

✦ **BOOKING & PLANNING**

Planning what is often described as ‘the best day of your life’ can feel like a pretty daunting task to say the least. Breaking it down into manageable jobs always helps. The following provides a checklist of all those little things you might otherwise forget.

THE START

If you haven't done so already, arrange a meeting with one of our experienced wedding coordinators who will be delighted to show you around Blackfriars, its ornate, medieval spaces and discuss our various formats and packages with you.

We can then look at our availability and hold a provisional date for you for up to two weeks so you can check the date with your family and friends, best man and chief bridesmaid as well as groomsmen and ushers.

You'll also need to talk to your registrars, check their availability and book them in. You'll then be ready to confirm your booking with us!



We'll then need to work out all the details and timings with you so we can draw-up a contract which we'll need signed and returned together with a non-refundable deposit to secure your big day with us - see Terms & Conditions.

Once booked you will find you have many other questions and we're always here to help. If you do want to come in for a chat we always recommend arranging a time in advance so we know to expect you and are able to give you our undivided attention!

Your contract serves as a function sheet detailing your exact arrangements for your big day so you'll have everything clearly set-out on paper for reference.

101 JOBS TO DO!

In the lead-up to your wedding/civil partnership, don't forget your transport (to and from Blackfriars), a photographer/video-photographer, flowers, room decorations and button holes, music and entertainment as well as your wedding rings, suits, dresses, make-up, hair and accessories, cake, invitations, place cards, table plans, favours, and your honeymoon! And don't forget to ensure your passport is valid and in date if you are going abroad! Then there's travel money, insurance, new clothes and sunglasses!

Choose your Master of Ceremonies and don't forget to book a Menu Tasting with our chef and Wine Tasting with our sommelier.





You may at this stage like to confirm your table plan, think about order of speeches (please be aware some noise occasionally carries from the upstairs tenants into the Banquet Hall below), confirm your arrival music, what music you're going to use to walk up the 'aisle', play during the signing of the registers, cut the cake and for your first dance.

You might also consider buying presents for your bridesmaids and best man as well as flowers for the mothers.

THE DAY'S ALMOST HERE!

If you want one last meeting with your wedding coordinator then just let us know as we're always here to help. And don't worry if you have last minute changes to your guest list, dietary requirements, timings, seating arrangements and other details you might wish to amend – this is perfectly normal!

We are happy for you to start delivering flowers, favours, cake, stationery, equipment etc. a day or two before your wedding. Prior access to the Banquet Hall will depend on whether and when it's being used beforehand though we will of course endeavour to give you as much time as possible to decorate and prepare the Hall for your big day.

Our Bridal Suite Meeting Rooms should also be booked if you need additional space for changing, storing items or just relaxing away from the crowd. We can even serve some Prosecco and canapés to ease the nerves if that helps.

Right, that's it! If you've covered everything here you should be all ready to go. Good luck, best wishes, relax and enjoy!



TERMS & CONDITIONS

A non-refundable deposit of £500 is required to secure your booking along with your contract signed by both people to get married. We are happy to make bookings as far in advance as you want though please note our prices are only valid when published and may be subject to increases (up until the point you return your signed contract with your deposit when we can set your costs in stone should you prefer). Please ask us to help you with your costs and budgets.



Half of the estimated total cost is required 13 weeks in advance; and full payment is required six weeks prior to your day. Your final pre-orders must be returned two weeks before your big day and your final invoice will be based on these numbers even if some guests cancel within the last week.

Valid credit card details will be required the day before or on the morning of your big day to settle any bar bills and other adhoc costs. This is necessary if you are allocating a bar tab for guests. All bills must be settled on the day.

If you supply a wedding cake to be used instead of a dessert there may be an additional charge.

Please note Blackfriars is happy to accommodate those who wish to bring their own drink though corkage fees will apply. Soft drinks, beers, cider, spirits and liqueurs are not allowed to be brought in on the day.

A 10% service charge is added to all final food and wine bills; all tips go to the staff.

Cancellations will result in the loss of any money paid to Blackfriars Restaurant at the point of cancellation; all payments once paid are non-refundable.

In extreme and rare circumstances beyond our control it may be necessary to change or even cancel your booking in which case you will have the option to accept a proposed change to your arrangements or receive a full refund of any monies paid to date less any expenses incurred by us as a direct result of your arrangements. We are not responsible for any other costs, expenses or damages incurred by you as a result of the any changes that are beyond our control. Blackfriars will not be liable for failure to comply with any terms and conditions of this agreement.

You agree to ensure noise is kept to a minimum, drinks cannot be consumed outside after 19.00 and your event cannot be heard beyond Blackfriars boundaries. Fireworks or Chinese lanterns are not allowed. Any items such as presents, table plans albums etc. left after your day may be stored overnight but are left at your own risk. Blackfriars is not responsible for any loss or damage to either your property or that of your guests.

You are responsible for any damage caused by any act of neglect by your guests, suppliers or subcontractors and shall pay the amount required on demand to make good this damage.

You will be asked to sign these Terms & Conditions to acknowledge you have read, understood and agree to their contents.



