



Solva Memorial Hall
Wedding Reception Package



What do you get?

Use of large hall, small hall, and kitchen. Use of all kitchen crockery and utensels.

How long do we get the hall for?

Friday 12.30pm until Sunday 2pm the hall is yours. On Sunday morning between 9.30 and 11.00 the local Sunday school use the upstairs room but this is never usually a problem.

How much does it cost?

£500 for the three days and a £100 returnable bond.

A 25% deposit (£125) is required to confirm your booking.

Full payment (remaining £375) and the returnable bond (£100) must be made 28 days prior to your wedding reception. The bond will be returned provided the hall is clean and there is no damage.

Should you need to cancel at short notice the following cancellation fees apply.

14 – 28 days prior to your booking start date	50% of your deposit fee will be returned
0 – 13 days prior to your booking start date	0% of your deposit fee will be returned

Will someone be onsite during the three days?

No we cannot provide a wedding coordinator however you are given a key to access the hall when you want.

Can I have a pre wedding gathering on the Friday?

The hall is yours during the three days, however we ask that on Sunday you have vacated and cleaned the hall by 2pm and no later. The hall does not have a licence for public entertainment on Sundays.

If you want a pre wedding gathering on Friday – yes you can, but if it involves loud music we will need to inform the neighbours at least 7 days prior to the event.

How late can the reception last?

The hall licence permits entertainment and music to 12.59am and no later, Monday to Saturday. This rule has to be strictly enforced to protect the halls licence. Therefore we ask all music and alcohol to be stopped by 12.30am at the latest! That gives 29 minutes to bring your event to a close and for people to vacate by the 12.59 deadline.

Can we bring our own alcohol?

Provided it's a private wedding (your not allowing unknown members of public to walk in) and no cash takings are involved then yes you can bring your own alcohol and will not require a Temporary Event Notice.

When will we need a Temporary Event Notice?

You need a licence if you are selling intoxicants (alcohol). This needs to be agreed with the Bookings Clerk / Hall Committee as the hall is only allowed a limited number of Temporary Event Notices per year. Whomever is running your bar should be aware they need to apply for the licence in their name and give Pembrokeshire County Council at least 30 days notice.

How many people can we have in the hall?

We are licensed for 120 people to dine and have enough chairs and tables to cater for this. You are permitted a maximum of 140 people in the hall at once but this must include bar staff, stewards etc so we recommend keeping your guest list to a maximum of 120 including yourselves.

Do you provide music and a disco?

We currently can only offer a PA Amp and two speakers. These link via a wire to your iPod or music device using a 3.5 mini jack cable. We also include a microphone in this package. This is **not** included in the hire of the hall price and costs a further £25. We do not recommend this as you musical entertainment.

Do you provide dining equipment?

The hall has approximately

130 dinner plates,

130 side plates,

130 bowls

130 cups and saucers.

130 sets of good quality cutlery

Basic white table cloths (x 16) to fit pop up tables. These must be washed, dried and ironed after use. Please enquire directly to the bookings clerk.

6 large pop up tables and 10 smaller pop up tables.

130 cushioned chairs.

A constantly changing number of wine glasses – last count was 98 in 2013

Will the kitchen be good enough for our catering company?

The kitchen has a four ring cooker, one large oven, one dishwasher, one microwave, a warming cabinet, double sink and small fridge and very small freezer. Whilst some events such as the Christmas senior citizens lunch have used the kitchen to prepare meals for 100 guests it is not recommended for complicated meal preparation. Most weddings in the past have used an outside catering company who prepare the meals in their own kitchen and bring it to the hall to be warmed and plated.

Can I decorate the hall?

Yes you can, we ask that the hall is returned to its original state after use so anything that causes permanent damage eg staples in walls, pins in ceilings is not permitted. We appreciate you may wish to swap the curtains but ask you keep them securely stored and re hang them after use.

Can I see the hall prior to the event?

Absolutely, in fact we always ask to meet prior to go through the general housekeeping rules including fire exits, electricity, the stage, and any other questions you may have.

Can I move / use the stage?

No we are unable to dismantle / move the stage. The stage is an excellent base for your DJ or band but we ask that people are not allowed to dance on it.

This guide is in development and is not final. Please speak to the Hall Clerk should you have further questions.