

Weddings



The
Regency
Dance Centre Ltd.

THE REGENCY BALLROOM 2016/17



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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

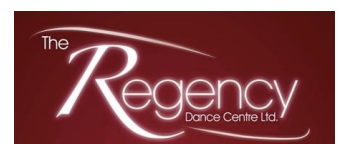
Ballroom	220
Elsbury Room	100

Facilities

Large Ballroom, Large Studio, 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 Organiser, 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 assist you with your planning, we have put together three packages for your

consideration. These packages can be customised by upgrading our choice of drinks or catering packages or make it extra special by choosing from our extras list.



Our Packages

Emerald Package (£1,495)

- ❖ Hire of our Regency Ballroom & Studio for a period of 5 hours
- ❖ Buffet for up to 100 guests - Set Menu
- ❖ White Table Linen (table Clothes)
- ❖ Balloons (2 per table)
- ❖ Licensed Bar available
- ❖ Bar & Waiting Staff to serve your guests
- ❖ Disco

Ruby Package (£2,795)

- ❖ Hire of our Regency Ballroom & Studio (5 hours)
- ❖ Buffet for up to 100 guests
- ❖ Wedding Dinner for up to 60 guests - Set Menu Choice
- ❖ Drinks Package 1
- ❖ White Table Linen (table Clothes)
- ❖ Chair Covers and Sashes
- ❖ Balloons (2 per table)
- ❖ Use of Silver Cake Stand and Knife (Round or Square)
- ❖ Licensed Bar available
- ❖ Bar & Waiting Staff to serve your guests
- ❖ Disco

Diamond Package (£3,500)

- ❖ Hire of our Regency Ballroom & Studio (5 hours)
- ❖ Buffet for up to 100 guests
- ❖ Diamond Dinner for up to 60 guests - Set Menu Choice
- ❖ Drinks Package 2
- ❖ White Table Linen (table Clothes)
- ❖ Chair Covers and Sashes
- ❖ Balloons (2 per table)
- ❖ Use of Silver Cake Stand and Knife (Round or Square)
- ❖ Silk flower arrangements for Top Table
- ❖ Small vase silk flowers for each guest table
- ❖ Licensed Bar available
- ❖ Bar & Waiting Staff to serve your guests
- ❖ Disco



Additional Guests for Wedding Dinner - £12.95

Additional Guests for Evening - £6.95

Drinks Packages can be upgraded at additional cost.

Max 10 people per table

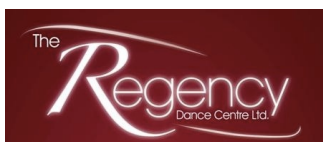
Banqueting

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 note that we do not allow food or drink to be brought into The Regency Ballroom by clients or guests for consumption on the premises.



The Regency Dance Centre

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

Tel: 01623 552737

Mob: 07947 813328

Email: enquiries@regencydancecentre.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. The bar is open until 12.00pm however an extension can be purchased until 1.00am (see Extras).

Package 1

- ❖ Bucks Fizz or Fruit Juice on Arrival
 - ❖ A glass of house wine with the meal
 - ❖ A glass of sparkling wine for toast
 - ❖ One still and one sparkling bottle of water per guest table
- (upgrade from Emerald for £9.99 per person)

Package 2

- ❖ Bucks Fizz or Fruit Juice on Arrival
 - ❖ Two glasses of house wine with the meal
 - ❖ A glass of sparkling wine for toast.
 - ❖ One still and one sparkling bottle of water per guest table
- (upgrade from Emerald for £11.99 per person)
(upgrade from Ruby for £2.00 per person)

Package 3

- ❖ Bucks Fizz or Fruit Juice on Arrival
 - ❖ A glasses of house wine with the meal
 - ❖ A glass of Champagne for toast.
 - ❖ One still and one sparkling bottle of water per guest table
- (upgrade from Emerald for £14.00 per person)
(upgrade from Ruby for £5.00 per person)
(upgrade from Diamond for £2.00 per person)

Package 4

- ❖ Non-Alcoholic Fruit Cup on Arrival
- ❖ One glass of non-alcoholic fruit juice
- ❖ A glass of non-alcoholic wine for toast.
- ❖ One still and one sparkling bottle of water per guest table



Extras

For the Tables

Foil Table Confetti	£3.00 per table
Large Martini Glass Centerpieces	£15 per table
Fresh Flowers	POA
Coffee and Mints served to each table	£2.00 per person

Decoration

Entrance Hall Decorations in Choice of Colour	POA
Chair Covers (Linen) & Sashes in Choice of Colour	£2.25 per chair
Balloon Decorations	£5.00 per table
Balloon Arch	From £150

Other

Bar Extension (12am - 1am)	£25
Master of Ceremonies	From £300
Photographer	POA
Live Band	POA
Wedding Dance Lessons	£35 per hour

SPECIAL! - Dance Workshops!

Ensure your guests are on the dance floor with one of our fantastic dance workshops! £50

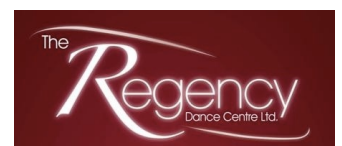




WEDDING DANCES

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.



Turning Your Dreams Into Reality

Securing Your Date

To book, please contact a member of our team to confirm availability whereby a provisional booking will be held for 14 days. Should you wish to confirm your booking, please complete and return the booking form along with a non-refundable deposit of £250.00. This must also include a minimum number of guests at this time, with the final numbers to be confirmed at least 14 days prior to the event. The full balance will need to be paid a minimum of 28 days prior to the event. Please note that card payments include a 2.75% surcharge.

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 if you require additional time.

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, please inform us in writing.

- ◆ After initial booking - Booking fee non-refundable to cover administration charges



The Regency Dance Centre

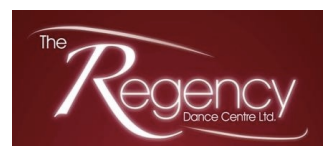
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Terms and Conditions

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 behaviour 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. Please note that all Bands/DJ's or other forms of entertainment must provide an up-to-date P.A.T. Testing Certificates for all electrical equipment used.

14. 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.

15. 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.

16. 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.

17. 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 organisations (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.