



# OAKS FARM WEDDINGS

INFORMATION PACK

[www.oaksfarmweddings.co.uk](http://www.oaksfarmweddings.co.uk)



## WELCOME TO OAKS FARM

At Oaks Farm we know when it comes to the big day it can seem a little daunting to get everything planned but we hope this little pack will help answer all those questions you might have about the venue!

In this pack you will find helpful information regarding the measurements of the rooms, furniture in the venue, the different table layouts which can be used in The Barn or Orangery, the accessories we have and all the information on how the venue works on the day.

We are so excited to be holding your big day for you so if you have any other questions when planning your day please don't hesitate to get in contact.

## WEDDING DAY TIMINGS

When it comes to planning the running schedule of your big day we know there are a lot of factors and elements to consider and we hope these helpful tips will help you plan the perfect running order for your day.

### THE CEREMONY

There are two things to consider for this part of the day.

Firstly, what time should you have your ceremony and what time should everyone arrive for the ceremony?

We generally advise the following for this:

- To have your ceremony between 12 and 1.30pm as this enables you to enjoy the full use of the venue without feeling rushed.
- Groom, Best Man/Men and Ushers to arrive 45 minutes before the Ceremony
- Guests – 30 minutes before the ceremony
- If the bride and bridesmaids are coming by car – 10 Minutes before the Ceremony
- Have the guests seated – 5 minutes before Ceremony

Secondly, how long will the ceremony take?

This completely depends on whether your having a Civil Wedding Ceremony, Religious Ceremony or a Non-Religious Ceremony.

- Civil Wedding Ceremony – 30 to 45 minutes
- Religious Ceremony – 60 to 90 minutes
- Non- Religious Ceremony – 20 to 45 minutes

### DRINKS RECEPTIONS

Allow 1 ½ Hours for your drinks reception as this allows plenty of time for your photographer to capture your group and personal portrait shots. It will also give you enough time to mingle with your guests and enjoy your canapes and bubbles.

### GROUP & PORTRAIT PHOTOS

As a general rule of thumb allow 5 minutes per group photo and at least 30 minutes for your personal portrait shots. But the following is worth doing to make sure this part of the day doesn't over run!

- Ask your photographer to scope out some potential backdrops in advance.
- Make a list of the photos you want of your family and wedding party so there's no confusion on the day.
- Choose someone responsible! To round the relevant people up who are needed right after the ceremony so that nobody goes AWOL for those needed shots.

### SEATING GUESTS

Allow 15 minutes for your guest to get seated for the wedding breakfast from where you have had your drink reception and them finding their seat.

To make this run smoothly and efficiently designate at least two Bridesmaids or Ushers to direct and sweep up any stragglers!

### SPEECHES

Allow no more than 30 minutes for the speeches allowing between 5 to 10 minutes for each speaker.

It's important to stick to these timings as if they take any longer guests get restless and your evening may lose momentum.

### WEDDING BREAKFAST

For this part of the day we say to allow up to 3 hours depending on the number of guests you have, which also includes the speeches.

Your chosen caterer will be able to guide you on the timing of this part of the day depending on the number of guests, food choices and the number of courses.

We have found that if you are having singing waiters this will add 30 minutes to this part of the day, so we do recommend to start the day earlier so this doesn't run into your evening party.

To help turn the venue around quickly for the evening party its a good idea to nominate a bridesmaid or an usher to announce your guests through to the bar area so the room can be turned around efficiently for the evening.

### EVENING RECEPTION

If you have roughly gone with the timings above your evening party will start around 6pm to 6.30pm to give you plenty of time to party the night away!

If you are having evening guests, its best to invite them to arrive at least 30 minutes after the wedding breakfast just in case it over runs.

We recommend that the start of this part of the evening is a nice time to cut the wedding cake so your evening guests can enjoy this part of the day with you, whilst the venue is being transformed for the evening party.

Then you can take to the dance floor for your first dance and party the night away!

We know every wedding is unique and times will vary but we do find from our 20+ years of experience that following this formula will enable your day to run smoothly. But if you are struggling with your schedule in anyway, please do not hesitate to contact us as we are more than happy to help.

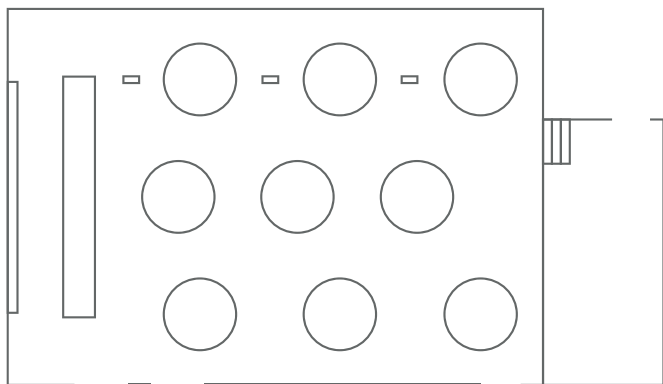
## THE BARN

- The barn is 12m long & 8.5m wide
- 3 horizontal beams which are 6m long
- 3 vertical beams which are 2.0m high
- The length of the shelf in the barn is 5.2m long & 22cm wide
- The length of the balustrade is 2.9m
- Lower Barn is 5.66m long & 2.74m wide & 1.85m high

Please have a look at the seating plans for the Barn on the following pages.

