

SECRET  GARDEN

*Exclusive Evening
Celebrations*

AT
THE SECRET GARDEN



WELCOME
TO THE

The Secret Garden



The Secret Garden is a captivating, elegant venue perfect to hold your special event.

We offer exclusive hire of our entire venue for your evening event with us - perfect for birthdays, anniversaries, corporate dining and everything in between.

Our Event Areas:

The Coach House | The Chapel | The Glass House | The Gardens

Three indoor areas

Music through our system or space for live entertainment

Fully stocked Bar

Large Walled Gardens

Terrace with Seating

Courtyard Seating

Large Secure Gravel Parking

WELCOME TO THE

The Coach House

The Coach House is our main area - including the main bar area with sofa seating, space for live entertainment such as a band or DJ, bordered by both the Courtyard and Southern Terraces, alongside access into the Walled Gardens.

Minimum hire requirement of 30 guests (midweek) and 50 guests (weekend) with a maximum capacity of 90 guests for formal seated dining and 120 guests relaxed catering.

This room has its own toilets, wifi, fully stocked bar and is central heated in winter months.

This space includes emerald velvet sofas, rustic sideboards with succulents and plants, along with fairy lights across the ceiling beams and a feature mirror wall - However, if you would like to add those personalised touches for your special event, we permit access into the space an hour prior to your timeslot for setting up.



THE *Timings & Details*

Order of Events:

6pm - Hosts arrive
7pm - Guest Arrival to Secret Garden; Canape & Prosecco Reception ***Optional
8pm - Meal is Served
9.30pm - Time to grab your dancing shoes!
11.15pm - Last Orders Called
11:30pm - Bar Closes & Guests Carriages

Our Venue Hire costs are as follows:

Monday - Thursday's - £350.00
Friday's - Sunday's - £500.00

The above cost is venue hire only - we have a minimum guest hire requirement of 30 guests for Mon-Thurs and 50 guests for Fri-Sun.

We are an all inclusive venue and not a dry hire venue; we require you to then choose from one of the below catering packages or if you'd prefer a drinks-only party, there will be a £1,000.00 minimum bar spend.

We have a £100.00 service charge that goes directly to our bar staff and chefs.



Dining Options & Pricing

Sit Down A La Carte Celebration Option 1 - £44.95pp

Prosecco & Seasonal Canapé Reception

followed by

3 Course Meal

Sit Down A La Carte Celebration Option 2 - £39.95pp

Prosecco & Seasonal Canapé Reception

followed by

2 Course Meal

Sit Down A La Carte Celebration Option 3 - £29.95pp

2 Course Meal

Bowl Food Celebration - £24.95pp

Bowls of Savoury and Sweet Served Direct to Guests

Casual Pizza or Paella Celebration - £24.95pp

Wood Fired Pizzas or Paella

2 Courses - Choose from + Canapes or Dessert Buffet

Buffet BBQ - Hot Buffet Celebration £31.95pp

BBQ or Buffet Meal

2 Courses - Choose from + Canapes or Dessert Buffet



IMPORTANT BOOKING

Information & Guidelines

We're delighted to be considered to host your special event with us. In order to make sure your event is run smoothly, we do have some important information and guidelines below that must be read prior to booking.

Deposit & Payments

We require a deposit of £250.00 to reserve your date. Your booking is not confirmed until we have received this. This deposit is non-refundable.

If your group drops below the guest minimum requirement for the space, there will still be a charge for catering for the minimum required guest numbers.

Guest drop outs/cancellations within 2 weeks of your event will not be refunded.

We require full payment two weeks in advance of your event.

Cancellations

If cancelling more than 4 weeks in advance of your event, the deposit payment will be lost.

Cancellations 4 weeks or less in advance of your event will incur a loss of deposit payment along with a £15.00 per person charge.

Cancellations 2 weeks or less in advance of your event will incur a loss of deposit payment along with a £25.00 per person charge.

Cancellations less than a week in advance of your event will incur a loss of the full payment.

Pre Orders & Dietary Requirements

We require all details, including final guest numbers and all dietary requirements to be given to us at least 2 weeks in advance.

For A La Carte dining - we will need guests menu choices completed into one of our templates and returned back to us no later than 2 weeks in advance. If pre-orders are not returned by this deadline, a set menu for all guests will be served. Our menus are seasonal and made with local produce, and therefore change frequently. Please ask the Events team to see an example menu.

We will require a table plan for A La Carte dining and therefore recommend you provide name places/table numbers and a display seating chart.

IMPORTANT BOOKING

Information & Guidelines

Decorating, Details & Setting Up

We permit access into the venue an hour prior for any decorating.
We do not allow: table sprinkles/confetti, any felt tip pens etc. for colouring on our table linen, any nails/sellotape/sticky pads on our walls.

We also do not permit any external catering (in replacement of our own i.e. exclusions are such as celebration cakes or sweet carts) or any drinks to be brought into the venue including alcoholic favours, bottles of spirits or wines. We have a fully stocked bar that all drinks can be arranged through, or will be open as a cash bar all evening to guests.

All decorations must be removed from our spaces prior to your departure. Including any balloons/banners/gas tanks used for filling balloons etc.

We do not offer table linen as a standard - our cloths are charged at £10.00 per cloth for hire. Please let the events team know if you would like to hire these.

The Events team will offer you a choice of set ups and ask for your preference 2 weeks prior to your event.

Any External Suppliers coming to the venue (such as bands/DJ's, other entertainment such as magicians, photographers, venue decorators) must be made aware to the Events Team prior to your event.