

A bride with long brown hair is lying on her back on a white, textured rug. She is wearing a white, strapless wedding dress with lace detailing on the bodice and a full, ruffled skirt. She is holding a bouquet of autumn-themed flowers, including yellow and orange roses and brown leaves. The background is a plain, light-colored wall.

Wedding BROCHURE

The Vaults

INGLESIDE
HOUSE

The Barn
Theatre

Following your recent enquiry I am delighted to let you know more about weddings at Ingleside House. After a sympathetic refurbishment, the house has kept all the character and charm and remains a stunning Grade II listed Building Built in 1825, originally known as The Beeches House, it has quite a story from supplying the army with armoury through the war, becoming a school and now standing as a beautiful wedding and events venue brimming with history.

Nestled in the heart of The Cotswolds, the house is within walking distance from the historic roman town of Cirencester. This central town house, due to its size, specialises in elegant and intimate weddings with all aspects of your special day attended to by our experienced staff. We also can cater for larger events in a marquee wedding or our Barn Theatre.

At Ingleside House we can accommodate both your ceremony and reception so your guests can remain relaxed within our grounds for the whole day.

The Venue Options

At Ingleside we pride ourselves in offering many different options to our couples allowing them to design a bespoke day depending on the budget, guest numbers and style of the day.

At Ingleside we offer 3 options within the venue that give flexibility and individuality to each wedding that we host.

Ingleside House. Full use of our ground floor, garden and function rooms designed to each couples requirements. Function Rooms can be hired on the first floor for an additional price. Please discuss with our staff all your requirements. Capacity for up to 40 seated wedding breakfast & 100 for evening guests.

The House & Garden Marquee. Exclusive use of Ingleside Ground Floor & Garden with a fully heated and dressed Marquee adjoining our house. This allows couples to design and create their perfect venue reflecting their own style and personality. With lining, flooring, dance floor and lighting. Marquee is outsourced with a separate contract. We can arrange a meeting with our preferred supplier to organise all details. Capacity 60 - 200 for seated wedding breakfast and 250 for evening guests.

The Barn Hall. Beautifully lined with our selection of marquee linings the old theatre can be tastefully transformed into a stunning and totally unique venue. With a purpose built stage perfect for most evening entertainment. Capacity for up to 100 guests for a seated wedding breakfast and 150 evening guests. Also fully licensed for civil ceremonies for 150 guests

Civil Ceremonies

Ingleside House is licensed for Civil Ceremonies and Partnerships by the Gloucestershire Registration Service allowing you to spend your whole wedding day in the comfort of our grounds. Wedding Ceremonies can take place in any of our beautiful function rooms, the Music Room, Garden Room, and Drawing Room. The rooms vary in capacity from 30 to 50 guests or within our theatre hall that can seat 150. If you wish to get married at Ingleside House please book with the Local Registry Office and there will be appropriate fees to pay to this service.

Wedding Breakfast

All our catering is provided in house, delivered by our well accomplished kitchen under the management of Andy Brown. Please find below samples of options that we can provide on your wedding day. However, menus can be designed especially for your day, so please do organise a meeting with our kitchen to discuss options and confirm all prices for your bespoke menu.

Starters

Goats Cheese And Roasted Cherry Tomato Tartlets
Baked Field Mushroom with a Crunchy Stilton Topping
Melon And Pomegranate Salad
Smooth Chicken Liver Paté
Buffalo Mozzarella & Vine Tomato Salad
Prawn & Crayfish Cocktail
Smoked Salmon & King Prawn Salad
Ham Hock Terrine

Soups

Creamy Tomato
Spicy Parsnip And Bramley Apple
Potato And Leek

Mains

Honey Roasted Grilled Pork
Sirloin Of Beef in a red wine jus
Chicken Breast, With Buffalo Mozzarella, Wrapped in Bacon
Beef and Guinness Pie
Salmon Fillet, with a citrus dressing
Cajun Pepper, Tomato And Spinach Empanadas (V)
Feta, Butternut Squash, And courgette Moussaka (V)
(V) Aubergine Filled With A Ratatouille And Cream Cheese