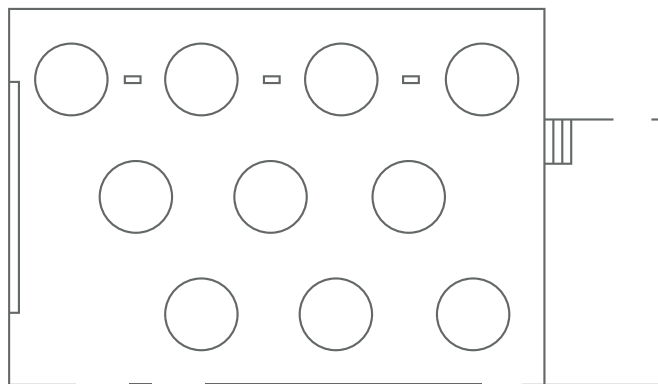


## BARN SEATING PLANS: 90-100 GUESTS



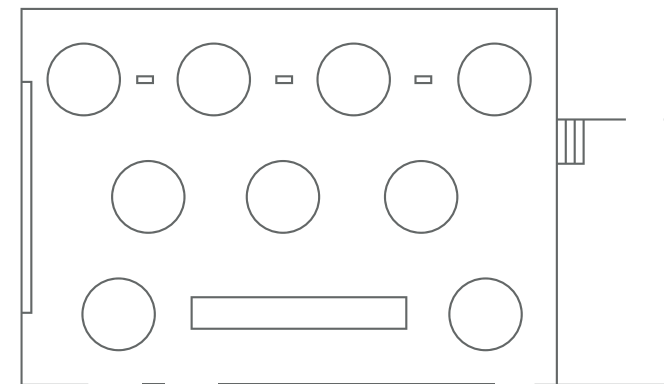
### BARN SEATING PLAN 1\*

- Maximum of 100 guests
- Maximum of 12 on the top table



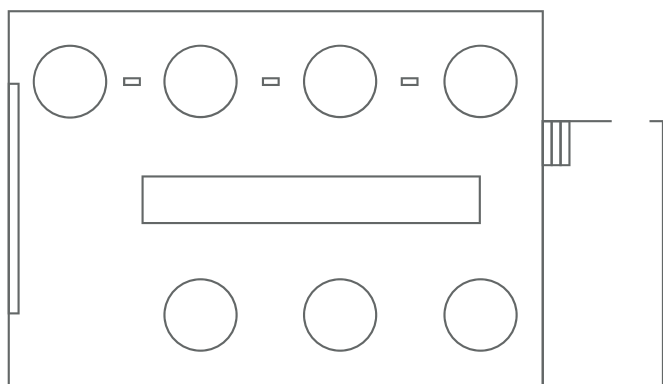
### BARN SEATING PLAN 2\*

- Maximum of 100 guests
- Maximum of 12 on the top table



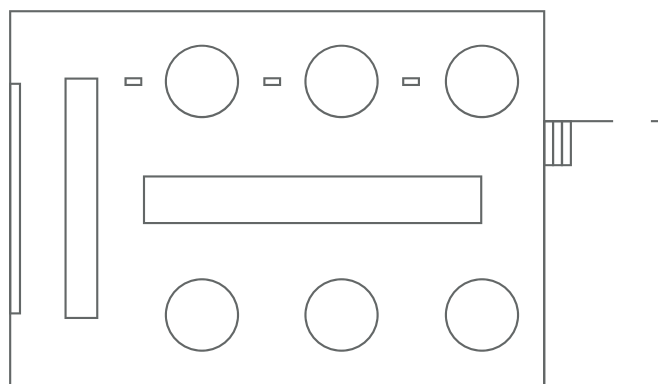
### BARN SEATING PLAN 3\*

- Maximum of 100 guests
- Maximum of 12 on the top table



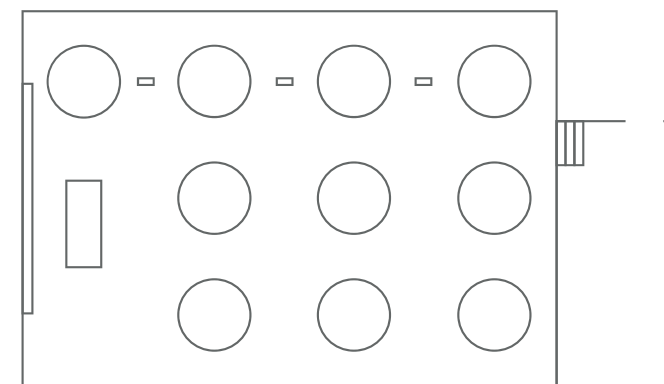
### BARN SEATING PLAN 4\*

- Maximum of 100 guests



### BARN SEATING PLAN 5\*

- Maximum of 100 guests
- Maximum of 12 on the top table



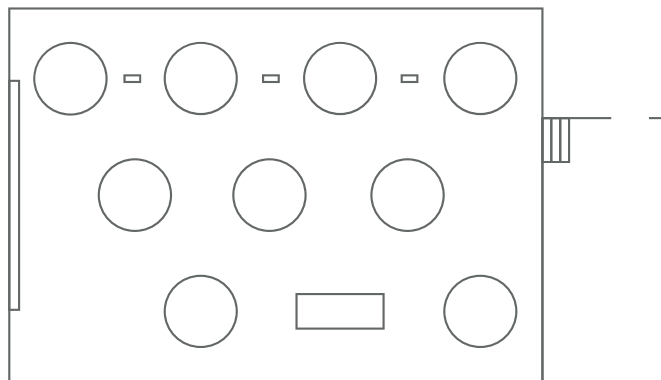
### BARN SEATING PLAN 6\*

- Maximum of 100 guests
- Maximum of 2 on the Sweet Heart table

\* If you are using our round tables that seat 12, they do need to be on the corners of the room in these layouts.

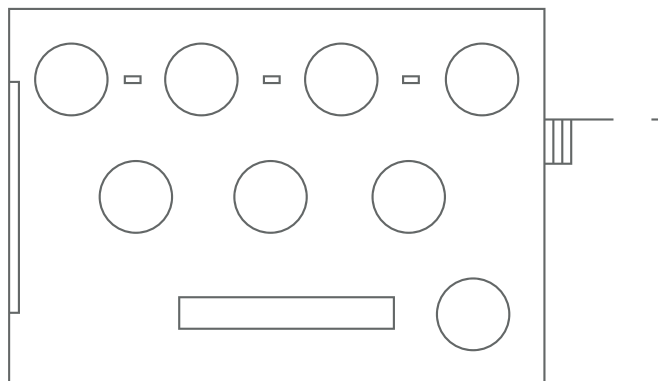
Individual seating plans are available to download from our website.

## BARN SEATING PLANS: 90-100 GUESTS



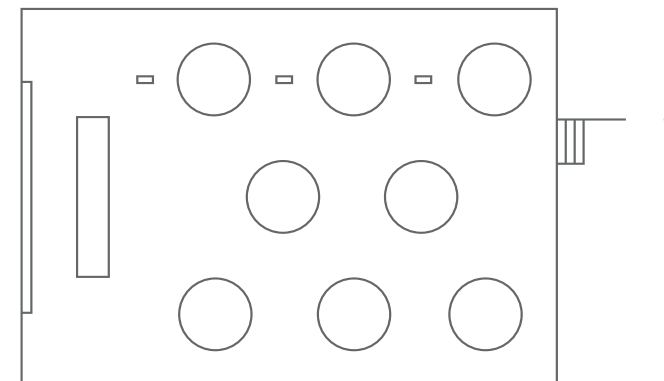
### BARN SEATING PLAN 7\*

- Maximum of 100 guests
- Maximum of 2 on the Sweet Heart table



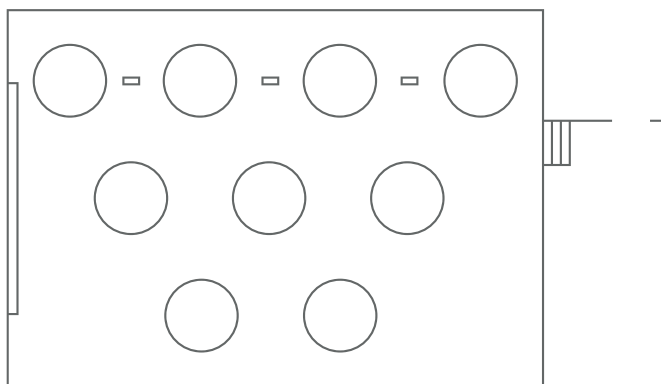
### BARN SEATING PLAN 8\*

- Maximum of 90 guests
- Maximum of 14 on the top table



### BARN SEATING PLAN 9\*

- Maximum of 90 guests
- Maximum of 12 on the top table



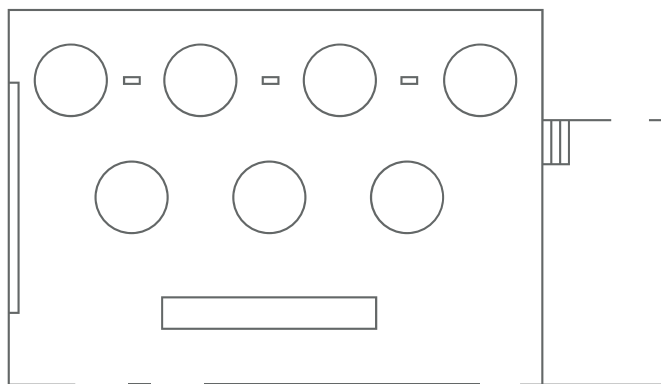
### BARN SEATING PLAN 10

- Maximum of 90 guests
- Maximum of 12 on the top table

\* If you are using our round tables that seat 12, they do need to be on the corners of the room in these layouts.

