

SECRET  GARDEN

*Celebrations of Life
& Wakes*

AT
THE SECRET GARDEN



WELCOME
TO THE
The Secret Garden



The Secret Garden is a captivating, elegant venue perfect to celebrate the life of your loved one.

We appreciate that organising a funeral, memorial service or celebration of life can only add to the anxiety and stress of losing a loved one. Our team of friendly staff are compassionate and on hand to take care of everything you need; leaving you safe in the knowledge that everything is taken care of. We offer two different event spaces for you to choose from:

Our Event Areas:

The Coach House | The Chapel

The two indoor areas all feature:

Music through our system or space for live entertainment

Fully stocked Bar

Access to Large Walled Gardens

Garden Terrace with Seating

Courtyard Terrace with Seating

Large Secure Gravel Parking

Disabled Access

WELCOME
TO
The Coach House

The Coach House is our main area - including the main bar area with relaxed sofa seating, bordered by both the Courtyard and Southern Terraces with outdoor seating, alongside access into the Walled Gardens.

This room has its own toilets, complimentary wifi, and a fully stocked bar.

This space includes emerald velvet sofas, rustic sideboards with succulents and plants, and a feature mirror wall - However, if you would like to add any personalised touches in remembrance of your loved one, we can let you into the space an hour prior to your start time for setting up or you can drop items off to us on the morning of/day before and we'll be happy to set them up for you for ease.

Minimum hire requirement of 30 guests and maximum capacity of 70 guests for formal seating or 120 for casual dining.



WELCOME
TO

The Chapel

The Chapel is situated in the Cobbled Courtyard just off the main Coach House, this space is perfect for a more intimate celebration or to host a memorial service/ceremony alongside hosting the Wake in the Coach House.

This room has its own disabled accessible toilet, complimentary wifi and access into the Coach House for use of the main bar.

This space includes high ceilings with eucalyptus wrapped beams, two beautiful chandeliers, sage green panelled walls, fairy lights wrapping the room and plenty of decorative plants - However, same as with the Coach House, if you would like to add any personalised touches in remembrance of your loved one, we can let you into the space an hour prior to your start time for setting up or you can drop items off to us on the morning of/day before and we'll be happy to set them up for you for ease.

Minimum hire requirement of 15 guests and maximum capacity of 40 guests for formal seating. For a service, it has a maximum capacity of 70-80 Guests.



HOSTING WITH A

Personal Touch

Here at The Secret Garden, we always want to make planning your event easy and stress-free - even more so when its the difficult event of planning a loved one's funeral and wake.

We have two options for holding a Celebration of Life here at Secret Garden.

Whether you hold the service at a local Crematorium and then join us for the Wake in The Coach House (or Chapel for more intimate groups) OR host both the Service in the Chapel and Wake in the Coach House here with us; giving you the option to say your final goodbyes in the peaceful surroundings instead of the Crematorium, and without the added complication of asking friends and family to travel to a different location.

Caskets are able to be brought into the Chapel for the service and kept discreet for nearest and dearest friends and family to have their final moment with their loved one privately after the Service.

Our recommended standard timings are as below:
(These can, of course, be adjusted to your individual need)

Option 1

9am - Secret Garden Team Set Up
11am - Offsite Service at Local Crematorium
12:30pm - Family & friends arrive to Secret Garden
1pm - Refreshments along with tea and coffee served
3:30pm - Guests to depart
4pm - Secret Garden closes

Option 2

9am - Secret Garden Team Set Up
11am - Family and friends arrival
11:15am - Family arrival with Casket
11:30am - Service to start in the Chapel
12/12:30pm - Family & friends time to reflect on life with Casket
12:45pm - Casket to depart
1pm - Light refreshments available
3pm - Guests to depart
3:30pm - Secret Garden closes

THE SECRET GARDEN

Dining Options & Pricing

Formal A La Carte Lunch - £29.95pp

2 Course A La Carte Meal - Menu is seasonal, please ask the Events Team for a copy

Hot Buffet - £29.95pp

Main Course & Dessert Buffet - Menu is seasonal & flexible to your preference

Afternoon Tea Buffet - £24.95pp

Selection of Finger Sandwiches on White & Brown Bread, Homemade Savouries including Sausage Rolls and Cheese Straws, Fruit & Plain Scones with Strawberry Jam & Clotted Cream, & Seasonal Sweet Treats (usually Lemon Drizzle Cake and Freshly Baked Shortbread) as a fully Staffed and Served Buffet (*Includes Tea & Coffee*)

The above are our most popular - we are able to offer some other different styles of catering if none of them suit the refreshments you had in mind. Please do just ask the Events Team.





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Details

Our Venue Hire costs are as follows:

The Coach House - £250.00 *[3 hours hire]*

The Coach House & The Chapel - £300.00 *[4 hours hire]*

The Chapel - £100.00 *[3 hours hire]*

The above cost is venue hire only. If you'd like to extend your time with us, we offer additional hours hire at £50-£100.00 an hour.

We are an all inclusive venue and not a dry hire venue; we require you to then choose from one of the above catering options.

We have a £100.00 service charge that goes directly to our Team on the day.



IMPORTANT BOOKING

Information & Guidelines

We're honoured to be considered to host for you - we will do everything we can to ensure your loved ones Celebration is run seamlessly and sensitively. In order to ensure we can do this for you, we do have some important information 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 1 week of your event will not be refunded.

We require full payment 48 hours in advance of your event.

Cancellations

If cancelling more than 2 weeks in advance of your event, the deposit payment will be lost.

Cancellations 2 weeks or less in advance of your event will incur a loss of deposit payment along with a £10.00 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 approximate guest numbers and all dietary requirements to be given to us at least 1 week 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 1 week 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.