Desserts

Sticky Toffee Pudding
Lemon Cheesecake
Tropical Fruit Salad
Eton Mess
Apple And Cinnamon Crumble
Chocolate Orange Bread And Butter Pudding
Lemon Tart
Chocolate Brownie
Lemon Meringue Pie
Chocolate salted caramel torte
Brandy Snap Baskets with seasonal fruits
Strawberries & Cream

We can also offer the little extra of a sorbet course, cheese board and petit fours
Tea & Coffee buffet is not included within the meal price and will be an additional charge.

Canapés

(V) Mini Pizza
Pate Encroute
Spring Rolls
Chicken Satay
Vegetarian Samosa
Peking Duck Wraps
(V) Feta Skewers
Tiger Prawns
Roast Beef In Yorkshire Pudding
(V) Classic Tomato And Mozzarella Bruschetta
Asparagus Wrapped With Pastrami
Sliced Mango Wrapped In Parma Ham
Smoked Salmon With Cream Cheese
Honey Mustard Sausages
Fried Prawns with chilli sauce

Cold Fork Buffet

MAIN COLD SELECTION

Home Baked Ham Glazed Honey And Mustard
Selection Of European Cured Meats
Roasted Beef
Sliced Supreme Of Chicken
Thai Roasted Salmon With A Citrus Dressing And Lemon Garnish
Feta Cheese, Sun-Blushed Tomatoes And Basil Quiche (V)
Pork Fillet

SALADS

Freshly Made Rustic Coleslaw
Waldorf Salad
Baby New Potato Salad With Chives
Mediterranean Roasted Vegetable Couscous Salad
Fruity Rice Salad
Tomato And Onion Salad, Vinaigrette Dressing
Mixed Green Leaf Salad
Caesar Salad
Tomato And Basil Salad
New Potato Salad
New Potato Salad Dressed With Crème Fraiche And Crispy Bacon
Selection Of Freshly Baked Breads And Butter

Hot Buffet

Chicken In A White Wine And Tarragon Sauce
Shepherd's Pie
Fish Pie
Beef & Guinness Casserole
Lasagne
Chilli Con Carne
(V) Mushroom Stroganoff
Jamaican Jerk Chicken
Thai Vegetable Curry
(V) Mediterranean Vegetable Lasagne

SIDE DISHES

New Potatoes With Butter
Rice
Chips
Seasonal Vegetables
Salads
Breads

After Dinner Menu Options

Choose from the following ideas to treat your guests during your evening celebrations

Finger Buffet

Honey Drizzled Sausages, Breaded Scampi, Chicken Drumsticks, Warm Quiches, Garlic Bread, Pork pies, Sausage Rolls, Vegetable Samosas, Spring Rolls, Satay Chicken, Potato Wedges, Deep Fried Butterfly prawns.

Classic Ideas

Bacon Baguettes
Veggie Sausage Baguettes
Fish Finger Sandwiches
Pizzas
Chips in Cones

Cheese Buffet

Cheese Platter Served With Fresh Breads, Crackers, Celery And Chutney With A Choice Of Pate

Afternoon Tea

Selection of homemade sandwiches, cakes, scones & cream.

BBQ

All served with a selection of salads, Breads & Relishes

Chicken Kebabs

Bursting Beef Burgers

Speciality Sausages

BBQ Chicken

Pork Chops With Bramley And Sage Chutney

Marinated Lamb Cutlets

Salmon

King Prawn Skewers

Tuna Steaks

Pork Kebabs

Corn On The Cobs With Garlic And Herb Butter

Chinese Style Chicken

Hog Roast

All of our hog roasts are prepared and cooked on site and served in our garden. All menus include the Hog, Selection of Salads, Buns, Stuffing & Relishes.