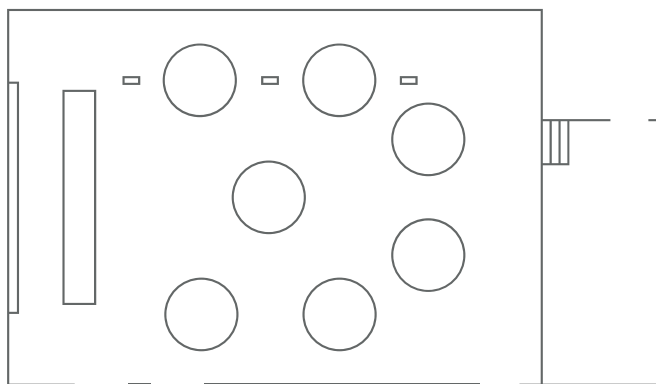
Individual seating plans are available to download from our website.

## BARN SEATING PLANS: 70-80 GUESTS



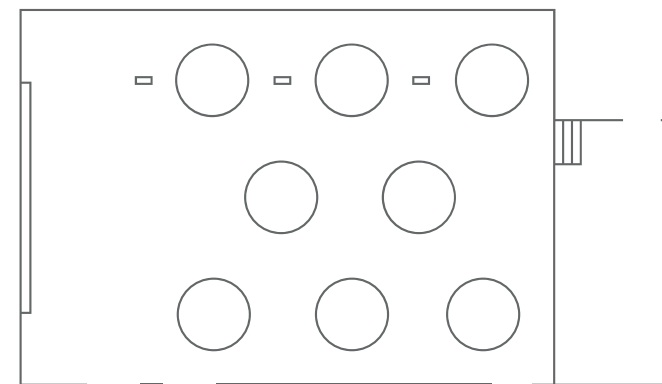
### BARN SEATING PLAN 11

- Maximum of 80 guests
- Maximum of 14 on the top table



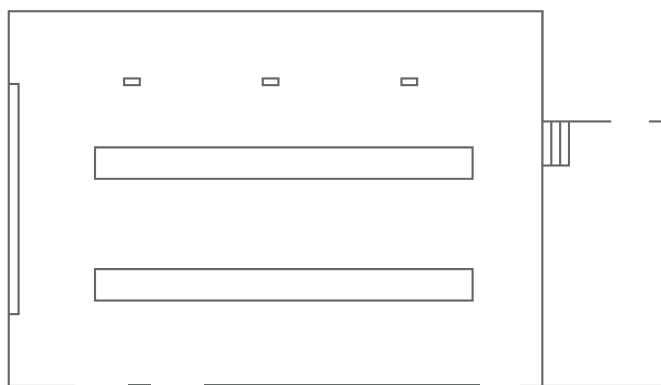
### BARN SEATING PLAN 12

- Maximum of 80 guests
- Maximum of 12 on the top table



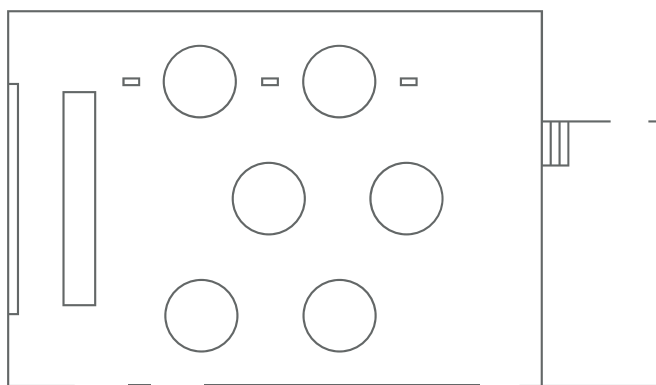
### BARN SEATING PLAN 13

- Maximum of 80 guests
- Maximum of 12 on the top table



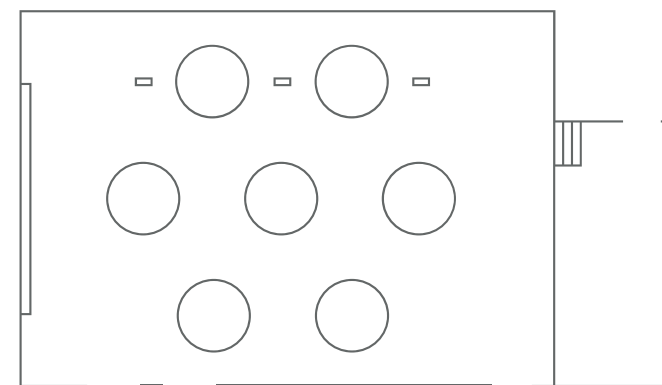
### BARN SEATING PLAN 14

- Maximum of 80 guests



### BARN SEATING PLAN 15

- Maximum of 70 guests
- Maximum of 12 on the top table

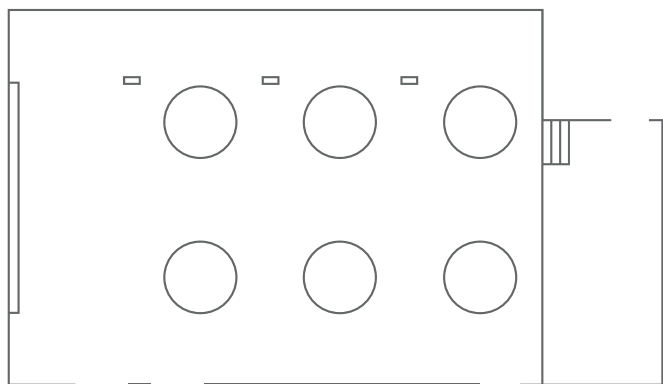


### BARN SEATING PLAN 16

- Maximum of 70 guests
- Maximum of 12 on the top table

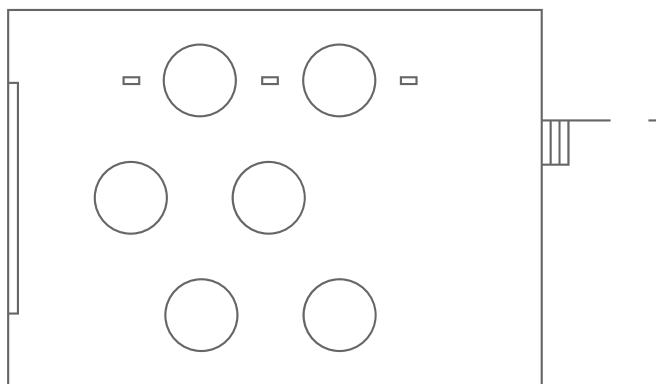
Individual seating plans are available to download from our website.

