



Glen Lodge

WEDDING & EVENT VENUE



Bookings Available Now

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Venue Information

Our History

Glen Lodge has been a well established Wedding & Event venue for over 10 years. We've held many beautiful Summer Weddings in our marquee, which gave us the inspiration to build a permanent venue for all year round availability.

Our Vision

Our new building will boast a beautiful oak effect structure for a natural and stunning appearance. Filled with natural light from large glass windows and doors, it will fit perfectly with any theme, decoration or colour scheme. One of it's focal points will be the iconic suspended decking area overlooking the Bawburgh Golf Course and Yare Valley.

Our Team

Our Event team will assign you your own dedicated wedding coordinator who will work closely with you to ensure that any requirements are met and your special day is just as you imagined.

Our bar and catering team are experienced and passionate about what they do, meaning the service you receive from beginning to end will be first class.

Our Catering

All of our catering is provided by our inhouse catering team. We offer a variety of catering options and are happy to help design your own menu. Our catering brochure can be requested or downloaded from our website.

Please contact our Wedding team for more information.
01603 740404 | events@bawburgh.com



“ Since we first approached you, you have been the model of professionalism. Everything we have asked of you, you managed to do without any question and the small things that mean so much were included in the package. On the day of the wedding your staff were superb. Testimony to that is the number of guests who commented that it was the best wedding they had been to, stating the food was first class and the service from your staff wonderful.

How We Work

Initial Meeting

Set within the picturesque scenery of Bawburgh Golf Club, Glen Lodge and our experienced staff are here to help with your perfect day from planning through to completion. We always recommend meeting with one of our wedding coordinators who will run through the vast possibilities, options and ideas available at Glen Lodge.

Our Wedding Coordinators can advise you on our capacities, how to use the room and terrace to maximum advantage and talk you through our catering menus. We are here to assist you in the planning of your day, offering advice on menus, drinks, timings, seating, décor and colour schemes.

Creating a Quote

Once we have the relevant information we can generate a quote which suits you, your requirements and your budget. This quote will be based on the numbers you give us at the time and can change as your numbers and ideas develop.

Picking a Date

Our wedding coordinator can give you our availability to help you find your perfect date. We will hold a date for you up to 14 days with no deposit. After these 14 days, we ask for a £500 non-refundable deposit to secure the booking.

Picking Your Menu

We advise you do this between 6-9 months prior to your wedding. For bookings over £3000 we offer complimentary menu tasting for 2 people, however you may bring more people to sample your menu at an additional cost. Depending on the menu option you choose, we may require pre-orders and any dietary requests or allergies in advance, so we suggest your menu needs to go out with your invitations.

Updates

We like to keep updated with your plans. As we are open 7 days a week we try to encourage holding meetings with our couples at various stages so we can update your wedding file. We are also available via email and phone to answer any questions.

Final Details

Our Wedding Coordinator requires final numbers, details and balance payments one month in advance of your big day. We will accept slight changes up to 2 weeks in advance however any last minute changes will be dealt with as helpfully as possible but may not always be possible.

Any outstanding balances from your day are expected to be settled within 14 days after the event.

Preparations

Depending on bookings, you may be able to decorate our venue the day before - however if we do have another booking we will ask you to come in earlier that week to show us exactly where and how you want your room laid out. We can mock up tables and decorations, so we know exactly what you have in mind.

On The Day

Your Wedding Coordinator will be in early to look after your supplier deliveries and set the venue up exactly how you want it.

They will be with you all day, through the ceremony, drinks reception, wedding breakfast, speeches, first dance and evening food. Making sure that everything discussed and every detail is according to plan.

