

Weddings



The
Regency
Dance Centre Ltd.

THE REGENCY DANCE CENTRE 2011



CONTENTS

Welcome to the Regency..... 3

The Personal Touch 4

Our Packages 5

Drinks Packages 6

Banqueting 7

Making your Dreams Reality..... 8

Extras..... 9

Wedding Dances.....10

Booking Form..... 11

Terms and Conditions.....12



Welcome to the Regency



*Left: The Regency Ballroom
Above: The Main Entrance*

Let's make it special

Our prestigious ballroom holds character and charm that will capture your imagination and form the perfect setting for your celebrations.

We can offer you a choice of two rooms for your reception, The grand Regency Ballroom, decorated to a high standard in Burgundy and Gold, or the more intimate Elsbury Room for smaller Wedding Parties. Whatever you chose, The Regency Dance Centre wish you a happy day and every success in your future life together.

Location

Located in the Market Place in Sutton in Ashfield, the ballroom is ideally situated, offering ample car parking, and easy access from the Motorway. Please note that the main room is on the first floor. Capacity is illustrated on the right.

“Whatever you choose, the Regency Dance Centre wish you a happy day and every success in your future life together.”

QUICK LOOK

Maximum Capacity

Ballroom	220
----------	-----

Elsbury Room	100
--------------	-----

Facilities

Large Ballroom, Large Suite, fully stocked Bar, Changing Facilities

Technology

Twin CD-Payers, Wired Microphone, Wireless Microphone, Computer Projector, Wi-Fi



The Personal Touch

Ensuring Quality Throughout

We are able to offer both daytime and evening packages which can be tailored to suit your specific requirements, so that everything about your Reception is how **YOU** want it.

Our Full Attention

Our Events Organizer, together with our dedicated team will be on-hand to ensure

the smooth running of your special day.

We are able to take as many appointments with you as you wish in the lead up to your big day and will guide you through all the details to assist you in making your decisions.

Packages

To help you with your consideration, we have put together three packages for your

consideration. Once you have chosen the package that best meets your requirements, please browse our Buffet and Drinks Packages to complete your arrangements. If you require Hot Food Menus, these can be arranged by discussing your specific needs with one of our team.

Prices on request.



Our Packages

Emerald Package

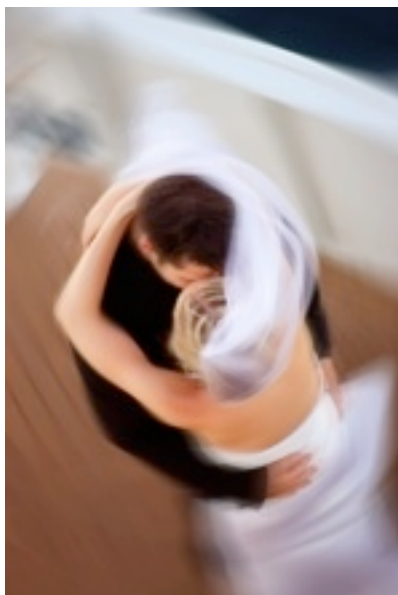
- ❖ Hire of our intimate Elsbury Room
- ❖ Use of Silver Cake Stand and Knife (rounded or Square)
- ❖ Table Linen (table Clothes)
- ❖ Licensed Bar available
- ❖ Bar Staff (1 per 50 guests)
- ❖ Waiting Staff (1 per 25 Guests)

Ruby Package

- ❖ Hire of our Regency Ballroom
- ❖ Use of Silver Cake Stand and Knife (rounded or Square)
- ❖ Table Linen (table Clothes)
- ❖ Licensed Bar available
- ❖ Flower Arrangements for Top Table
- ❖ Small vases of flowers for each guest table
- ❖ Bar Staff (1 per 50 guests)
- ❖ Waiting Staff (1 per 25 Guests)

Diamond Package

- ❖ Hire of our Regency Ballroom AND the Elsbury Suite
- ❖ Use of Silver Cake Stand and Knife (rounded or Square)
- ❖ Table Linen (table Clothes)
- ❖ Licensed Bar available
- ❖ Flower Arrangements for Top Table
- ❖ Small vases of flowers for each guest table
- ❖ Bar Staff (1 per 50 guests)
- ❖ Waiting Staff (1 per 25 Guests)



The Regency Dance Centre

Regency Ballroom, Market Place, Sutton-In-Ashfield, Nottinghamshire, NG17 1AQ

Tel: 01623 552737

Mob: 07947 813328

Email: regencydancecentre@gmail.com

Web: www.regencydancecentre.com



Our Drinks Packages

Our fully licensed bar and well-trained friendly staff will be on-hand throughout your reception to ensure everyone is properly watered. We are able to serve until 01.00am. We have also put together three drinks packages to help simplify your choice or we can tailor a bar package to suit your requirements. Our three packages can be found below.