## BARN SEATING PLANS: 50-60 GUESTS



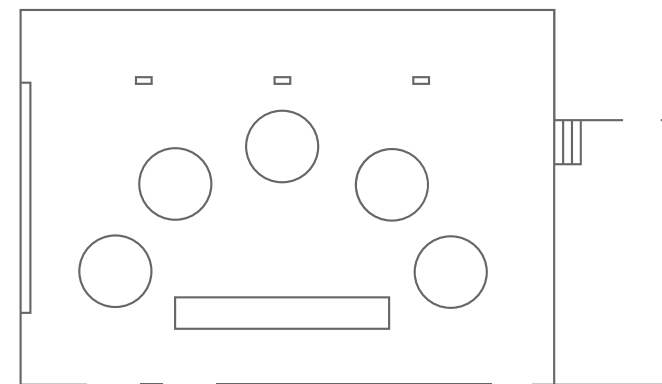
**BARN SEATING PLAN 17**

- Maximum of 60 guests
- Maximum of 12 on the top table



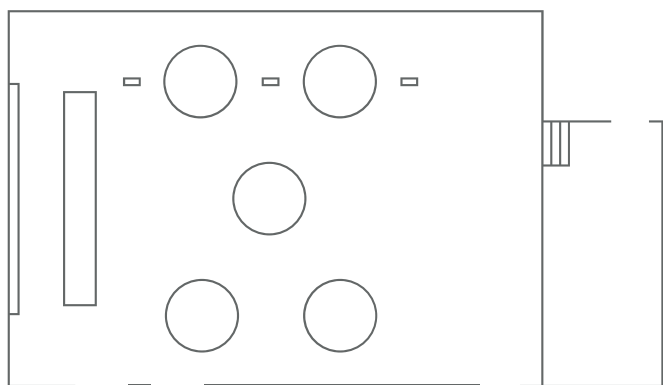
**BARN SEATING PLAN 18**

- Maximum of 60 guests
- Maximum of 12 on the top table



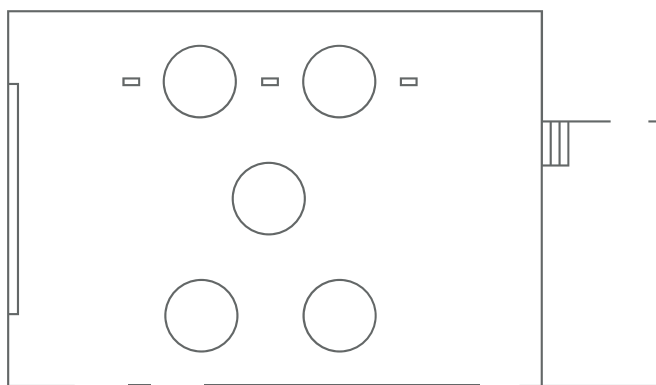
**BARN SEATING PLAN 19**

- Maximum of 60 guests
- Maximum of 12 on the top table



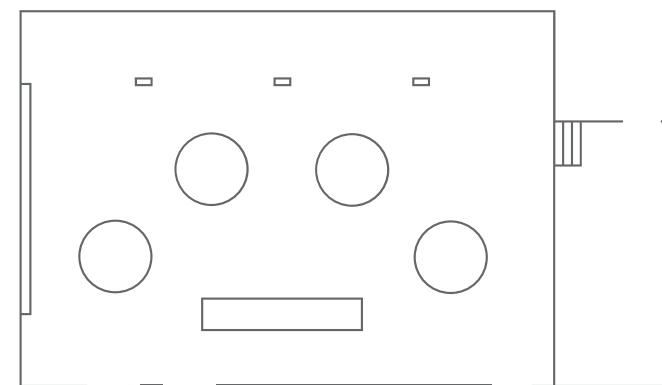
**BARN SEATING PLAN 20**

- Maximum of 60 guests
- Maximum of 12 on the top table



**BARN SEATING PLAN 21**

- Maximum of 50 guests
- Maximum of 12 on the top table



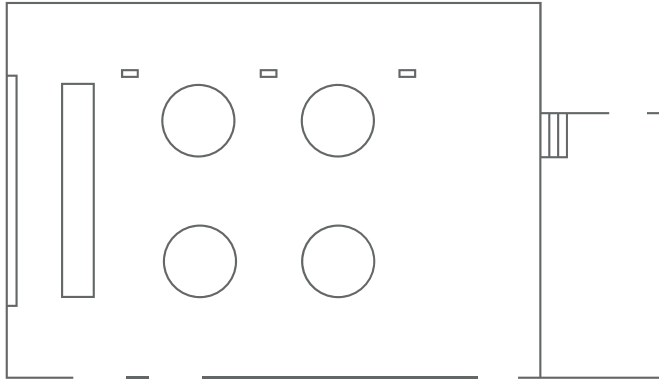
**BARN SEATING PLAN 22**

- Maximum of 50 guests
- Maximum of 12 on the top table

Individual seating plans are available to download from our website.



## BARN SEATING PLANS: 50-60 GUESTS



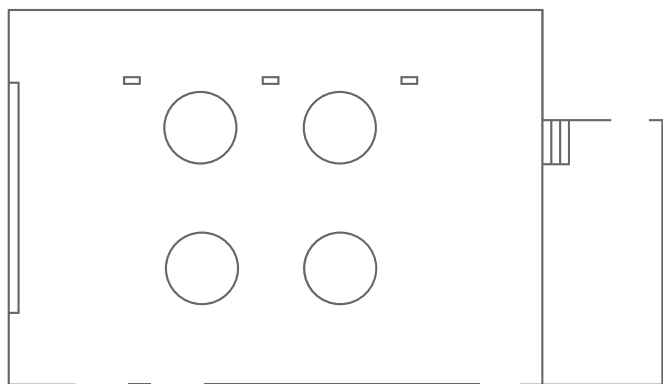
### BARN SEATING PLAN 23

- Maximum of 50 guests
- Maximum of 12 on the top table

Individual seating plans are available to download from our website.