Drinks Sample Packages Ideas

Ingleside is licensed premises and has a fully stocked bar. If you wish to have your own private function bar set in the marquee, the theatre or one of function rooms this will be an additional fee. We are able to offer a selection of different drinks and can create packages that work for the style of your day, number of guests and your budget. We suggest the following packages as guidelines of what you may want to provide for your guests with complimentary drinks at key points through the day.

One

Two Glasses of Prosecco
Two Glasses of House Wine
Glass of Prosecco Toast

Two

Two Glasses of Pimms or Mulled wine
Two Glasses of House Wine
Glass of Prosecco for Toast

Three

Two Glasses of Cocktail on arrival
Two Glasses of House Wine
Glass of Champagne for Toast

Four

Two Glasses of Champagne on Arrival
Two Glasses of House Wine
Glass of Champagne for Toast

Corkage:

Will be charged per bottle of sparkling/wine and Champagne will be more expensive
(Corkage only available throughout the day of your wedding)

Entertainment

At Ingleside you are to provide your own entertainment. From discos, live bands, casinos, fun games and other entertainment. We also have the resources to arrange this for you through our range of fantastic contacts.

We also have the Ingleside PA sound system which can be used to play Mp3 and Cds through out the venue. The Barn Theatre also have a professional sound and lighting systems through a freelance team that we can contact and organise or your sound and lighting requirements.

Accommodation

The Fleece Hotel Ingleside House has received special rates at the recently refurbished Fleece Hotel, only a short walk away. Please contact 01285 658507 or e-mail relax@thefleececirencester.co.uk and quote Ingleside.

There are a number of local B&Bs, houses and apartments that are a 5 minute walk from the venue as well the local travel lodge. Please find details below.

www.no12cirencester.co.uk

www.theoldbrewhouse.com

www.bandbcirencester.co.uk

www.ivyhousecotswolds.com

www.no12cirencester.co.uk

www.booking.com/hotel/gb/my-place-go-cirencester.en-gb.html

www.travelodge.co.uk

Car Parking

The Beeches car park is opposite the venue and provides a number of spaces for your guests. Parking is £2.00 all day. Free from 6pm and free on a Sunday. We can not guarantee spaces in the car park. We do provide one car parking space at the venue for your wedding car.

Taxis

Please arrange and confirm your taxis before your wedding day. Useful numbers

Home James 01285 641339

A2B 01285 655651

Cirencester Radio Cars 01285 650850

This brochure provides generic information. If you wish to consider having your celebrations at Ingleside please ring or email to arrange an appointment

01285 648230

info@inglesidecirencester.com

Booking Terms and Conditions

Please read through all details carefully and let us know if there is anything you don't understand.

Venue Use:

The person or organisation (the Hirer) using the Ingleside venues for any type of event, must fully and fairly represent the purpose for which the venue is required (the Event). Any misrepresentation may result in cancellation of the Event at any time by Ingleside. Under no circumstances may the Hirer sub-let or further offer for hire any of the venues booked or any part of them. In the use of the Ingleside venues by the Hirer, the Hirer will comply with all reasonable requirements of Ingleside. For the avoidance of doubt Ingleside shall retain paramount control of all Ingleside venues and the rights of the Hirer are limited to use, for the Event, of such part of the Ingleside venues as are agreed with Ingleside.

Confirmation of booking:

An email or signed or verbal instruction to proceed (or our e mail confirmation of your verbal instruction) will be deemed by Ingleside as the customer's acceptance of these terms and conditions and any other terms and conditions printed in our current brochures or up dated terms and conditions and online. This single document now represents your current requirements, your contract will continually be up dated throughout the process of planning your event.

Ingleside reserves the right to substitute any item with one of equal or higher value without notifying the client. Ingleside reserves the right to change rooms when exclusive use of the ground floor and first floor has not been booked. Until the final contract is confirmed at your final meeting - Ingleside reserves the right to change prices

and rooms without notice. Please telephone and make an appointment with one of our team for a suitable date and time for your final meeting and confirmation the contract.

