

Your Wedding reception at Cossington Village Hall



Congratulations! We are delighted you are looking at our hall for your reception and evening celebrations.

Take a moment to read through this brochure so that you can have the best possible experience on the day.

- Wow factor for guests on arrival
- Easy access
- Great value-no hidden costs
- Free car parking-over 40 marked spaces
- Licensed for alcohol
- Large stage with PA and lighting
- Plenty of room for live music
- Sprung oak floor for dancing
- Good acoustics
- Smaller room can be used as a quiet space, for gifts or by the Bride and Groom
- 200 fine quality chairs and 12 round tables
- Full catering quality kitchen
- Can accommodate 120 for a sit down meal
- Suitable for guests with disabilities
- Privacy; exclusive use of the whole building during the hire
- Good natural light during the day; excellent for photography
- Fenced outside space for use in the Summer



Before you visit the Hall

Visit: www.cossingtonvillagehall.org.uk It will tell you a lot about what you want to know about the hall. The Hall is ideally placed for receptions following Church or Civil Ceremonies in the area. It is perfect for couples who would like to involve their family and friends in the planning, setting up and management of the day's proceedings.

If you want to make sure that the Hall will be available on the day of your wedding have a look at the calendar on the website and make a provisional booking by phone or Email. Your next step is to contact the booking team to arrange to visit the hall to view our magnificent facilities.



We will ask you where you are in the planning process, the number of guests expected at the wedding breakfast and any evening function. You will have the opportunity to tour our excellent kitchen facilities. If you have appointed a caterer they are welcome to come along. We will want to know the time of the wedding, your expected arrival time at the hall, and an indication of the finish time in the evening. A well-stocked bar is available which will be run by the Hall and we will ask you when you would like the bar to open and any special requirements e.g. real ale. We have a "red box" PA system that we can demonstrate to you on request.

Your visit to the Hall

Your second visit

On your second visit we will confirm all times for the Friday, Saturday and Sunday. You will be asked to confirm that you have a set-up and clear-up team. We want you to leave the hall as you find it so please allow enough time on the Sunday for tidying up and cleaning. Any special drinks requests will be noted. The balance of the hire fee will be collected if it has not already been paid. If you are using the kitchen to do your own catering then you will have a full kitchen demonstration. If you need a further visit this can easily be arranged.





Most people like to buy their own still and sparkling wine.

A word about drinks

Any special glasses such as champagne flutes will need to be hired. We operate a challenge 25 policy. Therefore, your younger guests should have evidence that supports proof of age. Please let us know in good time if you have any special drink requirements for the bar.

On the Day

A member of the team will be responsible for the security and safety on the day. An electronic fob will enable you to gain access to the Hall during the day. Make use of the Broderip room for gifts or use it as a quiet room.



Make sure that our Caretaker

The day after your wedding

knows what time your clean-up team will be arriving on this day, so the hall can be unlocked, but still secure and you can gain access with your fob. You need to liaise with any suppliers who have loaned equipment to you, for example chair covers, tablecloths, or DJ equipment, for their removal during this

allocated time. All chairs and tables should be returned to storage and the hall left clean and tidy. Cossington Village Hall is managed by a team of Volunteers, who give their time freely and will assist you if needed.



Let your hair down in the evening!



Contact Cossington Village Hall

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