

PEMBROKE LODGE



THE PERFECT WEDDING VENUE
IN THE HEART OF RICHMOND PARK





WELCOME TO PEMBROKE LODGE

Pembroke Lodge is a magnificent listed Georgian Mansion that has been lovingly restored to provide first class facilities for weddings. It has eleven acres of beautifully landscaped grounds with many outstanding photographic opportunities. The Lodge is situated at the highest point in Richmond Park with spectacular views over the Thames Valley to the west.

The location of the Lodge is unique. It is in the heart of Richmond Park, a Royal Park of 2300 acres of classic English parkland that is home to some 650 deer who roam freely in this tranquil setting.

Car parking for 250 vehicles is adjacent to the grounds and there are three quality hotels within half a mile.

We have hosted wedding receptions for over 50 years and according to a major wedding website we are the most popular wedding venue in the UK. We have a very experienced and dedicated weddings team who will assist you from your first enquiry until departure of the last guest.

We offer flexibility and you are welcome to have your marriage ceremony and reception with us or just the reception if you prefer. In either case we will help you to create a bespoke wedding according to your wishes and budget.

Both the Russell Suite and Belvedere are licensed for civil marriages and partnerships.



THE RUSSELL SUITE

The Russell Suite is situated on the first floor of the Georgian wing, combining elegance with privacy and spectacular views. The large period windows provide an abundance of light and warmth to the romantic ambience of this charming venue.

Your guests can enjoy reception drinks on the South Lawn whilst photographs are taken in the picturesque gardens. In the event of inclement weather drinks are served in the Bertrand Russell Rooms which have a stunning outlook over the Thames Valley.

The Suite will accommodate up to 70 seated guests for the ceremony and reception, with up to a total of 100 guests for the evening party.

In addition to the principal room, where the ceremony and dining take place, there is a stylish bar for those who wish to relax and a fully equipped room for dancing.

The Russell Suite is steeped in history and is adorned with many items of memorabilia providing a perfect setting for a truly memorable wedding.





THE RUSSELL SUITE - A RECOMMENDED TIMETABLE

12.30pm	Wedding guests arrive and are shown to the ceremony room
1.00pm	The Civil Ceremony commences
1.30pm	The Civil Ceremony ends Reception drinks Photography – in the Russell Suite or in the gardens
2.45pm	Master of Ceremonies calls guests for Wedding Luncheon Master of Ceremonies introduces Bride and Bridegroom into the Lord John Russell Rooms
3.00pm	Luncheon served with wine and soft drinks, followed by coffee and chocolates. Between courses the Master of Ceremonies will introduce the Bride and Bridegroom to cut the cake
5.00pm approx.	Master of Ceremonies will introduce the first speaker for speeches and toasts accompanied by a glass of champagne or sparkling wine
5.30pm	Wedding party relaxes with a drink from the bar (entertainment optional)
6.30pm	Music and dancing
10.45pm	Last orders at the bar
10.55pm	Last dance
11.00pm	Carriages

Throughout the day, we will provide a dedicated Master of Ceremonies and supporting team to ensure that everything runs perfectly, leaving you free to thoroughly enjoy your very special day.

THE RUSSELL SUITE - HIRE FEES

	Winter Season 1 October to 31 March	Summer Season 1 April to 30 September
Monday to Thursday	£350	£350
Friday	£450	£950
Saturday	£750	£1500
Sunday	£450	£750
Bank Holidays	£750	£750