PRICE LIST

2019/2020

PACKAGE A (Per person including complimentary Menu Tasting for two, Place cards and Personalised menu, fizz and canapé reception, amuse bouche, five course wedding breakfast including cheese to share, 1/2 bottle of house wine, Champagne toast, coffee, Room Hire and Ceremony Fees) **£90**

PACKAGE B (Per person including Place cards and Personalised menu, fizz reception, four course wedding breakfast, 1/2 bottle of house wine, Prosecco toast, coffee, Room Hire and Ceremony Fees) **£70**

PACKAGE C (Per person including fizz reception, four course wedding breakfast, one glass of wine, glass of fizz toast and coffee. Room Hire and Ceremony Fees are in addition) **£49**

PACKAGE D (Per person including a three course meal. Room Hire and Ceremony Fees in addition) **£27.50**

BESPOKE COSTS

Children's three course lunch plus unlimited cordial drink	£11.50
Canapés (four canapés per person)	£7.50
Sparkling wine (125ml glass/75cl bottle)	£5/ £29
Prosecco (125ml glass/75cl bottle)	£7.1/£37
Champagne (on arrival and for toasts) (125ml glass/75cl bottle)	£10.5
House Wine (entry level per bottle)	£25
Amuse Bouche (per person)	£3
Theatrical roast suckling pyggy (upgrade from standard main course per person)	£5
Cheese course (one large cheeseboard between four, price based on per person)	£4.5
Fresh filtered coffee (per cup)	£3
Evening Buffets (per person, starting from)	£7.5
Bridal Suite (due for completion 2022) (per person including glass of Prosecco & canapés)	£15
Food Tasting (per person for four courses)	£30
Wine Tasting (per person, minimum 2 people)	£25
Room Hire - Banquet Hall (50% off if Ceremony fee also paid)	£500
Room Hire - Tasting Room	£250
Ceremony fee - Banquet Hall or Tasting Room	£250
Place cards, Personalised menu & Table plan (up to 50 guests)	£50
Charge for client-supplied wedding cake used in place of a dessert (per person)	£3
Corkage (still wine per bottle)	£12
Corkage (Prosecco per bottle)	£17.50
Corkage (Champagne per bottle)	£20
Any items to be hired-in by Blackfriars will be charged at cost plus	20%

Minimum Spends 20/21	Banquet Hall Day till 4:30pm	Banquet Hall Day till 6pm	Banquet Hall Night from 7pm till 12am	Banquet Hall Day & Night till 12am
Monday	£1000	£1,500	£2000	£3000
Tuesday	£1000	£1,500	£2000	£3000
Wednesday	£1000	£1,500	£2500	£3500
Thursday	£1500	£2,000	£3000	£4000
Friday	£1500	£2,000	£3500	£4500
Saturday	£3,500	£4,000	£3500	£5000
Sunday	£2,500	£3,000	£3500	£4500

* prices exclusive of service charge; excludes December



BLACKFRIARS
RESTAURANT & BANQUET HALL

Blackfriars Restaurant, Friars Street, Newcastle, NE1 4XN.
t: 0191 261 5945 w: blackfriarsrestaurant.co.uk

WEDDINGS
AT BLACKFRIARS

SUGGESTED SUPPLIERS

Ceremony - Newcastle Registrar
Contact Number: 0191 278 7878
Email: registrars@newcastle.gov.uk

Photography - Duncan McCall Photography
Contact Number: 07446 953267
Email: info@duncanmccallphotography.com
Website: <http://duncanmccallphotography.com/>

Videographer – Get Film
Contact Number: 0191 348 0104
Email: enquiries@getfilm.co
Website: <http://getfilm.co/>

Wedding Cakes – Make, Bake Decorate
Contact number: 0191 4967448 or 07900064474
Email: info@makebakeanddecorate.co.uk
Website: <http://makebakeanddecorate.co.uk/>

Florist & Event styling – Kate Norris at Northumbrian Flowers
Contact Number: 01434 230055
Email: kate@northumbrianflowers.co.uk
Website: <http://www.northumbrianflowers.co.uk/>

Florist – Suzie at the Good Natured
Email: info@the-good-natured.com
Website: <http://www.the-good-natured.com/>

Live Music - Music Newcastle
Contact Number: 0191 646 9699
Email: mark@music-newcastle.co.uk
Website: www.music-newcastle.co.uk

Entertainment – Dusk till Dawn
Contact Number: 0191 3784993
Email: studio12durham@aol.com
Website: <http://www.dusktildawn-ents.co.uk/>

Entertainment – Paul Slattery Caricature
Contact: 0191 267 0067 / 07771618863
Email: paul@paulslattery.co.uk

Entertainment – Martin Duffy Magician
Contact: 0191 237 6240 / 07951159381
Email: martin@martinduffy.com

Event dressing: Hire a flower wall
Contact Number: 07710628456
Email: hello@hireaflowerwall.com

Hotel - Sandman Signature Hotel Newcastle
Contact Number: 0191 229 2600
Email: res_newcastle@sandmanhotels.co.uk
Website: <http://www.sandmansignature.co.uk/find-hotels/newcastle/>

Hotel – Motel One
Contact Number: 0191 211 1090
Email: newcastle@motel-one.com
Website: <https://www.motel-one.com/en/hotels/newcastle/hotel-newcastle/>

Apartments – Week 2 week
Contact Number: 0191 281 3129
Email: info@week2week.co.uk
Website: <https://week2week.co.uk/>

Hair and make up – Tracey at Beautiful Bride
Contact Number: 07838241814
Email: tracey@beautifulbridemakeovers.co.uk
Website: www.beautifulbridemakeovers.co.uk
Instagram: tracey_taylor_art
20% discount for Blackfriars wedding couples

Hen & Stag parties @ Blackfriars
Did you know we also have a cookery school space and tasting room? Events such as wine, beer, whisky and gin tasting or ready steady cook and pizza and prosecco for parties up to 30 guests! Get in touch directly for more information.



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WEDDINGS
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