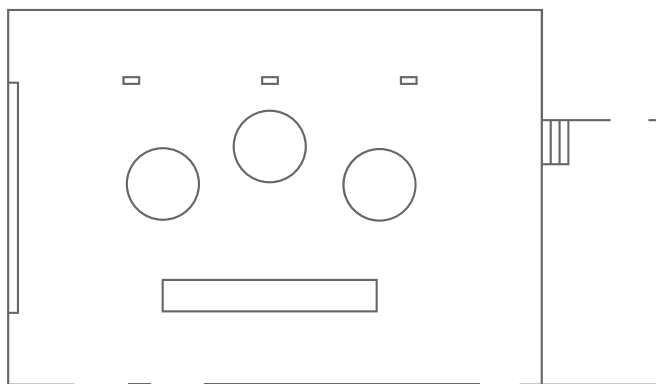
*“Oaks Farm was the perfect setting for our wedding. All the staff have been incredibly helpful in the run up to and on the day. We had no doubt that the day would run smoothly with them in control - and it did. Thank you for making our day a great success.”*

## BARN SEATING PLANS: 30-40 GUESTS



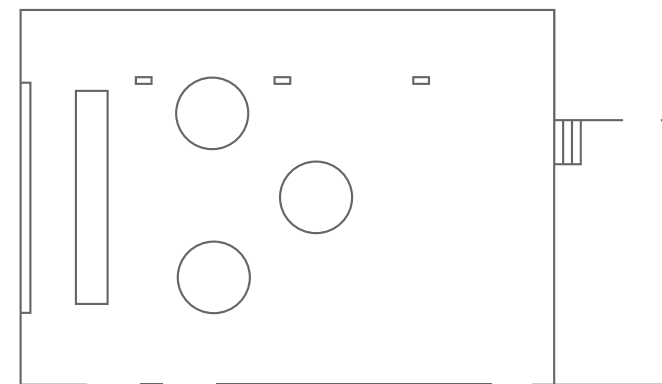
### BARN SEATING PLAN 24

- Maximum of 40 guests
- Maximum of 12 on the top table



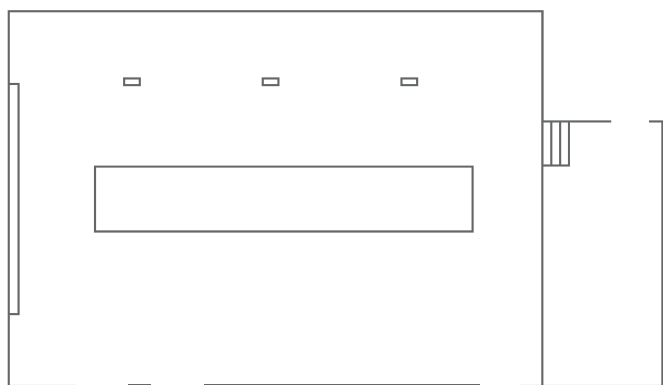
### BARN SEATING PLAN 25

- Maximum of 40 guests
- Maximum of 14 on the top table



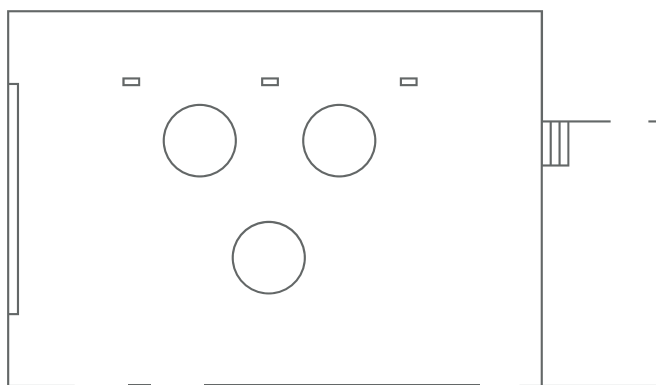
### BARN SEATING PLAN 26

- Maximum of 40 guests
- Maximum of 12 on the top table



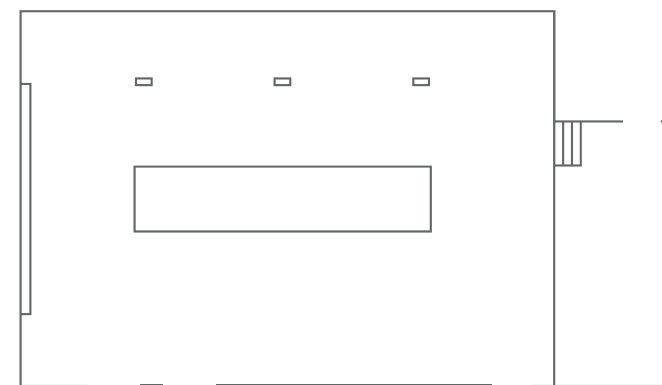
### BARN SEATING PLAN 27

- Maximum of 40 guests



### BARN SEATING PLAN 28

- Maximum of 30 guests
- Maximum of 12 on the top table

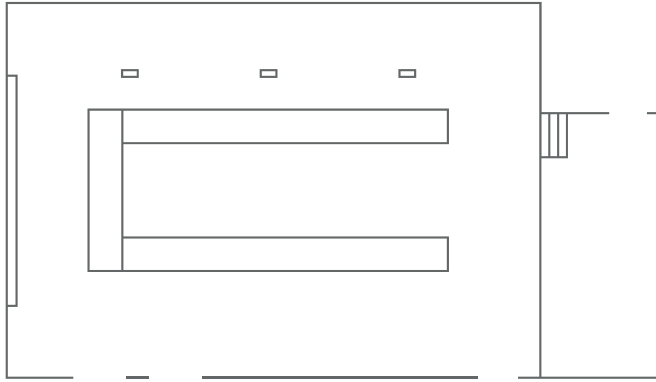


### BARN SEATING PLAN 29

- Maximum of 30 guests

Individual seating plans are available to download from our website.

## BARN SEATING PLANS: 30-80 GUESTS



### BARN SEATING PLAN 30

- Maximum of 40 guests
- Maximum of 8 on the top table

Individual seating plans are available to download from our website.

*“Everything was absolutely perfect. All our guests commented on how wonderful the venue looked. You went the extra mile in making us feel special and all the little touches just added to this. Thank you for making our special day everything we could have wished for.”*

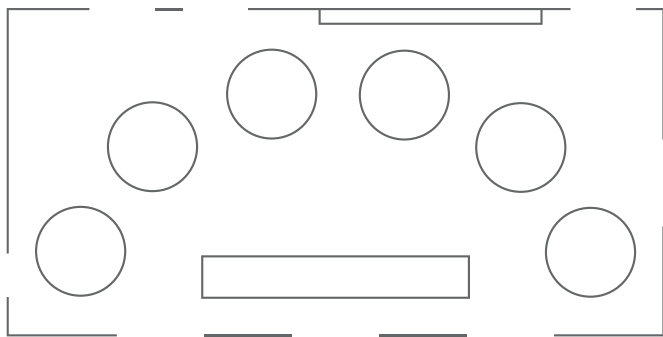
## THE ORANGERY

- The Orangery is 12m long & 6m wide
- 6 beams which are 6m long & 2.22m high
- Front bar top is 2.75m long & 67cm wide
- Back bar top is 4.6m long & 27cm wide
- 3 benches & 15 wicker chairs
- 4 Coffee tables

Please have a look at the seating plans for the Orangery on the following pages.