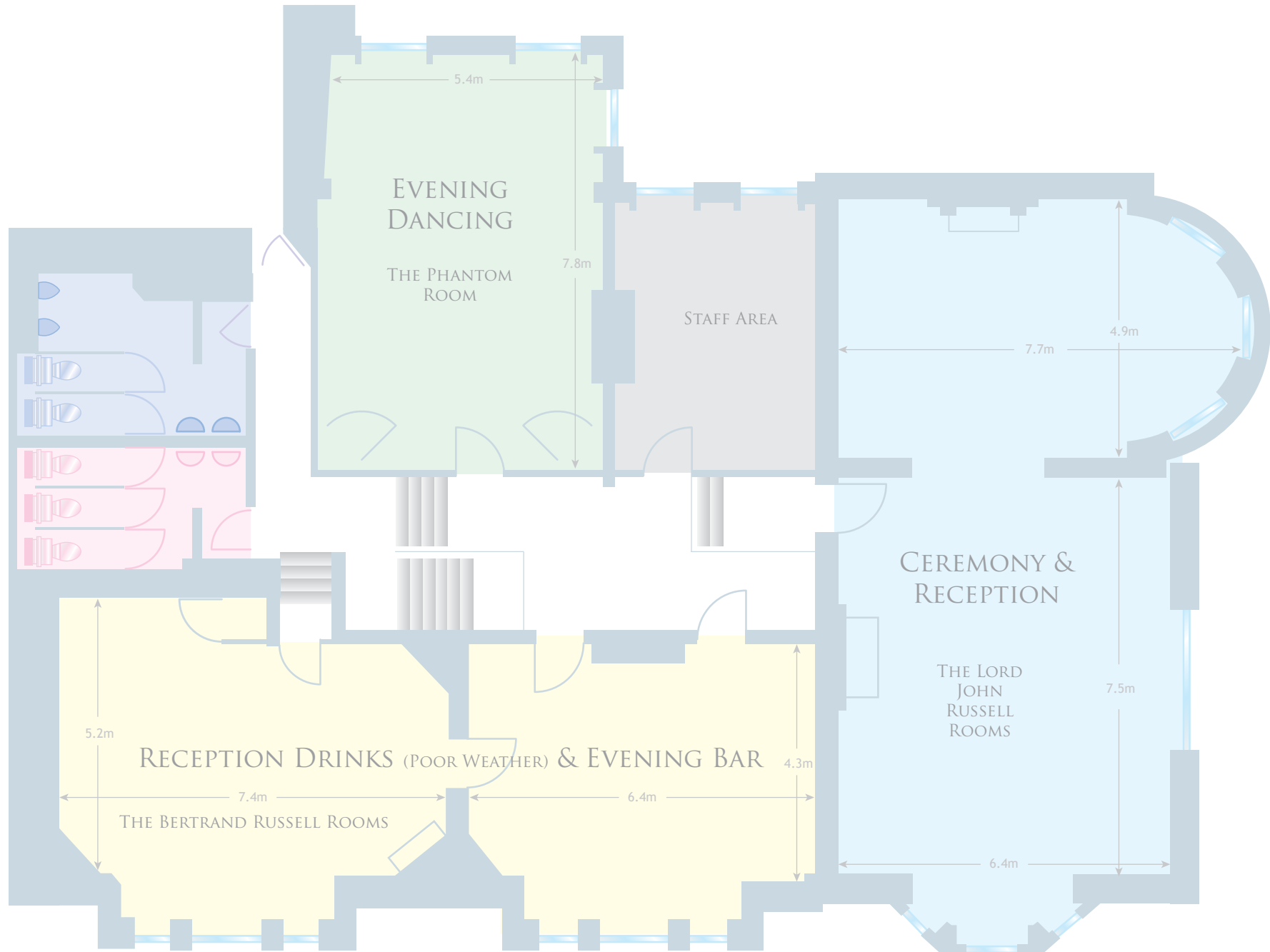
The hire fee includes:

- Expert advice from the first viewing to the departure of your last guest
- Setting up the Russell Suite as specified
- Tables and chairs – including high chairs
- Table linen
- A cake knife and cake stand
- China, cutlery and glassware – including reasonable breakages
- A Master of Ceremonies and banqueting staff
- PA system and microphone
- Personalised table menus, seating plan and table names

The hire fee excludes:

- The Registrar's fees, floral decorations, chair covers, entertainment, photography and the wedding cake

THE RUSSELL SUITE





THE BELVEDERE

The light and airy Belvedere is a purpose built wedding venue which combines classic elegance with a superb PA system, mood lighting and starlit ceiling.

It is suitable for civil ceremonies and receptions with up to 140 seated guests and up to 200 guests in total for an evening party. Reception drinks are usually served on the terrace which has outstanding views.

