



Charlton Park

KINGHAMFORD FOUNDATION LTD



WEDDINGS

Charlton Place is a Grade II* listed Mansion, set in parkland 7 miles from Canterbury in Kent. This elegant and secluded location is the perfect setting for exclusive use on your Wedding Day



Reception Lawn

The lawn adjoining the bay windows to the west of the house is a location hosting marquees for wedding breakfasts and evening parties up to 120 guests. The Reception Lawn can also be use in fine weather without a marquee for receptions and special events. Facilities in the main house are used for this location.



Croquet Lawn

Situated in front of the house, for large marquees suitable for wedding receptions of up to 250 guests during the Summer months. A generator, catering tent and lavatory trailer are required here.



Lower Lawns

Larger weddings can be held in marques sited on the lower lawns during the Summer months. A generator, catering tent and lavatory trailer are required here also



Regency Ballroom

An imposing 40ft salon on the first floor with a unique piped plasterwork ceiling, large bay window and Bechstein Grand Piano.

There is wheelchair access and an external walkway to the gardens and Reception Lawn. The Ballroom overlooks the mixed borders, wood and park. The maximum capacity for a Civil Wedding is 100 guests and 80 guests for a Wedding Breakfast and evening dancing



Civil Weddings

Charlton Place is licensed to hold civil marriage ceremonies in the Regency Ballroom for up to **100 guests**. Guests are welcomed into the panelled Hall and Drawing Room to assemble. Our preferred Celebrant Karina O'Donnell can also tailor your vows, readings & music into a uniquely bespoke ceremony anywhere on the grounds - although an additional legal registration is required: (www.celebrant-uk.co.uk)



The Wedgwood Suite

This elegant bedroom and en-suite bathroom are available for exclusive use by one partner and their attendants prior to the ceremony. It is then available to the couple during the reception, but must be vacated by 11:45pm. Please note that Charlton Park does not provide overnight accommodation, but there is a beautiful B & B in Bishopsbourne and numerous options in Canterbury, Whitstable and nearby.



Drawing Room

Panelled reception room on the ground floor, full of natural light and adjoining the Hall. The Drawing Room is suitable for receptions of up to 40 people and is linked with the panelled Hall for larger numbers and service of coffee and tea, or drinks and canapes. It is also used to welcome guests for Civil Wedding Ceremonies or as a creche area.

PRICES Sept 2017 – Sept 2018

Last Minute & Winter Weddings: The below prices should be taken as guides; we are able to provide discounts for last minute availabilities on certain dates, and discounted "Your Sparkly Wedding" packages for Winter Weddings – please enquire or see facebook page <https://www.facebook.com/Yoursparklywedding>

	Grounds Only (& Amenities of the House)	House Only (Recommended 60 people max.)	House & Grounds (Including marquee location facility fee, 120 People max.)	*Reception Lawn & House Amenities (Based on one Marquee. 120 people max.)	Croquet or Lower Lawn (Based on one Marquee. Croquet Lawn: 250 max, Lower lawn:350 max)
8 hours Fri, Sat & Bank Hols (10% discount Mon-Thurs)	£1,735 (No Marquee, Recommended 100 people max)	£3,020	£4,070	N/A	N/A
14 hours Fri, Sat & Bank Hols (10% discount Mon-Thurs)	Please see *Reception Lawn	£3,330	£4,380	£2,430	£2,165

Inclusive in the Price

- Personalised wedding advice - initial 2hr consultation, PLUS 2 subsequent meetings
- Management and co-ordination of your wedding on the day
- Exclusive use of House (where applicable) and Grounds
- Ample free parking for guests
- Floral display for the Hall in Main House on request
- Use of vintage Letter box & display Easel
- Use of Cake Table
- Chairs for Wedding Ceremony (in Main House)
- Chairs and tables for 80 guests for a Wedding Breakfast (in Main House)
- White Linen for Service tables (only in Main House)
- White Linen and Napkins for wedding breakfast tables & cake table (only in Main House)

Additional Costs

- * Celebrant or Registrar fees for ceremony
- * Marquee, Fittings & Furniture for up to 120 people
- * Marquees, Fittings, Furniture, Generator & Lavatory Trailer for up to 350 people
- * Catering (Chinaware, Cutlery, Linen and Napkins are also additional when not in Main House)
- * Bar Services
- * Additional marquees incur additional cost
- * Marquee Insurance

Bar Services



UK Mobile Bar Services provide all bar services for

Charlton Park. The bar is located in the entrance Hall when the reception is in the house, or in a marquee. Various drinks packages are available. An instalment payment plan option is available for the high end packages. Contact UK Mobile Bar Services www.kentmobilebars.co.uk

It is possible to bring your own wines should you prefer. A corkage charge is levied at a flat rate of £6.00 per bottle on spirits, still or sparkling wines (including storage, refrigeration, standard glassware, sparkling water, elderflower cordial and orange juice, plus service of drinks after the marriage and wines for the Wedding Breakfast). 1 litre and 1.5 litre bottles incur a higher corkage fee.