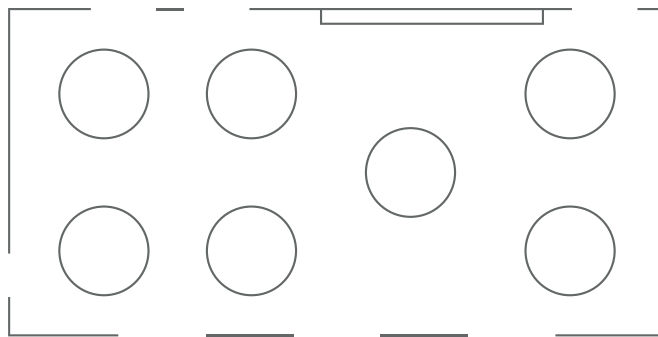


## ORANGERY SEATING PLANS: 60-70 GUESTS



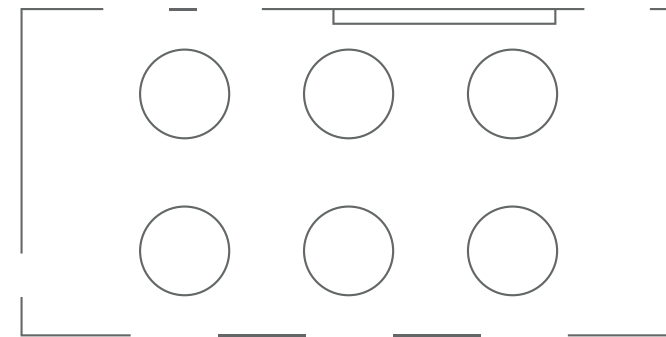
### ORANGERY SEATING PLAN 1

- Maximum of 70 guests
- Maximum 10 on the top table



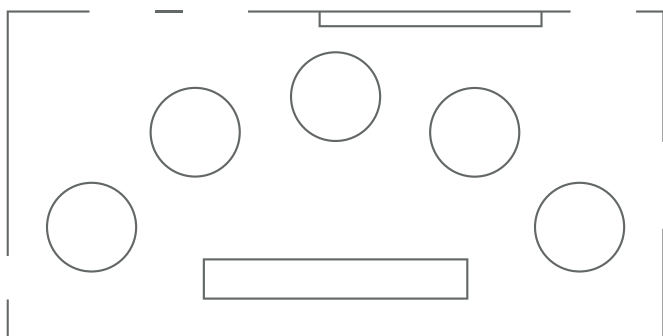
### ORANGERY SEATING PLAN 2

- Maximum of 70 guests
- Maximum 10 on the top table



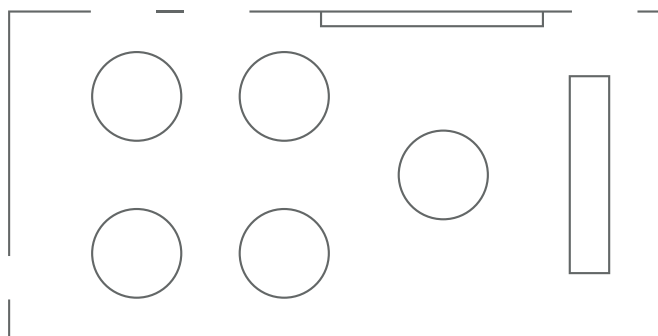
### ORANGERY SEATING PLAN 3

- Maximum of 60 guests
- Maximum 10 on the top table



### ORANGERY SEATING PLAN 4

- Maximum of 60 guests
- Maximum 10 on the top table

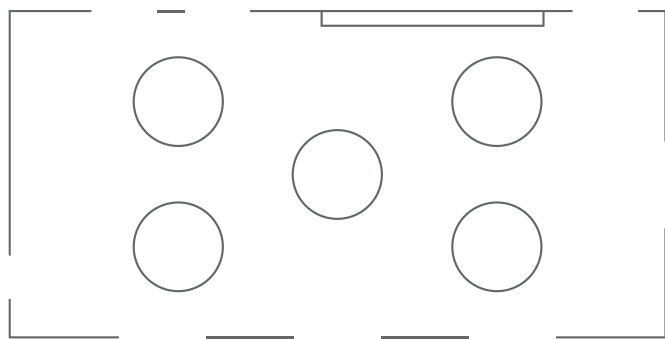


### ORANGERY SEATING PLAN 5\*

- Maximum of 60 guests
- Maximum 10 on the top table

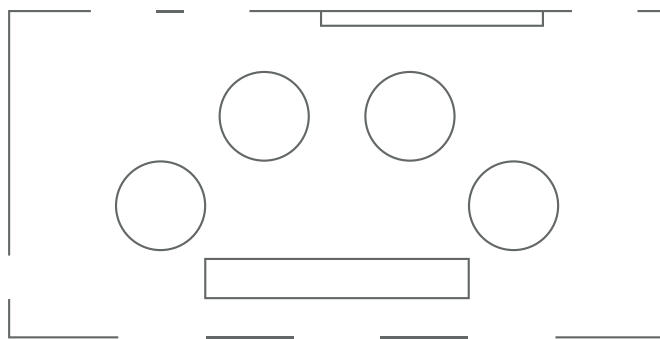
\* One round table has to seat 12 guest to accommodate 60 guests.  
Individual seating plans are available to download from our website.

## ORANGERY SEATING PLANS: 40-50 GUESTS



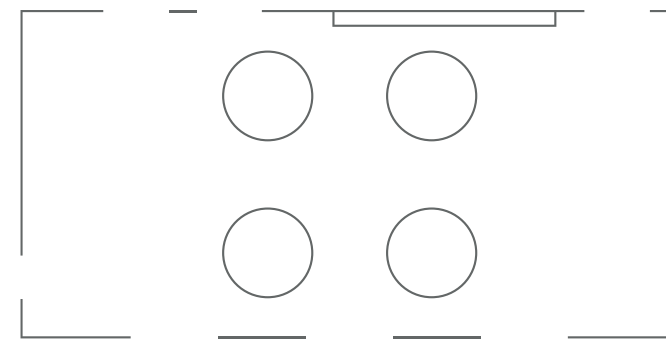
### ORANGERY SEATING PLAN 6

- Maximum of 50 guests
- Maximum 10 on the top table



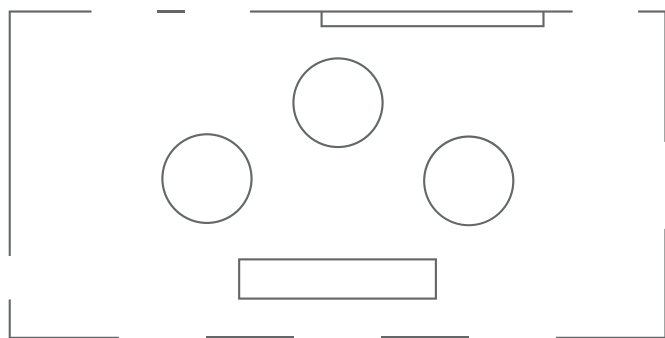
### ORANGERY SEATING PLAN 7

- Maximum of 50 guests
- Maximum 10 on the top table



### ORANGERY SEATING PLAN 8

- Maximum of 40 guests
- Maximum 10 on the top table



### ORANGERY SEATING PLAN 9

- Maximum of 40 guests
- Maximum 12 on the top table



### ORANGERY SEATING PLAN 10

- 10-40 guests

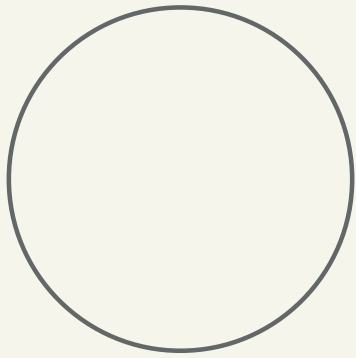
Individual seating plans are available to download from our website.