During the evening guests can dance the night away to your band or DJ beneath the starlit ceiling. This combination of architectural details and lighting provides a unique atmosphere, whatever time of year you choose to have your wedding.





THE BELVEDERE - A RECOMMENDED TIMETABLE

3.30pm	Wedding guests arrive and are shown to the ceremony room
4.00pm	The Civil Ceremony commences
4.30pm	The Civil Ceremony ends Reception drinks and canapés served on the terrace Photography in the gardens
5.30pm	Master of Ceremonies calls guests to dinner Master of Ceremonies introduces Bride and Bridegroom into the Belvedere
5.45pm	Dinner is served with dinner wines, soft drinks and followed by coffee and chocolates Between courses the Master of Ceremonies will introduce the Bride and Bridegroom to cut the cake
7.30pm approx.	Master of Ceremonies will introduce the first speaker for speeches and toasts accompanied by a glass of champagne or sparkling wine
8.00pm	Evening party commences with DJ or Band. Music and dancing all evening
11.45pm	Last orders at the bar
11.55pm	Last dance
Midnight	Carriages

Throughout the day, we will provide a dedicated Master of Ceremonies and supporting team to ensure that everything runs perfectly, leaving you free to thoroughly enjoy your very special day.

THE BELVEDERE - HIRE FEES

	Winter Season 1 October to 31 March	Summer Season 1 April to 30 September	
Monday to Thursday	£500	£750	
Friday & Bank Holidays	£950	£2250	April & May – £1500
Saturday	£1500	£3950	April – £3250
Sunday	£950	£1500	

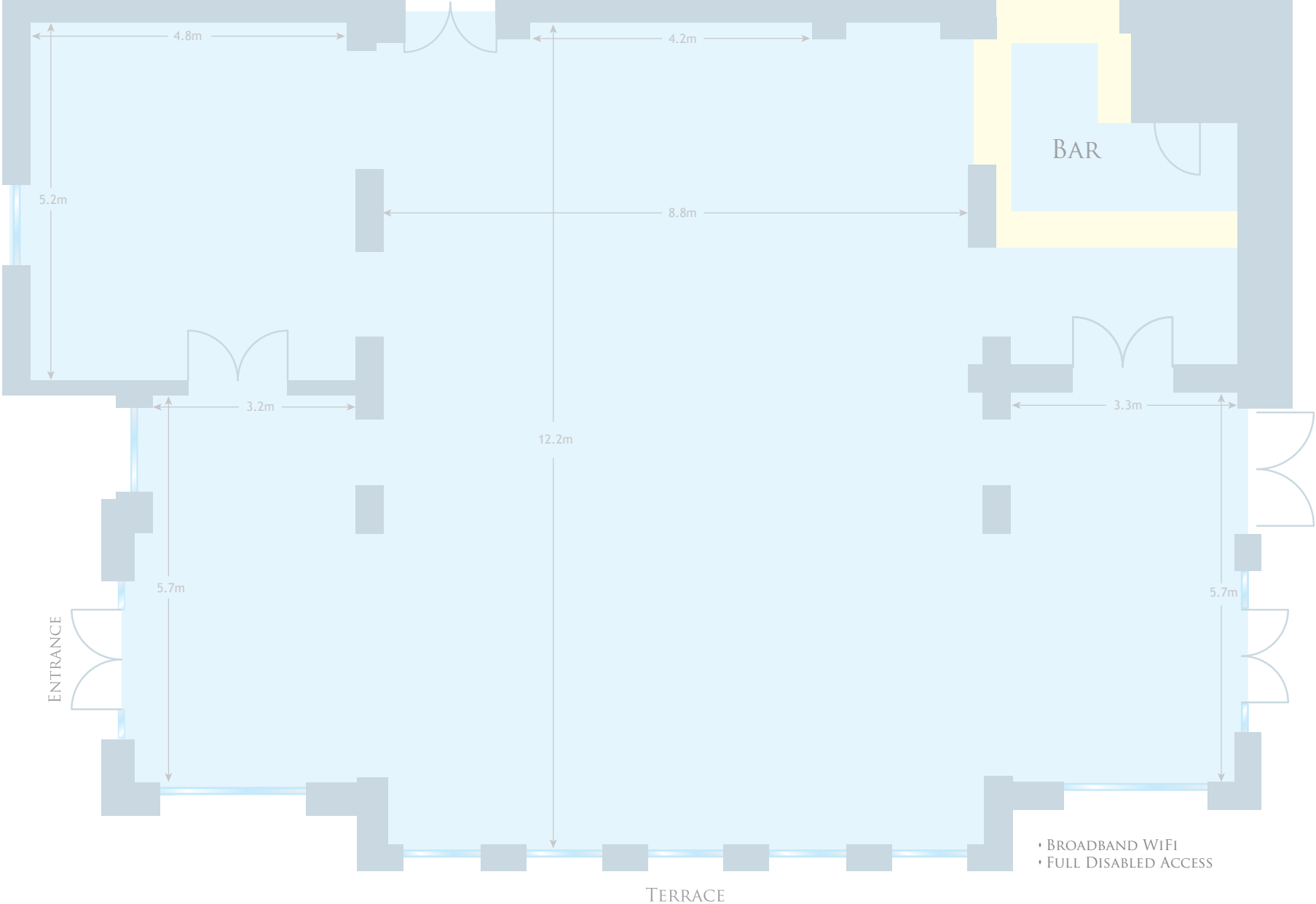
The hire fee includes:

