CONFERENCE & EVENTS



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## FAQ's and General Information

Thank you for considering Newnham for your magical day, here are some additional details about weddings at Newnham.

Can photographers/suppliers visit the site prior to the wedding for a viewing? Absolutely, please coordinate this with our Conference team.

Can we decorate the Ceremony Room, College Hall and Evening space? You are welcome to decorate the spaces, however you can not stick anything to the walls nor floors and can not cause any damage. Please discuss any decorations with your wedding coordinator.

Can I bring in my own furniture? Yes, please do note that delivery and collection will need to be coordinated with the Conference office and there may be a charge for storage.

Can we bring a Marquee? Yes, the College Hall lawn is a beautiful space for a marquee, its delivery, set up and dismantlement will need to be coordinated through the College Conference team. Please do note that there are restrictions in place for Location and put up/ take down times to fit with College Business and there will be a charge for the time the marquee is in place. It is also worth noting the College has a Marquee already in place, please ask for details.

Are chair covers included in the price? No but you are welcome to hire these, you would need to arrange to cover the chairs in addition.

Is there parking on site for suppliers and guests? Parking on site is very limited please coordinate this with the Conference team. We can usually accommodate suppliers and the bridal party but please do speak to the team.

What is included in the menu tasting? On the tasting we will serve you 2 starters, 2 mains and 2 desserts all complimentary so please do come hungry. You are welcome to try some wines in addition but these are chargeable.

Do we have exclusive use of the College? No, while the College will not have any other weddings taking place the site is open to the public and accommodation is booked on a first come basis and open to the public so there maybe visitors onsite.

**Are you licenced for weddings?** Yes, we a number of rooms licensed and are currently working on getting the gardens licenced for weddings.

Are you licenced for outdoor weddings? Yes, we can hold outside ceremonies on our Peile Lawn. Please note you will need to book a wet weather option and you will need to look at hiring seating for outside as the College does not have this available.

Do you book the registrar? No the bridal couple will need to book the Registrar, we recommend

Will there be signage for our guests? Yes, signage will start from the Porters Lodge on Sidgwick Avenue and direct your guests to the correct rooms.

What time can we/suppliers access the venue on the day? Usually from 10.00 but please discuss this with you wedding organiser.

Is there any flexibility on the menu and dietary requirements? Absolutely! All our menus can be adapted to fit diets as required. If you have a special request our fabulous team will do their best to help just let us know.

Is there disabled access and toilets? Yes, we have disabled access accommodation, toilets and access to all rooms for your day.





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How many guests can be catered for an evening reception? Up to 150.

What provisions do you have for children? Please see our children's menu on the brochure, we can source items like fruit shoots. Any additional requirements please do ask.

Can confetti be used on the premises? We do allow biodegradable confetti to be thrown on the lawns, please avoid the path ways.

**Can I have fireworks & sky lanterns?** No Unfortunately the college does not allow these.

Can we have sparklers? Yes but this will need to be discussed with the Conference team as fire precautions will need to be in place.

**Is live entertainment allowed?** Yes, if you speak to the team we do have some suggestions.

Can you supply your own alcohol and for what fee? Yes you are welcome to supply your own drinks but Corkage starts at f.16.20 per bottle.

Is there a licenced bar and what are the opening times? The bar will need to be booked but is usually open until 23.00.

The Cake – You will be asked to supply a list of allergens for your cake. Please also check if it will need to be refrigerated on delivery and let us know.

What time does the venue close? 23.00, there are Porters onsite 24 hours a day if you have any questions or issues.

**Is there accommodation?** Accommodation is bookable through Accommodation@newn.cam.ac.uk if you talk with your wedding planner they will give you a discounted rate on accommodation for your self and guests. Please do note we can not have under 16's stay onsite over night.

When do you need our final details? We will be in touch with you on the lead up to the big day but we will need final numbers, diets and choices 2 weeks prior.

**Deposit and payment.** We will require a £500 deposit at the time of contracting then full payment 2 weeks before your day. Drinks including alcohol are charged on consumption after the celebration.

These are just a few additional details, if you have any additional questions please do get in touch.