Deposits and payments:

Any enquiry is only provisional until written confirmation is received and terms and conditions accepted. Letter/email of confirmation and receipt of deposit as quoted by Ingleside is required within 7 days of the original verbal booking. Should this not be forthcoming Ingleside shall be entitled to treat the provisional verbal booking as cancelled. Any enquiry is only provisional until a deposit is paid whereupon Ingleside can reserve the date. Until then the date is not guaranteed. All proposals will be presented in writing to you. Proposal prices are valid for 1 month. Once agreed, a deposit is required to confirm the booking. The deposit is non-refundable.

The deposit payment is also an acceptance of all our terms and conditions. The deposit secures the venue or venues stated in this document/ and contract letter of confirmation. Any venues advised as not required within 3 months prior to your event will be charged the same price as a cancellation. Any deposit is non-refundable.

The balance of the payment will be required 2 weeks prior to the event unless otherwise agreed. A month before the event we will require the final guest numbers - please telephone and make an appointment with one of our team for a suitable date and time. Once made, this payment is non-refundable. Any extra charges incurred on the day will be invoiced on the next working day. All remaining charges must be paid within 7 days.

Cancellation: In the event of cancellation by the Hirer, this must be made in writing. Cancellation charges will be applied based on the minimum numbers and estimated total cost of the event.

9 - 6 months in advance: 30% of costs

6 - 3 months in advance: 60% of costs

3 months - 7 days prior to the event 85%

within 7 days of event 100 % of costs

In the event Ingleside have to cancel the event, Ingleside will refund any advance payment paid, but will have no further liability to the customer

Opening & Closing Times.

Hirers should contact the Events Office and ensure they are aware of the closing times of the venue in question. Timings can vary depending on licensing laws and time of year and Hirers are advised to check **with the Events Office in advance of making arrangements for e.g. Bands & Music. It is Ingleside's authority to decide what time an event can begin and must finish.** The timing agreed at confirmation of booking at which the Event will finish must be adhered to. The closing time of the Event cannot be extended under any circumstances, on the night of the event, Any changes in Event timing must be arranged prior to the event with the events office. Ingleside uniformed staff may ask guests to leave Ingleside Venues at any time after the finish time of the event. Hirers will be charged if the event exceeds the agreed finish time. After the event, the Hirer and sub contracted personnel must remove from Ingleside Venues everything brought and placed therein by any person, including litter and ensure that the venue and access routes are left in a tidy condition to the satisfaction of Ingleside.

Set-up for the event, times will be confirmed by Ingleside and will be dependent on other bookings.

Set Up & Access:

Extreme care should be taken during set-up and take-down of Events to ensure minimum risk to the venues buildings. Equipment must not be carried above shoulder height through the venues. Adequate time should be allowed for careful set-up. The hirer is liable for all outside contractors and any damage if caused to the venues. All outside contractors, that will need access to the venue, information and contact details must be given to Ingleside office 3 weeks prior to the hirers event. Ingleside is not liable for any personal items such as decorations for any event or for loss or damage to any personal property. A fully manned cloakroom service can be provided at extra charge and items deposited there will be taken care of. Otherwise Ingleside cannot be held responsible

Customers obligations

The hirer must comply with all rules and regulations of Ingleside and not commit any illegal acts. The Hirer must be over 18 years of age at the time of application, and if persons under 18 are present, it is a condition of hire that parents or guardians **MUST** always be in attendance and deemed responsible for ensuring all conditions of the hire are met. Any children under the age of 18 must be accompanied by an adult at all times and they cannot be left alone or access The Vaults venue or other bars without a guardian/parent present who will be responsible for ensuring that they do not consume alcohol.