Capacity

Ceremony

Maximum of 100 people

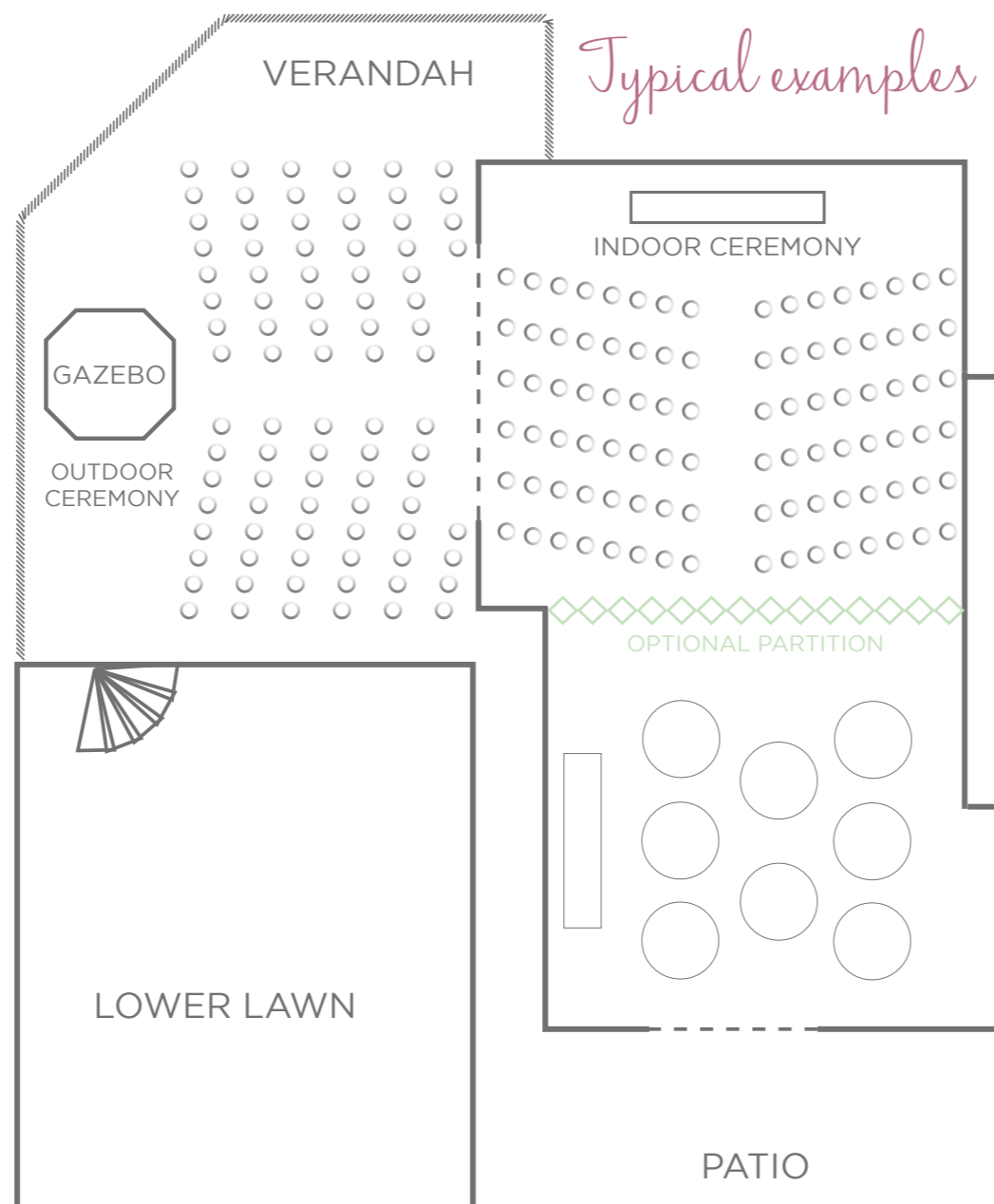
You may hold your ceremony outside on the verandah (weather permitting) or inside our main room.

If you wish to hold your ceremony down on our lower lawn area, you would need to book what is known as a 'duo-ceremony'. The maximum number for this would also be 100.

Depending on your numbers and preferences, not all your wedding breakfast tables may be set up prior to your ceremony. If your tables are not set up prior to your ceremony, we shall require your guests to vacate the room after your ceremony to allow us to do so.

There is ample room on our verandah, patio, lower lawn and main clubhouse for your guests to enjoy an arrival drink and canapes whilst we swiftly carry out our set up.

Capacity numbers are approximate and dependant on individual requirements for layouts, space use and display.



