



EAST COURT

— W E D D I N G S —

Frequently Asked Questions

Wedding/Civil Service Capacity	40 - Cranston Suite 60 - Main Hall
Civil License	Yes - separate charge made by WSCC when you book the registrar Tel: 01243 642122
Other Ceremonies Available	Yes
Sit Down Meal Capacity	30 Cranston Suite 40 Main Hall
Parking	Yes - up to 90 spaces free of charge
Disabled Access	Yes
Kitchen	Yes
Self catering	Yes
Provide Own Caterer	Yes - copy of Public Liability Insurance required
Crockery & Cutlery	Yes - must be left clean at the end of hire
Glasses	No - unless pay bar provided
Licensed Pay Bar	Yes - Elliott Jones Catering only booked by East Grinstead Town Council £50 plus VAT (one off payment)
Premises Alcohol License / Bar Opening Times	Saturday: 6:00 p.m. - 11:30 p.m. Sunday: 6.00 p.m. - 10:30 p.m.
Provide Own Drinks	Yes - not when pay bar requested £100 plus VAT (one off payment): No corkage charge
Finish Time	Midnight: everyone vacated by 12.30 a.m.
Entertainment	Yes - own arrangements to be made copy of public liability insurance required
Confetti	Yes
Candles / Fireworks / Sky Lanterns / Smoke & Bubble Machines	No
Tables & Chairs	Yes - see floor layout
Table Linen	No
Decorations	Yes - on hooks provided only own arrangements to be made
Set up / Clearance	hire charge is hourly & must include all preparation & clearance caretakers to set & clear away tables & chairs hirsers to set & clear table decorations, crockery & cutlery
Deliveries	Yes - by prior arrangement only
Accommodation	www.eastgrinstead.gov.uk/tourism/accommodation.php

* Additional charge applicable