- Expert advice from the first viewing to the departure of your last guest
- Setting up the Belvedere as specified
- Tables and chairs – including high chairs
- Table linen
- A cake knife and cake stand
- China, cutlery and glassware – including reasonable breakages
- A Master of Ceremonies and Banqueting Staff
- Bose PA system and radio microphone
- Discotheque console, speakers and lighting systems
- Fibre optic starlight ceiling
- Personalised table menus, seating plan and table names

The hire fee excludes:

- The Registrar's fees, floral decorations, chair covers, entertainment, photography and the wedding cake

THE BELVEDERE



- BROADBAND WIFI
- FULL DISABLED ACCESS



DRINKS

Reception Drinks

Some of the most popular options for the drinks reception are as follows but we can supply almost anything.

Sparkling Wine, Bucks Fizz and Kir Royale
Champagne, Bucks Fizz and Kir Royale
Pimms, Sparkling Wine and Bucks Fizz
Winter or Summer Pimms
Champagne only
Mulled Wine

Around two glasses per person are provided

Wine to Accompany your Meal

We have extensive wine cellars which can supply the perfect wine to compliment your meal and champagne or sparkling wine to toast the new Bride and Groom. We recommend around half a bottle of wine per guest with the meal. Our full Wine and Champagne List can be found on our website.

The Evening Bar

During the evening party full bar facilities are available in both the Russell Suite and Belvedere. The bar can operate on whatever payment basis you prefer.

Current prices can be found on our website www.pembroke-lodge.co.uk



MENUS

Our team of chefs has an excellent reputation for modern British cuisine. All dishes are freshly prepared in our kitchens and served oven to plate to ensure freshness. We have a wide range of wonderful menus to tempt you and offer two options of service:

Waiter Service – Our dedicated team of banqueting staff will serve the meals at table.

Buffet Service – We will provide a magnificent buffet of your chosen dishes all beautifully presented for guests to select according to their wishes and to be served by our staff.

SAMPLE DISHES

Starters:

- Fresh Steamed Asparagus Spears with Dill Hollandaise and Quails Eggs
- A Grilled Goats Cheese, Tomato and Caramelised Red Onion Tartlet with Rocket and Toasted Pine Nut Salad served with a Balsamic Reduction
- Butternut Squash Risotto with Char Grilled Courgettes, Parmesan Shavings and Truffle Oil





SAMPLE DISHES CONTINUED

Main Courses:

Pan Roasted Halibut with Crispy Fried Leeks and Chevril Beurre Blanc, Mild Mustard Mashed Potato, French Beans and Honey Roast Carrots

Roast Shank of English Lamb with Red Wine and Rosemary Jus, Mashed Potato, Broccoli and Honey Glazed Carrots