The customer shall ensure guests attending the event do not cause any nuisance or infringements and in particular anything that may affect any of Ingleside licences. All electrical equipment brought into the Ingleside venues must be fully PAT tested, with relevant up to date labels and certificates where applicable. Fire escapes and access routes must not be blocked. Storage of equipment and/or setting up of displays etc in fire escape routes or in front of fire doors or in fire corridors, is strictly prohibited. Hirers must ensure that their chosen suppliers' electrical testing certificates are up to date. Spot checks will be carried out regularly by Ingleside and equipment not labelled appropriately will be removed from Inglesides buildings. The Hirer must comply with all applicable Health and Safety laws and regulations (including but not limited to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999) in respect of the safety of staff employed and the operation of any equipment that is brought into Ingleside venues. The Hirer must also comply with the Ingleside safety requirements in operation at the time of the Event.

When hiring The Barn Theatre the venue is hired bare with no sound or light equipment and no one is allowed to use the equipment or access either lighting platform or backstage electrical platform as it all belongs to a third party. Anyone seeking sound or lighting equipment must be organised through our technician. This us a service provided at an extra cost between yourself (the hirer) and the support technician. Please do ask for more details

The Hirer and guests must not consume any other food or drink that is not supplied by Ingleside. If a gift is given at any event that is either food or drink this must not be consumed on the premise unless agreed with Ingleside management. If alcohol or food is found on the premise that is consumed by hirer or guests there will be an additional charge and the deposit will not be refunded.

The Hirer must take instructions from the Events Office staff while events are in progress, or from any member of the Ingleside uniformed security staff. The senior member of the Ingleside uniformed security staff on duty will assume full control and responsibility for procedures.

No use of literature or venues branding and logo unless express permission is given by one of the Directors. Invitations should be sent to the Events Office for checking, BEFORE they are printed. Email info@inglesidecirencester.com. Copies of the actual invitation should be sent to the Events Office for reference, prior to the Event. Under no circumstances may the Event be advertised to the general public in national or local circulation papers or magazines, or in posters or handbills, or on social media without the prior approval in writing to Ingleside's Events Office. The Events Office must be informed if tickets are to be sold by the Hirer for the Event, and the means by which this is to be done. The Hirer is responsible for the attaining, and paying for, the appropriate licenses required for ticketed events. Please be aware that person actually placing the order and signing the terms and conditions is representing the organiser of the event and contractually liable to pay.

Decorations:

Decorations for any party or function will only be permitted by prior agreement with Ingleside. Anything which marks the walls, floors or paintwork will not be permitted. No form of sticky tape, no pins, nails, tacks etc. Any damage created by decorations will incur an additional charge and all deposits will not be refunded. Confetti is not allowed in the building or on the ground of Ingleside unless it is biodegradable and approved by the venue. Use of confetti will incur an additional cleaning charge.

Cleaning

Ingleside staff will ensure that the venue is clean & tidy throughout the event. However the hirer shall ensure that all rough cleaning e.g food leftovers (especially own cake or sweets) or appropriate disposable items, paper, decorations etc. are properly carried out immediately after the event. Ingleside reserve the right to charge the hirer if additional cleaning is necessary.

Entertainment

The type of entertainment to be provided, e.g music, must be agreed with Ingleside's Office. Ingleside is situated in a residential area and it is important that any musical entertainment takes this into account. Ingleside reserve the right to turn down or turn off any music that is considered to be an inappropriate level for the time of day, the venue, type of music etc. The Hirer is responsible for ensuring that agreed finishing time for music is strictly adhered to. All outside suppliers must have proof of insurance and all equipment must have PAT tested certificates.

