



Weddings at

exec Peterborough

The Exhibition Hall and Atrium at Exec Peterborough are perfect venues for large weddings and other celebrations. Exec is a modern, versatile, pillar free space with a fantastic location just off the A1 at East of England Showground. We offer hard standing for 2000 cars free of charge. The venues have ground floor access and state of the art air conditioning, heating and lighting systems. For more information check out our website at www.exec.org.uk.

At Exec Peterborough we can offer you up to date facilities and our expert staff will work with your wedding planner, caterers, decorators and other suppliers to provide you with the perfect day.



Our on site staff will be on hand to make everything go smoothly and we will be very happy to discuss special arrangements you may wish to make.

Our venues have flexible layouts and our price is based on the size of venue required. The various size options are below:

Atrium only (approx 550 people)	£5,000 inc VAT
Atrium plus 1/3 of the Exhibition Hall (approx 900 people)	£8,000 inc VAT
Atrium plus 2/3 of the Exhibition Hall (approx 1600 people)	£12,000 inc VAT
Atrium plus all of the Exhibition Hall (approx 3000 people)	£15,000 inc VAT

The charges include the following:

- Exclusive use of the allocated function suites and car parking areas from 8.00am until 8.00pm
- Tables and chairs laid out according to an agreed plan (to be agreed 1 month prior to the wedding)
- Duty Manager for the duration of the wedding
- Stylish, modern bars (these are portable and can be sited throughout the facility (as required))
- Use of the kitchen facilities for preparation of food by external caterers
- Chef on duty to assist your caterers with any technical appliances
- Kitchen porter to operate the dishwasher
- Changing room for the Bride.
- Air conditioning/heating in the venues as required
- Additional items such as linen, napkins, cutlery, glasses, crockery, stage, dancefloor and AV can be supplied at an additional charge if required



We will be happy to meet with you to discuss your requirements and to show you round the Exec and the Atrium to help you understand how it can make your special day.

Please contact Hollie Ward on 01733 234451

Outline Terms and Conditions

Venue Hire

- 1) Additional hours outside of the standard hours of 8am-8pm are chargeable at £500 per hour
- 2) The time taken to decorate and strip the room must be included in the 12 hour booking. You will be charged for any additional time at £500 per hour
- 3) Any decorative items and fabric brought into the venue must be fire retardant
- 4) No fixings and fittings can be used that will cause damage to the building or its décor
- 5) All details and a floor plan must be finalized 1 month prior to the event. This includes all hire charges (including room, crockery, glasses etc) Along with an estimated usage of bar, beverage and corkage charges.

Kitchen and Catering

- 1) The kitchen areas are to be left clean at the end of the function and all items used returned. To ensure this, a refundable deposit of 10% of the venue hire is required. After the function the duty manager will inspect these areas and sign off an inventory of kitchen items used. If they are in a satisfactory condition and all items returned the deposit will be refunded.
- 2) Your caterers will not have use of the following items:
 - o Mobile Hot Cabinets
 - o Fridges and Freezers
 - o Chaffing Buffet Servers(Please note these items can be hired at additional cost if required)
- 3) Your caterers are responsible for setting and clearing the tables with cutlery, crockery, glasses, linen and napkins
- 4) Your caterers are responsible for serving and clearing all food and for supplying all kitchen and waiting staff



5) Corkage charges apply to alcoholic beverages as follows:

- o Champagne £10.00 per bottle
- o Sparkling wine £7.50 per bottle
- o Wine £6.00 per bottle
- o 1.5 litre bottle of spirits £20.00 per bottle
- o 70cl bottle of spirits £10.00 per bottle

(Any other sized bottles will be chargeable pro rata)

6) Your catering company must meet all health and safety requirements providing documentations where required.

Payment Terms

1) A non-refundable deposit of £3500 plus the 10% refundable kitchen deposit must be returned with a completed signed booking form .

2) 1 month before the wedding the final balance is payable (including all hire charges for room, crockery, glasses etc and an estimated amount for bar usage and corkage)

Cancellation

The cancellation policy is:

- More than 60 days before the event – non refundable deposit of £3500
- Between 31 days and 60 days before the event – 75% of the estimated account
- Less than 31 days before the event – 100% of the estimated account