Wedding Breakfast

Maximum of 120 people

With a wide variety of table sizes and shapes your wedding breakfast can be made close and intimate or vastly spread to fill the room.

You may have a long top table or a round top table (both maximum of 12 people).

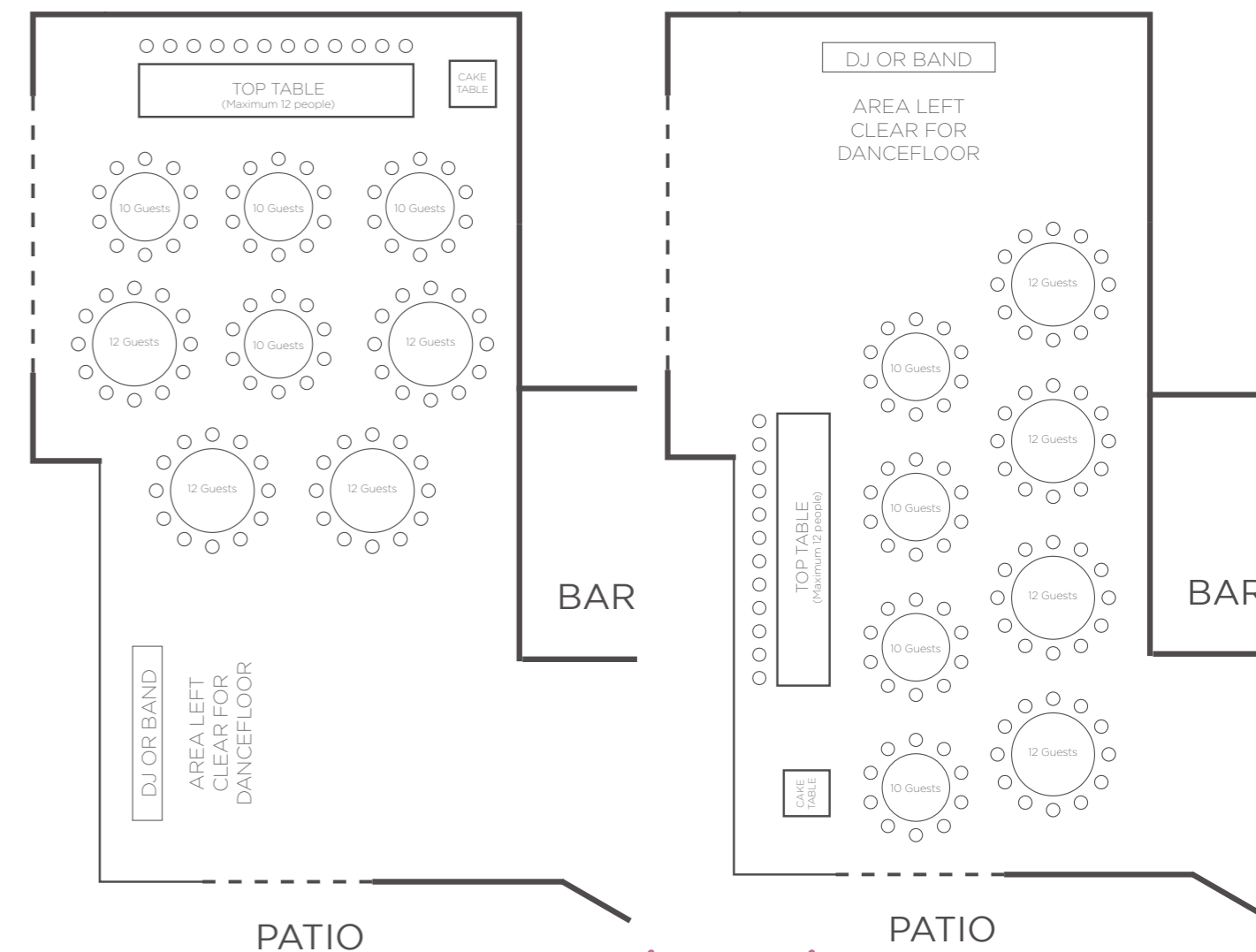
We recommend you have your top table either in front of our brick feature wall, or our large glass windows, to ensure beautiful backdrops to your photographs.