Package 1

- ❖ Bucks Fizz on Arrival
- ❖ One Bottle of red and one bottle of white wine per guest table
- ❖ One still and one sparkling bottle of water per guest table
- ❖ Asti Spumanti for toast

Package 2

- ❖ Bucks Fizz on Arrival
- ❖ One Bottle of red and one bottle of white wine per guest table
- ❖ One still and one sparkling bottle of water per guest table
- ❖ Brut Cava for toast

Package 3

- ❖ Pimms Fruit Cups on Arrival
- ❖ One Bottle of red and one bottle of white wine per guest table
- ❖ Champagne Toast
- ❖ One still and one sparkling bottle of water per guest table

Custom Packages

We are also able to offer custom tailor made packages for you so that every detail is how you want it. Non-alcoholic alternatives are also available.



Banqueting

We are able to provide several different types of food arrangements for you, ranging from finger buffets to full sit-down meals.

All our buffets come with the following options:

- ❖ Disposable table covering for the buffet tables
- ❖ High quality salvers and plates
- ❖ A choice of colours for your serviettes
- ❖ A choice of colours for your disposable plates/Crockery
- ❖ Cutlery as required

Please speak to one of our team for further advice and menu ideas.



Turning Your Dreams Into Reality

Securing Your Date

To book, please contact a member of our team on 07947 813328 to confirm availability whereby a provisional booking will be held for two-weeks. Should you wish to confirm your booking, please complete and return the booking form along with a non-refundable deposit of £100.00. The full balance will need to be paid a minimum of 28 days prior to the event.

Hire Length

All our packages come with room hire for a period of 8 hours. An additional charge of £25.00 will be made per hour after that.

Security Deposit

Along with your booking confirmation fee, we will also require an additional refundable deposit of £100 to cover the cost of any damages to be paid along with your final balance.

Cancellation

In the event that you wish to cancel your booking, a minimum of 28 days notice must be given or the appropriate charges must be paid in full.



The Regency Dance Centre

Regency Ballroom, Market Place, Sutton-In-Ashfield,
Nottinghamshire, NG17 1AQ

Tel: 01623 552737

Mob: 07947 813328

Email: regencydancecentre@gmail.com

Web: www.regencydancecentre.com



Extras

For the Tables

Foil Table Confetti for Each Table
Small Vases of Flowers for Each Guest Table
Coffee and Mints served to each table
Centre-Piece Decoration for Buffet Table

Decoration

Entrance Hall Decorations in Choice of Colour
Chair Covers (including Bows) in Choice of Colour
Balloon Decorations

Other

Master of Ceremonies
Use of Wired Microphone
Use of Wireless Microphone
Use of Computer Projector

SPECIAL! - Dance Workshops! - Ensure your guests are on the dance floor with our fantastic salsa workshops!

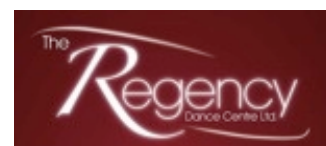




WEDDING DANCES

All ready for your first dance, but have two left feet? Worried about standing on your partner's toes? We can help!

We can help you choreograph a routine to a song of your choice all ready for your big day.



Booking Form

Personal Details

Name(s) of party organiser(s):.....

Address:.....

.....

Postcode:..... Tel:..... Mob:.....

Email:.....

Wedding Details

Date of Wedding:..... Number of Guests: Adults..... Children.....

Times of Hire:.....

Please select the following options by ticking your selection as required

Room Hire Package

Emerald Package

Ruby Package

Diamond Package

Custom Hire

Drinks Package

Package 1

Package 2

Package 3

Custom

Catering required: YES/NO

Additional Requirements/Extras (Please list)

I have read, understood and agree to the Terms and Conditions (please tick the box)

Signed (Hirer).....