## THE STABLES

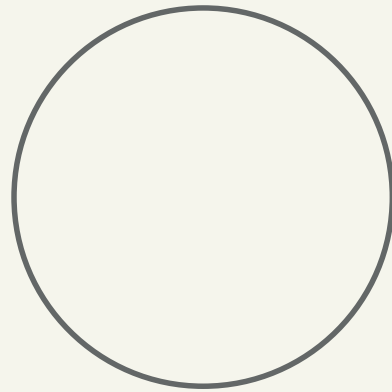
- The stable is 16.8m long & 4.92m wide
- The length of the isle is 12.6m
- Number of Aisle Benches 26 (13 rows either side)
- Maximum to an bench 4 people
- Wall candle holders 12
- Window cills 10
- 2 Small tables either side of the mirror are 1.17m long & 38cm wide
- Main table is 1.36m long & 82cm wide



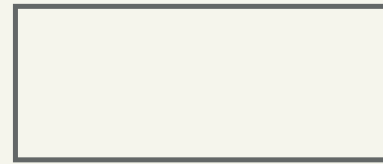
## WEDDING BREAKFAST TABLE SIZES



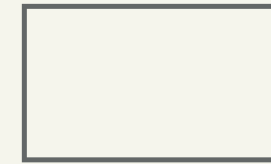
10 rounds (1.67m, 5ft 6inches) wide, which can seat up to ten guests



4 rounds (1.83m, 6ft) wide, which can seat up to twelve guests



Long rectangle tables which are 1.83m (6ft) long & 76cm wide



Small rectangle table which are 1.22m (4ft) long & 76cm wide

All the tables are 76cm high



## ACCESSORIES

At Oaks Farm we wanted to provide our couples with some accessories you could choose from to use on your wedding.



## ACCESSORIES



### CAKE TABLE

- 90cm in diameter



### SILVER CAKE STAND

- 46cm in diameter



### WOODEN CAKE STAND

- 49cm in diameter



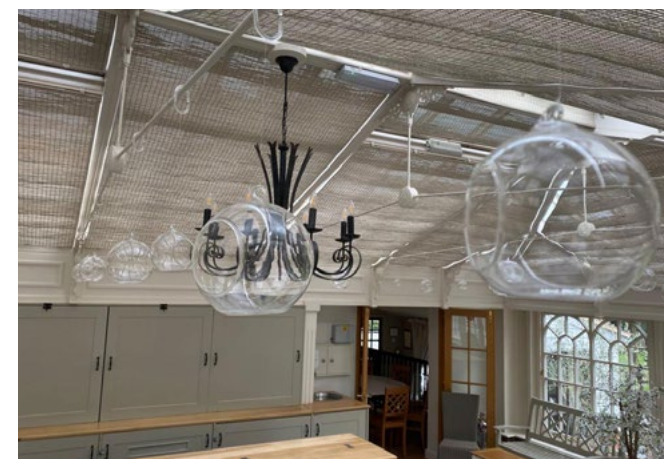
### GIFT TABLE

- 75cm in diameter



### SIGNAGE EASELS

- Fits signs from A4 - A1 x2



### GLASS BALLS IN ORANGERY

- x 48 @ 8 per beam

## ACCESSORIES



**SILVER TABLE NUMBER/NAME STANDS**

- 30cm high x 15



**CANDLE STANDS IN BARN**

- 45cm high x 4



**BLOSSOM TREES**

- 1.6m tall x 2



**MIRROR PLATES**

- 40cm in diameter

## KEY INFORMATION

### THE CATERING COMPANIES

You will need to choose a caterer from our approved independent caterer list. We can highly recommend all of the approved catering companies. They are all dedicated to providing excellent hospitality at Oaks Farm and will ensure your wedding day runs perfectly. You will need to contact your chosen catering company and arrange to discuss in depth the catering for your Big Day. You may want to ensure that the caterer of your choice is available for the date of your wedding before confirming your venue booking. Your caterer will provide all the necessary tableware and waiting staff. All food must be supplied by your chosen caterer. The only food you can supply is your wedding cake.

### DRINKS

Up until the end of your wedding breakfast all drink will be served by your chosen caterer. You are welcome to bring in your own pre-meal reception drinks and wine/ champagne for your wedding breakfast. There is no corkage charge.

Once your wedding meal has finished, all your remaining drink will be stored away for you to pick up at the end of the evening or the next day. The Orchard Bar Company provides all evening drinks.

Please note that you are not able to run your own bar at Oaks Farm. If you would like a full range of spirits available before and during dinner then you may arrange for The Orchard Bar to open early.

### SEATING CAPACITY

The total number of guests for the day must not exceed 100 and the total number of guests for the evening must not exceed 150.

### THE ORCHARD BAR COMPANY

All evening drinks will be provided by The Orchard Bar (any queries, contact Hayley on 07736 350 036). The bar opens to coincide with the end of your meal and closes at 11pm. Bar prices are available on request. Payment is taken by card only (no cash).

There is a compulsory minimum bar spend of £500. Any underspend must be settled by the bride and groom. The Orchard Bar will require a bank card to hold throughout the evening to facilitate this possible settlement.

Please contact Hayley if you would like The Orchard Bar open from earlier on your wedding day. There is no charge for the evening bar service, but a small charge is levied if you would like the bar open all day.

### ORCHARD COTTAGE

Orchard Cottage is our honeymoon cottage situated in the heart of the garden at Oaks Farm. It is available on the big day from 11am. We ask you to leave by 10am the following day. Breakfast will be provided for you. Please let us know if you have any dietary requirements.

### SOUND SYSTEM

We have a Bose music system in The Stables and The Barn. The all-round sound provides a pleasant musical backdrop for your ceremony and meal. You are very welcome to bring in your own CDs/laptop/phone to play music, although you would need to take responsibility for the actual management of the music that you provide. We cannot take responsibility for any computers or software that you bring along.

### THE REGISTRAR

To book your registrars for the time and date you want to get married, please contact Croydon Registry Office via [marriageenquiries@croydon.gov.uk](mailto:marriageenquiries@croydon.gov.uk).

You will also need to arrange a Notice of Marriage Appointment with your local Registry Office. This needs to be done less than a year before but at least 1 month ahead of your wedding date. This meeting must take place at least 2 months before the wedding if one of you is not a UK national (due to additional paperwork).

For those who would prefer a church ceremony, we have a very attractive, friendly local church called St. John The Evangelist in Shirley ([www.stjohnsshirley.org.uk](http://www.stjohnsshirley.org.uk))

For non-legal ceremonies you can choose a religious leader or celebrant. We can highly recommend the following celebrants:

Lisa Jackson  
020 8655 2161, [www.celebrantsurrey.co.uk](http://www.celebrantsurrey.co.uk)

Nikki Wood  
07702 848 164, [www.perfectwordceremonies.co.uk](http://www.perfectwordceremonies.co.uk)

Kathryn Palmer-Skillings  
07432 341 375, [www.celebrantkathryn.com](http://www.celebrantkathryn.com)

## KEY INFORMATION

### BOOKING OAKS FARM

If you wish to book Oaks Farm, we will pencil in your provisional booking, if the date has not already been taken. We will ask you to complete a Booking Form. You will also be provided with accompanying Terms and Conditions last updated in June 2020. In signing the booking from you are agreeing to these terms. The Booking Form must be completed and returned to us, together with your deposit payment, within 2 weeks of your provisional booking. If we do not receive the Booking Form and deposit within this 2 week period, then the date will be released. If there is a good reason why you cannot meet this time limit then please let us know and we may be able to extend it.

