



*Abbot's Hall*  
Weddings





Welcome to  
*Abbot's Hall*

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*Located in Stowmarket, Abbot's Hall is one of the most unique and elegant wedding reception venues in East Anglia.*

The picturesque location hosts a luxury marquee looking out onto Abbot's Hall, on the grounds of the Museum of East Anglian Life.

Surrounded by woodlands, lawns, a walled garden and a beautiful orangery, Abbot's Hall, a grand Queen Anne house, creates picture perfect opportunities to capture memories that last a lifetime.





## Your *special day*

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*Your wedding day is one of the most important days you'll experience and at Abbot's Hall Weddings, we want to ensure the day exceeds all your hopes and dreams.*

Between your ceremony and the wedding breakfast, drinks can be enjoyed in the stunning orangery, relaxing on the lawn or wandering through the idyllic setting of the walled garden.

The splendid, heated marquee can seat 180 guests in opulence for the formal wedding breakfast.

Your day should be uniquely yours and we'll work with you to create a wedding reception you'll both remember for the rest of your lives.







## Setting *the Scene*

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*When Abbot's Hall hosts your wedding, you will have access to the magnificent lawn, state of the art marquee, charming walled garden and the orangery.*

You have the option to extend your celebrations to the thirteenth century Abbot's Hall Barn. It retains its rustic charm and is the ideal venue for an evening ceilidh or other evening receptions.

With numerous opportunities for breathtaking photography from the moment you arrive. Your wedding car can pull up to the front of the Hall before you move on to your private and secluded wedding reception.







## Booking *with us*

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*From the moment you book, we will endeavour to make your wedding truly unforgettable.*

Upon receipt of 25% deposit your wedding reception will be reserved, including the following:

- Heated marquee to seat up to 180 guests, led lit with pin spot dining lights.
- Exclusive use of the lawn of Abbot's Hall and the Orangery for drinks on arrival
- Facilities
- Tables and chairs

To discuss your plans or arrange a visit, please contact [weddings@eastanglianlife.org.uk](mailto:weddings@eastanglianlife.org.uk) or 01449 612229



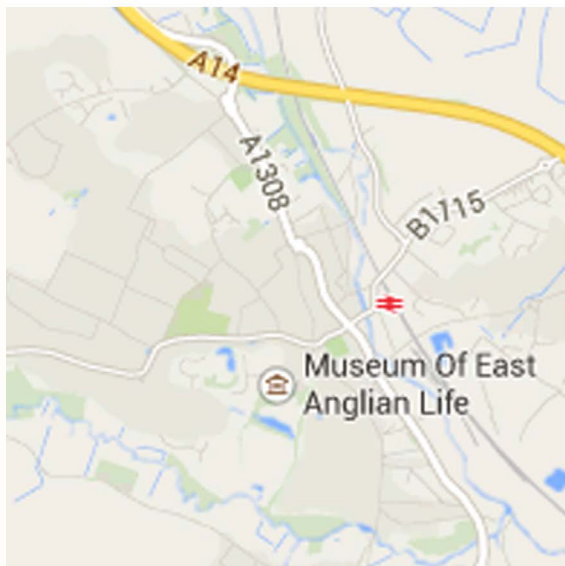
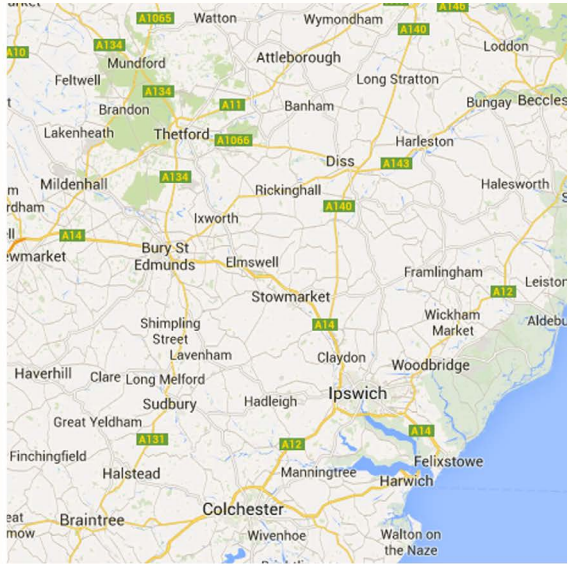
# Where to find us

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*Abbot's Hall is located in the centre of Stowmarket and is just a short walk from the town's beautiful churches or registry office.*

Abbot's Hall is located in the grounds of the Museum of East Anglian Life. The Museum is signposted from the main A14 trunk road and the B1115 to Great Finborough.