With our robust wooden floor doubling up as a dance floor, you may place your DJ or Band wherever you like, and your dance floor can be as big as you want it to be.

Capacity numbers are approximate and dependant on table layouts.

Evening Guests

Maximum of 180 people



Ceremonies

Couples may have a civil ceremony for up to 100 people in our main room or outside on our verandah. Another possibility is to hold a duo ceremony down on our lower lawn area.

Included :

- Use of our Ceremonial licensed venue
- Private rooms for meeting with registrars
- Table and chairs for the registrars
- PA System and music system
- Up to 100 chairs for guests

Ceremonies available from 1pm onwards. Availability and timings are subject to booking with your registrar.

Please be aware that registrar charges direct to the registration office are not included in our ceremony charges and will be charged direct at the point of booking via marryinnorfolk.co.uk.

To find out more about registrar fees please visit; marryinnorfolk.co.uk/fees





Room Hire

With impressive wooden beams, a *brick feature wall* and wooden floors, our vast room is a visual blank canvas for your wedding, with endless possibilities to dress in your desired colours and decorations. Our room also has it's own bottle bar stocking a wide variety of reasonably priced drinks.

For hot Summer months the room provides *air conditioning*, complimenting to the light, natural atmosphere.

For cooler months, our *heating* and warm lighting will give your wedding a cosy, comfortable ambiance.

The room itself has an optional partitioning wall to allow you to separate your space if required. Leading off from our main room is our conservatory area, adjoining the main Clubhouse. This is the perfect space for guests to take a quiet moment. It is also ideal to display sweet tables, photo booths, present tables and more.

All of our rooms have *disabled access*.

Included:

- Exclusive use of the main room and verandah
- Use of our main clubhouse and facilities
- Our standard Chairs & Tables
- Linen Table Cloths & Napkins
- Fully Staffed Bar and Waiting Team
- Glassware, Cutlery & Crockery
- Table Plan - Digital or Printed
- Table Menus & Name Places
- PA System

Please be aware that our Main Clubhouse, Golf Courses, Car Park and Toilet Facilities are open to the public until 7pm.

Catering

The Glen Lodge catering team are passionate about food. Using seasonal, local produce our menu's are carefully designed by our chefs to provide a wide selection of mouth watering dishes.

Selections

Within our standard package prices, we allow you the flexibility of having the choice of up to three dishes for each course. These dishes will all require pre-ordering.

We request your menu includes a vegetarian option within these three choices, however a vegetarian dish may be added in addition to your standard choices for an additional cost.

Dietary Requirements

Any dietary requirements will be catered for with care and adjustments will be made when preparing your menu.

Any items marked with a ✓ in our catering brochure are vegetarian friendly.

Please simply ask if you would like any dishes to be provided for vegans, gluten-free, dairy-free or any other intolerances you may be concerned about.

Menu Tasting

For bookings spending over £3000 a complimentary menu tasting for two is included. Additional places may be booked for this for £30 a head. These must be pre-booked with your coordinator and held a minimum of 3 months prior to your bookings to select for your menu.



Food

We offer a variety of catering options, including;

Canapés ~ We have a fantastic canapé menu which, depending on your package selection, you may select between three to seven options.

Starters ~ A good mixture of traditional and exciting starter ideas to select for your menu. All accompanied with a warm bread roll.

Main Courses ~ A selection of Meat, Fish & Vegetarian dishes available to chose from.

BBQ ~ As your main course, our BBQ is cooked and served outside for authentic smokey flavours, accompanied with a variety of salads.

Carvery ~ Give your guests the freedom of filling their own plates from our famous carvery!

Afternoon Tea ~ Create your own menu of sandwiches, scones, savouries, macarons and cakes. Served traditionally on tiers.

Desserts ~ A selection of mouth watering desserts to choose 3 options from, or opt for our trio of desserts to give your guests a real treat!

We are happy to help design your own menu if you prefer. Please request a copy of our Catering Brochure or download a copy from our website.

