

**Q: We would really like to hold our civil ceremony outside; can we do this?**

**A:** Yes, we are able to offer outside ceremonies, weather permitting, usually in our private Inner Courtyard. The vows take place in front of the King's Tower and guests take their seats on the lawn (up to a maximum number of 120 guests). Please note that, in the event of inclement weather, Penshurst Place make the decision on the day prior whether the ceremony needs to take place inside.

**Q: Can you recommend any local suppliers? (florist, photographer etc)**

**A:** We can supply you with a comprehensive contact list with details of trusted, local suppliers such as photographers, florists, cake makers, etc. All have a proven track record of working at Penshurst Place. If you require a service not listed, or would like alternative suggestions, please do let us know and we'll do our best to help.

**Q: Do you allow candles and tea-lights at the venue?**

**A:** Yes, candles create a lovely atmosphere. Penshurst Place light the four floor-standing candelabra in Baron's Hall windows for every occasion. We recommend your table centre pieces for dining include candles, candelabra are especially romantic and provide a bit of additional light. Tall centrepieces work well in a room which has such high ceilings.

Tea-lights work really well and Penshurst have a quantity of tea light holders which can be used, if you wish. When supplying tea-lights, please purchase the 8 hour long burning tea-lights to ensure they remain alight throughout your event.

**Q: Who will take care of delivery of our supplied items (i.e. favours, place cards, etc.) and setting up on the day?**

**A:** We recommend any decorations, favours, place cards, table names, menus, display table plan, guest book and post box (for gift table), etc. are delivered a day or two before your big day. Delivery time can be arranged at a mutually convenient time with the Hospitality Team. This will allow us the opportunity to discuss your wishes and requirements. Penshurst Place staff will take care of setting up and placing your items on your wedding day.

**Q: Can we have a menu tasting session with the caterers?**

**A:** We will offer a complimentary tasting of your chosen menu. Menu tasting dates will be discussed with you approximately 3 - 5 months prior to your wedding.

**Q: On the day of my wedding, who will be looking after us?**

**A:** It is usual on a wedding day to have two of our efficient Event Coordinators looking after you, and also a Hospitality Manager and team of waiting staff. One coordinator will arrive before you and your guests to set up as per your requirements, check that your suppliers have arrived and to greet you and your guests. They will look after the first part of your day. During your meal, another member of staff will arrive and after a sufficient handover period, this staff member will look after you for the latter part of your day, into your evening entertainment.

**Q: Visiting/appointments: if we would like to visit Penshurst Place with family, friends and suppliers how can this be arranged?**

**A:** If you would like to re-acquaint yourselves or show family etc, please make an appointment with the Hospitality Team in advance, so we can ensure the relevant rooms are available and that a member of staff is on hand to answer any queries.

**Q: Are there any do's and don'ts?**

**A:** We try to be as flexible and accommodating as we can. If you are arranging anything out of the ordinary, please do liaise with us first.