Stowmarket train station is just a ten minute walk away, making it as simple as possible for your guests to travel to and from your wedding reception.







# Frequently asked questions

## **1. Do I have to use your bar supplier and caterers?**

No. You can use your own caterers but they will have to agree to our terms and conditions for external caterers. We provide them with a kitchen marquee adjoining the main marquee. The caterers are responsible for all waiting staff, cutlery, crockery and glasses. You can also use your own mobile bar supplier, again they must agree to our terms and conditions.

## **2. Who will be around on the day?**

There will always be an appointed member of the museum staff to assist. You will be mainly looked after by the bar company and/or the approved caterer.

## **3. What do I need to do to make the day run smoothly?**

You may wish to appoint somebody within the party who acts as a main point of contact on the day for yourselves or your suppliers.

## **4. How does the marquee get turned around between the wedding breakfast and reception?**

Your chosen approved caterer will set the marquee up and lay the tables for your reception with assistance from museum staff.

## **5. Is the marquee heated?**

The marquee has superb blown air heating that is ducted throughout the marquee.

## **6. Can we have fireworks?**

Unfortunately, we cannot allow fireworks or fire lanterns to be set off on site due to fire risk (many of our historic buildings are timber-framed).

## **7. Are we allowed to use candles and/or confetti?**

Within the marquee we allow tealights to be used, and candles are also acceptable as long as they are in a container such as a hurricane vase that is taller than the flame itself. You may use confetti as long as it is bio-degradable.

## **8. Do you recommend any suppliers?**

Although we do not officially recommend service providers, we do have a contact list of various local suppliers which is available on request.

# Terms and Conditions

All bookings made by the client are subject to these Terms and Conditions.

**Client:** means any person booking the services of The Museum of East Anglian Life

**Museum:** means The Museum of East Anglian Life

## **Booking**

Once a provisional booking has been made it will be held for two weeks. A booking is deemed to be provisional until the signed copy of the agreement is received, together with the 25% required deposit.

## **Prices and Payment**

Payment can be made by online transfer or cheque. Cheques are made payable to 'Stowmarket Museum Trading Company Ltd'.

Fees are determined on the basis of an

agreement between the Museum and the Client to use the facilities for a set time. We reserve the right to make an additional charge in the event of any variation to this time.

The balance of the booking charges are payable 6 weeks prior to the event, as will a £400 returnable deposit for the facilities. This deposit is for: - any damage that may occur during the function, either to the marquee or any part of the Museum buildings and site.

The museum reserves the right to withhold that deposit (or any part of it) if we believe any of the terms and conditions have not been upheld, and to invoice the Client should costs exceed this deposit.

The site must be vacated by midnight, to comply with the Public Entertainments Licence.

At the end of the event, the marquee must be left in a reasonable condition.

Where VAT is applicable it is quoted at the current Treasury rate for the date of the invoice.

All accounts are to be settled in full by the date of the function.

## **Other Conditions**

Clients wishing to use their own electrical equipment must supply an up to date electrical test certificate, failure to do so may result in permission being refused.

The Museum does not accept any liability for any failure to provide or delay in providing the services contracted.

The Museum may, at any time, arrange a public event on the day of the function. The event will not interfere with the marquee hire or use of the grounds, walled garden and Orangery.

# Terms and Conditions

Third party caterers must agree to the museums terms and conditions for third party caterers.

Any damage wilful or otherwise to the Museum, furnishings, fixtures or fittings will be the responsibility of the Client, and must be paid for on request of the company. The Museum has a No Smoking Policy inside the marquee or any other buildings.

The Museum will not accept any responsibility for any loss or damage to personal belongings during the use of the room.

Please note that the use of smoke machines, fireworks, sky lanterns and uncovered candles are prohibited for fire safety reasons.

## **Cancellation by the client**

If you cancel your function please confirm in writing.

- Cancellation with more than 60 days to the event – 50% deposit refunded and no balance to be paid.
- Cancellation between 60 and 31 days prior to the event – no deposit refund and 50% of balance of invoice to be paid.
- Cancellation under 30 days prior to the event – no refund of the deposit and full balance of invoice to be paid.

## **Cancellation by the Museum**

The Museum may cancel the event at any time based on the following:

- If in our reasonable opinion the booking might in any way prejudice the reputation of the Museum or otherwise cause damage to the Museum.
- If the Museum becomes aware of any alteration in Clients current financial status.

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