Evening Food

Your evening food may be served anytime up until 9pm. *If you wish to have your evening food served later than 9pm a small fee will be applied.*

We offer a variety of evening catering options, including;

Buffets ~ We have an extensive buffet menu which, depending on your package selection, you may select from six or more options.

Evening BBQ ~ A one course evening BBQ cooked and served outside for authentic smokey flavours.

Hot Rolls ~ Chose two options of delicious fillings accompanied with Cones of Chips.

Cheese Table ~ A selection of English and Continental Cheeses served with Crackers, Chutney and Grapes.

We can also provide *Chocolate Fountains, Pizza Vans, Ice Cream Carts, Popcorn Machines & More!*

We recommend catering for 100% of your evening guests. Our minimum catering number is 90% to avoid insufficiency

Drinks

Arrival or Reception

Treat your guests to a refreshing drink after your ceremony and let them appreciate the beautiful views from our patio and lawn area. A perfect way to start your afternoon and to keep your guests occupied whilst you have photographs taken.

These suggestions are our favourites, however we have a large selection of beverages available to choose from for more options

Adnams Prosecco

Gin and Tonic ~ classic refreshing British flavours

Bucks Fizz ~ a blend of Adnams Prosecco and Orange Juice

Bottled Beers

Fruit Bellini ~ Either Raspberry or Peach Puree with Adnams Prosecco

Wine by the Glass

Pimms and Lemonade ~ served with all the trimmings

Sparkling Elderflower (non-alcoholic)

Pimms Royale ~ a twist on the classic, Pimms with Adnams Prosecco

Orange, Apple or Cranberry Juice (non-alcoholic)

Drinks Packages

Arrival Drink, Half a Bottle of House Wine with Meal, Sparkling Toast Drink. Soft Drink / Children's drinks packages also available.

Upgrade Adnams Prosecco to Adnams Champagne for just £2 per head.

Cocktail Station!

Large Kilner Jars filled with your favourite Cocktails and Mocktails for your guests to help themselves!



Children & Young Adults

Catering

Under 16s ~ £Half Price/Portion of Adults Meal

Under 12s ~ £15.00 per Child from a Set Menu

Under 2s ~ No Charge

Drinks

We provide child-friendly soft drinks and plastic cups on request.

Supervision

We allow children's games and entertainment to be provided on our lower lawn area (weather permitting) however, Glen Lodge accepts no responsibility for the supervision of children. It is the parent or guardians responsibility to supervise their children at all times. Children must not play outside of the designated lawn and terrace areas.

Baby changing facilities are provided and up to 6 highchairs are available.





Decorations & Extras

Our Wedding and Event Coordinators at Glen Lodge are available to assist in the planning of your Special Day, offering advice on menus, drinks, timings, seating, décor and colour schemes. We will bring everything together in one place.

Decoration packages available ;

Rustic Package - Included; Centrepieces: either log slice with jars for flowers, birdcage or sunken rose. Top Table: jars for flowers along the front and top table swagging, Table Runners, Chair Decor, Lights and Lanterns, LED white or black dance floor, Red or cream aisle runner.

Elegance Package - Included; Centrepieces: either martini glass, romantic twigs or floating candle with flower base. Top Table: jars for flowers along the front or floating candles and top table swagging. Table Runners, Chair Decor, Lights and Lanterns, Light up letters or floral love letters, LED white or black dance floor, Red or cream aisle runner, Up-lighting.

Indulgence Package - Centrepieces: either perspex chandeliers, blossom trees, rose trees or tall conical flower arrangement. Top Table: floating candles with flowers along the front or perspex range and flowers along the front of the table and top table swagging. Table Runners, Chair Decor, Blossom Arch, Lights and Lanterns, Light up Mr and Mrs or Love letters, LED white or black dance floor, Red or cream aisle runner, Blossom canopy tree for ceremony, Ceremony table decor: 2 large rose trees and 2 pedestals, Up-lighting,

Glen Lodge allows you to provide your own decorations as long as they pose no health and safety issues or damages to our property. Candles are permitted on the basis that the candle holder is taller than the exposed flame. Unfortunately, candelabra and tapered candles are not allowed unless they are battery candles. *Please note, if any of your decorations require batteries these must be provided by the customer.*

Any decorations requiring a ladder or fixings must only be assembled by our staff, customers are not permitted to attach decorations to our walls or furniture.