Marquee Hire



The lawns are perfect for marquee receptions (in the summer months only) to the front or side of the house. Numbers of up to 350 can be accommodated.

All marquees must be covered by individual marquee insurance. We recommend the following:
www.marqueeinsurance.co.uk 01926 774 421, www.johnlewis.com/insurance 0800 916 6820
www.eandl.org.uk/brides 08449 809 385

Our Chosen Caterers

We work with a select group of caterers who provide services for Charlton Park on a regular basis. A wide range of menus is offered to cater for all budgets from informal Fork Buffets to BBQ's, Hog Roasts, 4 course meals or afternoon tea. All food supplied on the premises is to be provided by Charlton Park or one of the Approved Caterers. Other professional caterers can be used only by prior agreement.

Stella Grove www.stellagrove.co.uk
Chives Caterers www.chivescaterers.co.uk
CBH Catering www.cbhcatering.com
Poppy Jenkins (Canapes) www.poppyskitchen.co.uk



Other Recommended Suppliers

Wedding Cakes:

Katie Young katieyoung@wp4you.co.uk 078503 13232

Bridal & Occasion Fashion:

Zoe Dress Designer www.zoedressdesigner.co.uk 01227 761237

Celebrant:

Karina O'Donell www.celebrant-uk.co.uk 07970 513715

Florists:

The Flower Studio www.flowerstudio.co.uk 01227 456232

Essentially Hops www.essentiallyhops.co.uk 01227 830666

Emily & Me www.emilyandme.co.uk 01303 267466

Photographers:

Emma Migden www.whitelightphotographic.co.uk 07886 258202

Andy www.howlingbassett.com 01233 281199

Tim Stubbings www.timstubbings.co.uk 01227 682036

Catherine Hill www.catherinehillphotography.co.uk 07753 741268

Entertainment:

Blue Lemon Agency www.bluelemon.org.uk 07867 803748

Etienne Pradier www.frenchmagician.co.uk 01233 811952

Len Pritchard www.theimpressions.co.uk 01227 700999

Eugene Portman www.eugeneportman.com (pianist) 01342 835394

Richard Dray www.lacetra.co.uk 01233 750380

Alchemy Fireworks www.alchemyweddingfireworks.co.uk 08000 665 837

Videographer:

TDH Media Ltd info@tdhmedia.co.uk 07989 596491

Childcare:

Carousel Creche www.carouselcreche.co.uk 07887 968523

Toastmasters & Masters of Ceremonies:

Peter Thompson BA www.southeast-toastmasters.co.uk 01634 841375

David DiCara www.toastmaster-and-mc.co.uk 07764 897739

Jonathan Waterman www.thecompletetoastmaster.co.uk 07967 300834

Vintage China:

Vintage Parlour Room www.vintageparlourroom.co.uk 07795 151393

Hair & Beauty:

Emma Phillips Beauty www.beautykent.co.uk 07990 546 519

Emily Rose Make-up emilyrosemakeupblog.blogspot.co.uk 07591 785363

Sara Hewitt Hair & Beauty www.stourviewcottage.co.uk sara.hewitt@sky.co.uk

Photo Booth:

You Beauty george@youbeautyphotobooshs.co.uk 07753261613

Wedding Stationery:

Daisy Sheep Shop www.facebook.com/daisysheepshop

Transport:

Wedding Cars Kent www.weddingcars-kent.com 01233 713878

Vintage Vows - Mike Waller www.vintagevows.co.uk 01227 794 706

Forever Wedding Cars www.kcsdrivingservices.co.uk 01304 365 131

Acorn Carriage Hire www.acorncarriagehire.com/index.htm

Horse & Carriage in Kent www.horseandcarriagekent.co.uk/index.htm

Drayhorse Shires www.drayhorseshires.co.uk 01233 813821

Wedding Accessories:

Borrowed Blue www.boutique.borrowedbluwedding.com 01227 455500

Crowned in Crystal Tiaras www.crownedincrystal.co.uk 01227 720801

Accommodation

Charlton Park does not offer accommodation but is happy to supply an accommodation list to clients on request.

Bride and Groom TESTIMONIALS

Charlton Park really was the most wonderful venue for our wedding. It is a beautiful House and our guests were stunned at the fantastic grounds. We are so grateful to Angela and Gubby for their kindness and professional manner both in the run up to the wedding and on the day itself. Charlton Park truly gave us the fairy tale wedding of our dreams.
- Emma Noble & Conrad Baker

Charlton Park was a beautiful venue for our wedding, Gubby and Angela went above and beyond to make our day special. They ensured the whole process was both easy and personal from the start, leaving us stress-free and able to concentrate on planning and enjoying a wonderful ceremony. From our first visit they made us feel like our wedding was a special event, not just one of many weddings churned out each year.
- Emma & Sebastian Bell

Dear Gubby and Angela. Just a quick note to say thank you for everything you did to make our wedding so magical. Charlton Park was a stunning background to our day and everybody loved it. Our photographer in particular was in raptures about the photo opportunities in the grounds! The service you provided to us was over and above what we expected and you ensured that the day ran smoothly. Thank you so much.
- Holly & James Broadley