N.B. The Regency Dance Centre Limited reserves the right to limit capacity dependent on the nature of the event in accordance with the Licensing Authority's recommendations.

Staff Use Only

Hire Charge Deposit Received on:.....

Received By:.....

Security Deposit Received on:.....

Received By:.....

Please make cheques payable to The Regency Dance Centre Ltd.

Terms and Conditions

1. The Regency Dance Centre will hold a provisional booking for a maximum period of two weeks. If in this period the reservation is not confirmed with a deposit, then the required date may be offered to another party.
2. All cancellations to your reservation must be made at least twenty-eight days prior to the date of your reservation. If the notice period stated above is not given, then you may still be charged the full cost of your booking.
3. In the event of any breakages or damages, however arising, the hirer shall reimburse The Regency Dance Centre for the cost of replacement or repair. Failure to do so will result in the security deposit being lost and any additional costs will be invoiced. An inspection of the premises will be conducted immediately before and after the hire period between the hirer and the management.
4. In the case where music is publicly performed or presented, The Regency Dance Centre will take a required sum per session towards the cost of the Performing Rights Society License.
5. The management and staff will not tolerate abusive or offensive behavior and language and reserve the right to exclude and remove any person creating a disturbance from the premises.
6. The hirer shall take all necessary steps to ensure that persons using The Regency Dance Centre conduct themselves in a responsible manner to ensure the safety and well-being of all persons.
7. If any additional security activity is required (e.g. door supervisor), then each person MUST by law, be licensed with the Security Industry Authority. The Regency Dance Centre will require that a copy of this license is made ready for inspection.
8. No person shall fix any item (including nails, hooks, posters) onto or upon any fixture within the Regency Dance Centre without the prior consent of the management.
9. Any advertising affixed to the exterior of the premises is to be negotiated with The Regency Dance Centre staff who are empowered to give any necessary instructions or directions on behalf of The Regency Dance Centre Ltd.
10. All persons using The Regency Dance Centre shall take the premises in such condition as they find it and will be expected to leave the premises in the same condition as found.
11. The Regency Dance Centre will not accept responsibility of any loss, damage or theft to property howsoever arising.
12. The hirer shall be responsible for any accidents caused or instigated to any person arising from the hirer's occupation of The Regency Dance Centre and the hirer shall indemnify The Regency Dance Centre against all costs and expenses which may be incurred arising out of or in connection with any such accident. (See supplementary)

Terms and Conditions (Cont.)

13. No hirer shall be permitted to restrict access to any part of the premises other than that hired and, except in the case of a private function, no such restrictions shall be imposed during the advertised opening hours of any event, save as instructed by the management of The Regency Dance Centre.

14. All fire exits are to be kept clear at all times and the main doors shall remain open and unlocked as appropriate at all times when members of the public are in any part of The Regency Dance Centre.

15. In the event of a fire, it is the hirer's responsibility to evacuate the premises with the help of the nominated member of staff responsible for fire safety, by following the emergency signs on display.

16. The management and staff of The Regency Dance Centre are empowered to debar persons from entering the premises should, in their opinion, the number exceeds the permitted capacity. The hirer shall seek confirmation from The Regency Dance Centre of the maximum capacity permitted for their reservation.

Supplemental to Condition 12 - Health and Safety and Public Liabilities Insurance (PLI)

The Regency Dance Centre, by law, has a duty of care to ensure the health and safety and well-being to all persons visiting the premises and therefore carries the appropriate level of Public Liabilities Insurance to cover injury, accident or losses arising directly through fault or negligence of The Regency Dance Centre or its employees. The Regency Dance Centre does not however cover incidents arising through fault or negligence of the hirer or any third-parties/businesses contracted by the Hirer for the duration of the event.

It is therefore necessary for The Regency Dance Centre to require proof of valid public Liabilities Insurance cover of not less than £2 million per incident held by any third party/business which has been contracted by the Hirer.

Third-party businesses include (but not limited to) entertainment organizations (e.g. bands, discos, magicians), professional florists, professional photographers, external caterers etc.

If the management have not seen sight of valid PLI Certificate, prior to the date of the reservation, we reserve the right to refuse access to the premises.

This Brochure is available to be presented
in other formats and languages on request.