Couples Checklist

Just Engaged

- Have an Engagement Party or Celebration!
- Discuss a Budget and plan how you will save for this
- Decide on a Date *(have a few back up dates too!)*
- Draft a Guest List so you know your expected numbers
- View Your Favourite Venues

10 Months to go...

- Book Your Venue and Pay a Deposit
- Book your Registrar and confirm a Marriage License appointment
- Send out your Save The Dates
- Select your Bridal Party and Witnesses
- Start making a list of your favourite wedding suppliers and get quotes
- Book Dress and Suit appointments

8 Months to go...

- Start booking in your suppliers, Flowers, Entertainment, Cake, etc.
- Book your Honeymoon!

6 Months to go...

- Decide on your Menus and book a tasting appointment
- Design and Order your invites *(once you're happy with your menu choices)*
- Don't forget to look at Wedding Rings!

4 Months to go...

- Send out your Wedding Invitations, ensure you've provided a RSVP date
- Have catch up meetings or messages with your venue and suppliers

2 Months to go...

- Collate all your RSVPs - update your venue and your table plan
- Trial your hair and make-up
- Ensure all dresses and suits fit perfectly

1 Month to go...

- Hen/Stag Nights!
- Confirm your final timings and details with your venue and suppliers
- Pay any outstanding balances
- Create a playlist for your DJ/Band
- Create a 'shot list' for your photographer

1 Week to go...

- Deliver any decorations, favours, guest books etc to your venue
- Enjoy your beauty and grooming treatments!

Wedding Day!

- Enjoy, relax and trust your venue and suppliers to deliver you the perfect day!

Frequently Asked Questions

Nearby Accommodation? Our nearest accommodation is located at The Kings Head in Bawburgh. A local pub offering 6 boutique rooms above the pub and 2 luxury apartments nearby. Visit their website at kingsheadbawburgh.co.uk. We can also provide local hotel contacts if you have large groups of guests needing accommodation.

Can we provide our own DJ/Band? Yes, we simply need to see a copy of their Public Liability Insurance before allowing any equipment to be set up or played. Glen Lodge cannot take any responsibility for the timing, performance or payment of your own DJ or Band booking.

How much is the deposit and when does it need to be paid? The booking deposit is £500.00. This is a non-refundable deposit and will be deducted from the final bill. Provisional bookings will be held for a period of 14 days, If another couple offers a deposit on the same booking date you will be offered first refusal and asked to pay a deposit within 24 hours. After 14 days if no deposit of £500.00 is paid then the provisional booking will be cancelled.

When do you need the final payment? Final details are required by the Wedding and Events Coordinator one month prior to the booked date. All food choices must be pre-ordered. Confirmation of numbers, menu pre-orders and full payment is required one month before the Wedding date. Any additional or small changes may be made up to two weeks in advance of the date. Any outstanding balance is to be made within 14 days.

Can I provide my own food and drink? Your wedding breakfast and main evening food must be provided by Glen Lodge. We do allow you to provide cakes and sweets tables, plus items such as Chocolate Fountains, Doughnut Vans etc may be provided by a certified supplier. Corkage is available at the cost of £10.00 per bottle of wine and £15.00 per bottle of champagne or sparkling wine.

Which Florists do you use in your package price? We use Fern Flowers of Norwich. Fern Flowers will meet with you to discuss what can be provided within our package costs and any extras or additional items you may require. Visit their website at fernflowers.co.uk.

Can we have Fireworks? Fireworks are only permitted by a registered Fireworks Company with Public Liability Insurance.

What is our Finish Time? Our bar and premises license allows the serving of alcohol until 1am. All guests are expected to have departed the premises by 1.15am.

Can we leave Parked Cars? Cars are parked and left overnight at their owners risk. Glen Lodge does not take responsibility for any items left on the premises.

Glen Lodge

WEDDING & EVENT VENUE

CONTACT US

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