Catering

Minimum Numbers apply for certain periods for all event bookings. All bookings must comprise Ingleside catering. All guest numbers must be catered for unless confirmed in a prior arrangement. All catering must be provided by Ingleside with the exception of the Traditional Wedding Cake and sweet tables. Outside catering options for evening catering will consist of a charge of £3.50 per person. You may arrange to taste your menu in advance, but only within 3 months of your event date. This does not include BBQs, Hog Roasts, canapés or Buffets. This can be done Wednesday & Thursday at 7.00pm, or Sunday from 12pm. The cost is that of 70% of the actual event menu you are trying on a per person basis plus any drinks/wine and must be paid for in full on departure from the venue after your tasting. If you are designing a bespoke menu that is not one of our offerings the full cost of sourcing, preparing and serving the menu will be charged at your wedding tasting, House wines can be tasted, full glasses and bottles will be charged accordingly. Other wines will be charged by the bottle. Any Bar or Food prices quoted (including bottles of wine and champagne) are correct at the time of the quotation. These are open to change up until your final invoice due to taxation and other increases by our suppliers. Please do make us aware of any dietary requirements - Ingleside is a functions kitchen and therefore can't guarantee zero traces of any food elements a guest maybe allergic too.

Capacities

Hirers MUST ensure that the stated capacity limits are not exceeded. Capacity limits should also include organising personnel, contractors and this attendance estimate should be advised upon booking. Fire Limits and Safety Capacities are available upon request.

Event Photography:

If an event photographer or member of the press will be in attendance at the event, the Events Office must be notified in advance. The Events Office must be informed in advance of any press announcement being made which is in relation to the event being held at the gallery venues.

Guest List & Event Entry

Ingleside reserve the right to request a copy of the guest list. The Hirer must declare in full the range of **people to whom invitations will be given. A member of the Hirer's organisation should be on hand at the front entrance to identify guests.** If any guests are likely to be security-sensitive, the Hirer must inform the Events Office in advance.

Parking

There is parking in the public car parking – The Beeches opposite the venue. The car park is free of charge from 6pm in the evenings and on Sunday. 24 hour car parking is £2.00. It is not the venues responsibility to secure car parking spaces for any of your guests but do offer a complimentary car parking space for the hirer on the front of the venue. The car must be removed by the end of your event and can not be kept on the premise over night. Ingleside is not liable for any of the guests cars attending the event.

Cloakrooms

Ingleside uniformed staff will man the front entrance and provide security for the venues in use. The Hirer, if wishing to have a manned cloakroom must supply relevant personnel for this or Cloakroom staff can be provided at an additional cost.

Liability and Insurance

Ingleside will not be liable to customers or any guests for loss or damage of property except where and to the extent that such loss or damage is caused directly and wholly by the negligence of an employee of Ingleside. All clothing and goods left in Ingleside cloakrooms is left at their own risk. The customer assumes responsibility for any and all damages caused by him or her or any other guests attending an event whether in rooms reserved by the guests or in any other areas of the venues. Any outside contractors used by the customers must be covered by their own insurance and Ingleside is not to be held responsible for any of their equipment or well-being whilst being on site. Whilst Ingleside will always do everything possible to maintain a safe environment, the Hirer is responsible for supervision and the safety of his guests and staff/ subcontractors

Additional Information

We recommend you engage the services of a Master of Ceremonies. We can arrange one on your behalf at an extra cost. However if you decide you do not require this service, much of the organisation during the Wedding Breakfast will be your responsibility. You will need to remember to organise the line up to receive your guests, announce the speeches, decide when the presents need to be passed, when the cake should be cut, etc.

We don't provide any storage rooms/ dressing rooms unless pre organised for wedding items. It s the wedding parties responsibility to ensure that all items are removed from the venue. We will not be left responsible for any loss of items due to the negligence of guests. Should any items be left behind by anyone within your party, you or a member of your party must contact the venue within 48 hours of the function date to arrange collection, or items will be discarded by the venue. If the venue is available the day before the wedding you are welcome to set up the venue the night before and we will allow you 4 hours to set up free of charge. Any extra time will be charged accordingly. If the venue is not available the night before - Ingleside will open its doors early in the morning and members of staff are available to help set up the venue. Any external suppliers (eg florists) are not permitted to use any other room, other than the function room, to prepare any items (such as floral arrangements). All items should be fully made up prior to arriving at the venue. Any incidental mess or rubbish caused by the suppliers must be fully cleared away by themselves prior to leaving the venue.