Roast Sirloin of Beef with Enriched Gravy, Yorkshire Pudding, Roast Chateau Potatoes, Mange Tout, Carrots and Roasted Courgettes

Desserts:

Chocolate and Orange Mousse with Fresh Raspberries and Toasted Almonds in Chocolate Cases

Brandy Snap Basket filled with Fresh Berries and Cream and served with a Raspberry Coulis

Sticky Toffee Pudding with a Warm Butterscotch Sauce and Clotted Cream

We would also be delighted to provide your guests with canapés to enjoy with reception drinks and also an evening buffet if desired. We can provide childrens' portions and cater for our very young guests with their own exclusive menu. Guests with special dietary requirements are also easily accommodated.

Full details of our menus and current prices are available upon request or by visiting our website www.pembroke-lodge.co.uk





“We wish to thank everyone at Pembroke Lodge for ensuring that the wedding of our daughter last Sunday was a complete success – due in large part to the professional and friendly service we received, the excellent cuisine and the wonderful ambience created. Our guests were so impressed by the service and quality of the food served. In particular we would like to give special mention to Nelson who did an impressive job co-ordinating the sequence of events, ensuring that everything went well and on time. We would also like to commend your Chefs who prepared a dinner that was truly enjoyed by all.”

“We were delighted with the wedding reception for our daughter and her new husband last week and we have already begun to recommend Pembroke Lodge to our friends. When we first met Jean on a cold January day to look around we immediately felt that we would be looked after and this proved to be the case. Everything on the day worked so well. Some of the guests remarked that we were being looked after by a well-oiled machine! The food was excellent and the service beautifully discreet. Adrian, of course, filled us with confidence on the day. Thank you so much for all you did behind the scenes to make this such a special day for us. As our daughter said in a text from their honeymoon – It was the best day of their lives.”

THANK YOU LETTERS

The following are a very small selection from hundreds of thank you letters we receive from our happy couples. These are available for you to read upon request.

“Tim and I were very impressed by the way in which Jean and Louise helped to make our wedding such a special day. Everyone said our wedding was one of the best they had been to and thought the food was delicious, the wine fantastic and the care we were given was second to none. We could not have wished for a better location. Thank you very much for your hard work – you do not know how happy you made us. What a fantastic start to married life.”

“Rebecca and Sam’s wedding last week was such a brilliant occasion and we were showered with compliments from our guests, some of whom are very discerning on these things. We felt so well looked after and realised that any request we made prior to the day would be attended to with smiling service. The food was all we could have hoped for and the service admirable. Thanks to Nelson for being so attentive and welcoming. The Bride and Groom were the last to leave and they relished this short time together before the taxi arrived. All worked very well until the end. I know that on these occasions a lot of hard work is provided by people we are hardly aware of so thanks to the people we didn’t see – who prepared the room, cooked the food and cleared afterwards. Our family and friends were delighted with a most memorable day.”

“We were married at Pembroke Lodge this year and Nelson was our Master of Ceremonies. He was wonderful in every way, assisting with every small detail and calming my nerves on the day. Whenever I turned around he was there enquiring if he could assist. He has a fantastic personality and we feel very lucky that he was able to support us on our special day. Our thanks for everything that he did and to all the staff at Pembroke Lodge who were involved in our wedding. The tables were beautifully decorated and I was delighted with the professional and friendly attitude of all the staff we came into contact with, who seemed genuinely happy for us rather than just treating it as another wedding, which would be easy given the number of weddings you must participate in!”



