



Trigonos WEDDINGS & CELEBRATIONS PACKAGE 2010

Trigonos offers a unique and special experience to celebrate your wedding or other special event:

a sense that the place is your own;
you can relax, confident that all practicalities are taken care of;
attentive and unobtrusive service;
everything done with imagination and care;
the space you hire expands to the gardens, to the grounds, to the landscape, to the night sky.....

CELEBRATION PACKAGE

Our celebration package includes the following:

- Exclusive use of Trigonos for full 24 hours, with all bedrooms reserved for your guests;
- Use of large room for party and musical entertainment;
- Catering for additional non-resident guests;
- Access to 18 acres of gardens and grounds and lake shore in a magnificent landscape;
- Access to party room for preparing/decorating from 6pm the night before at no extra charge (subject to availability at time of booking);
- 3 servings of tea/coffee for resident and non-resident guests (eg on arrival, afternoon and later in the evening);
- Glasses (wine/champagne/tumblers) provided for meals/celebration free of charge for bring-your-own alcohol;
- Small arrangements of fresh flowers in any room used.

COSTS

Standard B&B rates with minimum fee of £1400* payable.

CATERING OPTIONS (Sample menus provided on request.)

Self-service party buffet

In the dining room, gallery or studio.
Includes tea & coffee after the meal.
60 people maximum.

£29 per person

Served sit-down 4-course meal

Served in the dining room.
Includes tea & coffee after the meal.
34 people maximum.

£23 per person

Trigonos has an excellent reputation for catering for a wide variety of special diets.

OPTIONAL EXTRAS

Accommodation on nights before or after the celebration night.

Standard accommodation rates.

Exclusive use on these extra nights (subject to availability).

£850 minimum charge.

Extra meeting rooms for hire

£120 per room

Earlier access to party room (ie before 6pm the night before)

Standard 1/2 or whole day rates

Trigonos
Wedding Receptions and Other Special Celebrations
General Terms & Conditions

All discussions and arrangements should be made through one named customer. This person will be responsible for confirming final details, etc and settling the final bill.

RESERVING BEDROOMS & EXCLUSIVE USE OF TRIGONOS

1. Exclusive use means we will take no other paying guests for the period specified;
2. Exclusive use is guaranteed from 11am on the day of the celebration till 11am the day after;
3. Exclusive use on any additional nights can be secured (subject to availability) with a minimum payment as stated on the price list;
4. Bedrooms can be reserved on additional nights without exclusive use, subject to payment of our usual deposit and for our usual B&B rates;
5. Bedroom accommodation will be available from 3pm (earlier than this whenever possible) and must be vacated by 11am on day of departure.

USE OF MEETING ROOMS FOR CELEBRATION

1. The price includes use of any one meeting room;
2. Access before 11am on the day of the celebration is subject to availability;
3. Additional meeting rooms can be reserved from 11am on day of celebration till 11am the day after;
4. All visitors' paraphernalia must be removed by 11am on the day after the celebration, unless otherwise agreed;
5. Meeting rooms can be decorated using blu-tac, sellotape, masking tape, string and similar. No nails, pins etc to be used. Damage beyond reasonable wear and tear to be paid for;
6. The Gallery or Studio can be used for music. Amplified music must finish by midnight, in keeping with our responsibilities to our neighbours;
7. Guests are welcome to make use of the grounds around Trigonos but are requested not to take food or drink outside of the clearly defined garden area and lawns.

MEALS

1. Booking is conditional on catering being provided by Trigonos;
2. Prices for meals include soft drinks during the meal, and tea and coffee served after the meal;
3. Guests can bring their own wine, beer, etc. We supply glasses for wine, champagne, etc, and there is no corkage fee. Trigonos is not licensed to sell alcohol;
4. We provide tablecloths, paper napkins and small arrangements of fresh flower for each table. Visitors are responsible for additional flowers/decorations;
5. Children aged 7 -14 are charged 50% for meals. Under 7's free;
6. Extra meals outside the 24 hours period are available at our usual rates and must be booked in advance;
7. All meals and refreshments are freshly prepared at Trigonos unless otherwise agreed.;
8. Details of any special dietary requirements to be received 21 days before the event.

DEPOSITS & PAYMENTS

1. Initial deposit to secure booking for the day of the event - £500;
2. Second deposit due 3 months before event - £500 ;
3. Cancellation of event with less than 21 days notice is charged at 75% of the full cost, according to numbers booked;
4. Final numbers for meals (and any special dietary requirements) to be provided 21 days before event;
5. The above number will be the minimum number charged for;
6. The final balance must be settled within 14 days of the event.

ACCOMMODATION ON ADDITIONAL NIGHTS

1. Accommodation on additional nights requires a deposit of £10 per person per night (unless exclusive use has been agreed);
2. Deposit for accommodation where exclusive use has been agreed - £200;
3. Unless otherwise agreed all accommodation bookings will be made through the named customer.

OTHER CONSIDERATIONS

Trigonos has close neighbours in the village and we are keen not to cause them disturbance or difficulty. Please:

1. leave quietly if leaving late at night;
2. share car transport where possible and park considerately if parking on the road in the village.

NB Trigonos is not licensed as a venue for wedding services.