</b>		
<i>Please note this room must be cleared before the Ceremony as this will be locked off from then and there will be no access to this from after this time. Any belongings left in here will be placed in the storage room next to The Barn kitchen entrance ready for collection the next day</i>		
<b>Arrival time</b>		
<b>Names of all those coming with you:</b>		
<b>Have you organised refreshments</b>	Yes	No
<i>A reminder there is a kitchenette space equipped with a toaster, kettle microwave, cutlery, and crockery.</i>		

<b>Itinerary</b>			
<b>Civil Ceremony Time</b>			
<b>Bride ETA</b> <i>The Bride MUST arrive at The Barn no later than 30 minutes before the ceremony If you are getting ready onsite, please enter your arrival time and note you must be dressed &amp; ready in the bride's room to be called in to meet The Registrars 30 minutes before the ceremony</i>			
<b>Groom ETA</b> <i>The Groom MUST arrive 1 hour before ceremony as guests do tend to start arriving from this time. GSB staff will arrange the meeting with The Registrars</i>			
<b>Guest ETA</b> <i>All guests must be seated at least 15mins before ceremony</i>		<b>Receiving line time, if applicable</b>	
<b>Mealtime</b>		<b>Speeches</b>	
<b>Bar Opening Time</b> <i>Please note – Your evening bar <u>MUST</u> be open for service as soon as the speeches &amp; wedding breakfast is finished</i>		<b>Evening Guests ETA</b>	
<b>Evening Music Begins</b>		<b>Evening Food Served</b>	
<b>Bride &amp; Groom depart</b> <i>Please let us know if you are you planning a sparkler send off or something similar</i>			
<b>*** Guests depart</b>			

**\*\*Please ensure your guests have pre-booked taxis. Telephone numbers are available on our website\*\***

**\*\*calling a taxi at midnight may take more than an hour**

**To arrive & additional costs for bar staff may be charged**

**Uber does not work at the Barn\*\***



**EAT | WORK | PARTY | SLEEP**