THE FINER DETAILS

Booking:	Due to excess demand, the only fair basis we can operate is “first confirmed”. We recommend an early inspection and meeting to discuss your requirements. No booking is confirmed until the hire fee has been paid.	Table Plans & Numbers:	We need your seating plans and final guest numbers ten days before the wedding.
Cancellation:	The Hire Fee is not refundable under any circumstances as it represents an estimate of our losses in the event of cancellation by you. We recommend that suitable insurance is obtained for your protection.	Payment:	Settlement of the full estimated amount is required six weeks beforehand and is not refundable. Settlement of any outstanding balance is required upon closure of the bar. No refunds can be made in respect of alterations within 10 days of the wedding as orders will have been placed.
Use of the Lodge:	Pembroke Lodge is an ideal location for weddings and sometimes two weddings can take place on the same day. In order that wedding parties do not encounter each other we ensure that there are at least two hours between arrivals.	Staff Gratuities:	There is an optional staff gratuity of 7.5%.
The Marriage:	We are approved as a venue for civil marriage ceremonies. We will book the date with the Registrar. You will also need to contact your local Registrar to complete some formalities.	Access:	The Park is closed to traffic at dusk (between 4pm and 9pm depending on the time of year). Entry and exit thereafter is via Richmond Gate only, which is manned by our staff. Due to the deer, please ask all drivers to drive with extreme care.
Minimum Numbers:	In the Belvedere there is a minimum of 90 adult guests for the main meal on Fridays, Saturdays and Sundays during the summer. At other times the minimum is 70 adult guests. In the Russell Suite the minimum number of guests for all Fridays, Saturdays and Sundays is 30 adults. In cases where minimum numbers are not reached we will charge a supplement of £35.00 for each missing guest.	Nuisance:	Although it has never proven necessary, we reserve the right to refuse admittance to or remove from the premises any person who is disruptive, extremely intoxicated or in possession of any illegal drug. Amplified music must be played within reasonable limits as determined by our sound limiting equipment.
Licensing:	The Belvedere is licensed to serve alcoholic beverages until 23.45 and the Russell Suite until 22.45.	Force Majeure:	Whilst we cannot be held liable for any event beyond our control, from excessive time for photography to a severe fire, we will always do all we can to help. Again we recommend suitable insurance cover.
Food Safety:	All food and beverages will be provided by Pembroke Lodge.	Special Requests:	Please ask and we will do our utmost to assist.



PLANNING YOUR SPECIAL DAY

Booking

Once you have decided to hold your wedding at Pembroke Lodge you should pay the hire fee to secure the booking.

We will then write to you to confirm and if you are holding your civil ceremony with us we will also book the Registrars.

5 months before the big day

We will invite you to meet your Master of Ceremonies to start planning your day in detail.

This initial meeting will take around 90 minutes and appointments are normally available during office hours on Mondays to Fridays.

6 weeks before

The invoice for the food and wine should be paid.

2 weeks before

We will send you the final draft plan for you to check and confirm.

10 days before

Final guest numbers are required.

The day before your wedding

Delivery of your table decorations eg, place names, favours, candles, cameras, gifts for your wedding party.

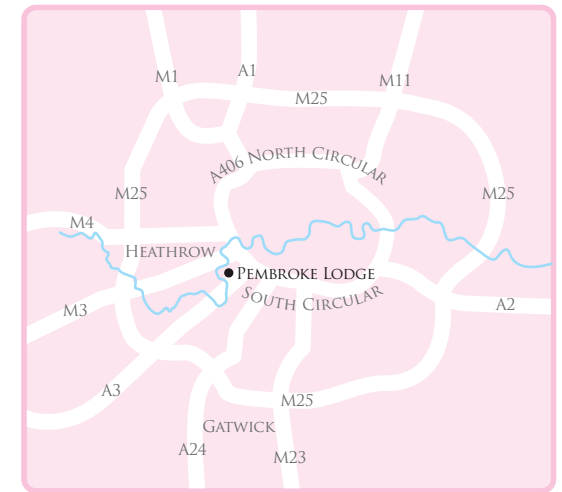
The Big Day

Just relax and enjoy every minute of your day, knowing that you are in caring, expert hands.



HOW TO GET TO PEMBROKE LODGE

M4 (J2) - 2 MILES



FREE ONSITE PARKING FOR 250 CARS.

THE PARK GATES ARE CLOSED AT DUSK, THEREAFTER RICHMOND GATE IS MANNED BY OUR STAFF.

DUE TO THE DEER AND OTHER WILDLIFE, PLEASE TAKE EXTREME CARE WHILST DRIVING IN THE PARK. IT IS A PLACE OF OUTSTANDING BEAUTY - ENJOY IT!



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