Thank you so much for everything. You made everything so perfect for Sarah and I. It was a truly magical place and such a beautiful setting for us to celebrate – thank you. You really did work so hard. We have had so many wonderful letters of thanks and there is a recurring theme – how wonderful Charlton Park, the grounds and the marquee looked.
- Edward & Sarah Maitland-Carew

Thank you so much to all the wonderful team at Charlton Park. Our wedding day was simply spectacular and this was very much down to the support and guidance provided to us. They were fully engaged with us from day one and nothing was too much trouble. The fact that Charlton Park is also a family home really struck a chord with us as it felt even more personal and welcoming than many other wedding venues... We really couldn't have picked a more perfect place to hold our reception... We would highly recommend Charlton Park to any couple.
- Charlie & Pete



**We look forward to welcoming you here
and helping you plan your special day.**





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Terms & Conditions:

1. Confirmation/Payment

Before a booking is confirmed we require a signed copy of the booking confirmation form together with a 25%, non refundable deposit, to secure your booking. The balance payment will be due no later than **28 days prior to your event date. A £500 damages deposit applies to all parties and wedding receptions payable on booking** - refunded after the event if no damage occurs. An account for extra charges payable (if applicable) will be sent immediately following the event.

2. Cancellations or Amendments

In the event of a cancellation by the client the following will apply:

- 25% of the expected total cost will be payable if the cancellation is made more than 2 months (60 days) before the event date
- 50% of the expected total cost will be payable if the cancellation is made between two months (60days) and one month (30 days) before the event.
- Full payment will be required if notice is received one month (30 days) or less before a booked date.
- Should the client make significant changes to the programme or the expected numbers, Charlton Park reserves the right to amend the charges for the facilities. The client must pay any costs incurred by Charlton Park in providing third party facilities (e.g. catering, florists) for any booking.
- Should Charlton Park, due to circumstances beyond their control, need to amend or cancel your booking, they initially reserve the right to offer an alternative choice of dates or venue. If an alternative venue is not found, the deposit and any monies paid will be refunded. Charlton Park will not be liable for any loss or damage arising from such changes with third party suppliers.

3. VAT

VAT is not charged at present.

4. Health and Safety

All events will be supervised by a member of Charlton Park team. Events of more than 60 people require 2 members of the Charlton Park team to be on duty.

All food provided on the premises is to be provided by a Charlton Park approved caterer or by Charlton Park the venue.

A **NO SMOKING** rule applies inside Charlton Place & marquees.

No open flames may be used within Charlton Place. Candles and nightlights may be used in marquees if fire extinguishers are provided. Battery operated candles are available for hire.

Children under 12 years must be supervised at all times.

Due to our rural location fireworks are only permitted by special permission.

Any guest whose behaviour gives Charlton Park cause for concern in any way whatsoever will be asked to leave. Disabled access is available, but please notify Charlton Park no less than 48 hours in advance, if required.

5. Insurance & Liability

It is strongly recommended that you take out your own event insurance policy to cover all eventualities and individual cover is necessary for marquee hire.

All vehicles left on the estate overnight are done so at the owner's risk.

6. Loss of Property

All alcohol, personal belongings, motor vehicles left at Charlton Park overnight is done so at the clients own risk.

7. Damage

Clients will be held liable for any damage to facilities and equipment resulting from an event and will be charged for repairs to such damage. Due to the age & listed status of the building (Grade II*), nothing is to be nailed, attached or pinned to the walls (Blu-tac may be used on request). All confetti should be biodegradable (rice, petals etc.) and not shiny or paper. A £50 cleaning fee will be charged for non-biodegradable confetti.

The ballroom floor is softwood and therefore stiletto heels are not permitted



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8. Timing

Please note that all evening events must conclude and all those involved be clear of Charlton Place and grounds by midnight. All musical entertainment must finish by 11.00pm.

9. Overrun Fee

If any guests or clients are still on the premises 15 minutes after expiry of the contracted hire time a penalty fee of £50 per quarter of an hour /or part thereof will be incurred and deducted from the damages deposit.

10. Corkage

A corkage charge is levied at a flat rate of £6.00 per 70cl bottle on spirits, still or sparkling wines for guests providing their own wines (included in this price we provide standard glassware, store, chill and serve the wine for you, supply sparkling water, elderflower cordial, orange juice and complimentary squash for any children).

Corkage charges must be paid no later than 14 days prior to the event

Corkage is charged on all bottles (any wines/spirits not used will be returned together with a cheque for the excess corkage charged)

For quantities over 100 bottles a £25 handling fee will be charged

Any excess wine should be collected within 48 hours of the event

11. Approved Suppliers

If the client wishes to use the services of a marquee company or caterer that is not on the list of Approved Suppliers provided by Charlton Park written agreement must be obtained from Charlton Park no later than 2 months prior to the event.

12. Bar Services

Bar services are provided solely by UK Mobile Bar Services. However, other services may be used by prior written agreement with Charlton Park.