### DEPOSIT & PAYMENT

Deposit Payment: To confirm your booking you will need to pay a deposit equal to 25% of the venue cost.

Payment 2: The second 25% instalment for the venue is due 12 months before your wedding date.

Payment 3: The third 25% instalment for the venue is due 6 months before your wedding date.

Payment 4: The final 25% instalment for the venue is due 2 months before your wedding date.

Payments can be made either by card or bank transfer when we have received your booking form. If you are making payment by bank transfer, please use the date of your wedding as the reference. Please note we do not accept cash.

All payments are non-refundable.

The deposit and balance payments will be applied solely towards the cost of hiring the venue and includes no other services or facilities.

### INSURANCE

For Cancellation, Loss, Damage and Liability

You MUST take out wedding insurance to cover your risk. Please see section 14 and 15 of our terms and conditions dated June 2020.

### IMPORTANT GUIDANCE

Whilst we are keen to be as flexible as possible, there are some points to consider while planning your day:

1. Some guests have difficulty finding Oaks Farm. To help them, please provide directions sending them to Oaks Road using the Post Code CR0 5HL. Please tells drivers not to park on the golf course property.
2. Uber drivers also struggle to find us so we recommend using local taxi firms booked in advance.
3. Our venue falls within ULEZ so drivers of vehicles which don't meet the ULEZ emissions standard have to pay the £12.50 daily charge via the website [www.tfl.gov.uk/modes/driving/pay-to-drive-in-london](http://www.tfl.gov.uk/modes/driving/pay-to-drive-in-london).
4. We recommend you book an appointment 2-3 months before your wedding to plan the logistics of the day. This includes the arrangement of tables for the meal and details of the civil ceremony.
5. At Oaks Farm your ceremony start time may be between midday and 3pm. The venue will be ready to receive your guests 1 hour before the ceremony. Guests must not arrive more than 1 hour before the ceremony start time.
6. It is best to allow half an hour for a civil ceremony and 3 hours for dinner including speeches of up to half an hour duration. After dinner, please allow half to three quarters of an hour for the re-arrangement of furniture for the evening party.
7. The venue is available from 8.30am on the day of your wedding. The cottage is available from 11am.
8. If you are bringing in any drink for before or during the meal you will need to deliver it to Oaks Farm before 10am the day before your wedding. Please ensure you follow the caterers' guidance on the quantity of drink required. It is better to provide too much than not enough.
9. Please feel free to deliver decorations to the venue the day before the event before 10am. Please also provide a clear table plan. Please bundle up your name cards PER TABLE. Please include clear written instructions on how you would like your decorations arranged. It is important to highlight highchairs and wheelchair spaces on the Oaks Farm plan. Please highlight children and special dietary requirements on the caterer's plan.
10. Cake deliveries must be made on your wedding day direct to the cake stand. Oaks Farm and our Caterers will not move your wedding cake once it is installed.
11. We are unable to refrigerate your wedding cake since all refrigeration will be required by the caterers. If it is a hot day, it may be best for the cake to be delivered during your meal to cut in the evening. Note that buttercream cakes are not tolerant to high temperatures.
12. All food must be provided by your Oaks Farm approved caterer apart from one wedding cake and, if you wish, a pick and mix sweetie cart
13. It is your responsibility to provide signage for guests if your wedding cake contains allergens that are harmful to some people.

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14. If you have a pick and mix sweetie cart then it must be provided by a reputable supplier who provides signage regarding allergens clearly visible for your guests. You must also check that they have their own public liability insurance
15. Buffet food will not be left out for longer than 2 hours in line with the Food Standards Agency guidelines.
16. No food provided by your caterer may be removed from the premises.
17. From the end of your main meal, all drinks must be purchased from The Orchard Bar. If any drinks are consumed in the evening, that are not purchased from The Orchard Bar, we reserve the right to close the venue.
18. The Orchard Bar has a minimum spend of £500. If less drink is consumed, then the Bride and Groom will have to settle the difference when the bar closes.
19. In line with the advice of the regulator, the bar staff at Oaks Farm may ask to see ID for any guests buying alcohol who appear to be age 25 and under.
20. The bar accepts last orders at 10.50 pm and then closes at 11.00 pm. The Orchard Bar Company only accepts card payments. For our service there is a minimum spend of £500, which if it is not reached by the end of the night has to be settled by the couple when the bar closes.
21. The entertainment licence at Oaks Farm requires any music to stop by 11.00 pm.
22. The venue is closed by 12pm at the latest, and we would ask you to allow extra time by inviting guests to leave at 11.30pm.
23. All candle decorations at Oaks Farm must be electric. On the advice of The London Fire Brigade, we do not allow naked flames.
24. We allow hand thrown biodegradable confetti only (not confetti bombs).
25. We do not allow bouncy castles at Oaks Farm, but we welcome other garden games.
26. Children must be under supervision at all times and must not play on the adjoining golf course.
27. Fireworks and sparklers are prohibited.
28. There is a pond at Oaks Farm which has a safety grid over it to make it safer for children. However, guests are absolutely forbidden to walk across the grid as this can damage it.
29. Oaks Farm does not allow Singing Waiters. From experience this often leads to complicated planning arrangements and causes disruption to the smooth running of the catering service on the day. A good alternative is to have musicians/ singers playing alongside the meal.
30. VERY IMPORTANT – DJS ARE ONLY ALLOWED INSIDE AND MUST PLAY WITHIN OUR NOISE LIMITER WHICH IS SET AT 90 DECIBELS IN ACCORDANCE WITH OUR ENTERTAINMENT LICENSE. OAKS FARM IS NOT SUITABLE FOR LIVE BANDS. DUE TO SOUND RESTRICTIONS, ONLY QUIET BACKGROUND MUSIC IS ALLOWED OUTSIDE.
31. We do not allow bespoke dance floors at Oaks Farm as they often damage our oak flooring.
32. In line with Government legislation Oaks Farm is a no-smoking venue. Guests are allowed to smoke outside.
33. Any abusive language or threatening behaviour towards any of our staff or suppliers coming on site will not be tolerated. Any perpetrator of such behaviour will be asked to leave the venue immediately.
34. We cannot be held responsible for any valuables damaged or lost at Oaks Farm, including wedding gifts. Please do not leave any valuables/ gifts in the venue overnight.
35. If any member of your party causes any breakage or damage at Oaks Farm, the cost of repair or replacement and any other incidental costs will be your responsibility.
36. Please bear in mind that both deposit and balance payments are non-refundable and so you must take out your own wedding insurance to protect your risks.
37. Please note that changes or alteration to the venue may occur after the date of booking.

## CONTACT

Our dedicated team have the planning experience and insight to ensure that events at Oaks Farm are perfect in every way for our clients and their guests.

If you would like any further advice please get in touch with us. You can also book a viewing via our website.

020 8654 6622

[events@oaksfarmweddings.co.uk](mailto:events@oaksfarmweddings.co.uk)

[www.oaksfarmweddings.co.uk](http://www.oaksfarmweddings.co.uk)