



LAUNCELLS
BARTON

planning your

SPECIAL
DAY



Everything you need to know about getting married at

LAUNCELLS BARTON

So you've booked your wedding at Launcells Barton
and we hope you're as excited as we are to see your day
come together!

By now, you will have received your wedding
co-ordination form which is everything we need to
know to co-ordinate your day! Please fill in everything
that you know so far and get it back to us as soon as
you can. Then just keep updating it as you go along.

This booklet includes some helpful advice and
information so you can plan your day here with us.



LICENSED AREAS

The licensed areas at Launcells Barton are - The Mill Barn, Walled Garden and Sitting room within the house for wedding parties under 20.

Please contact Cornwall Cermonies team as soon as you have booked your date with us, to book your ceremony time:

www.cornwall.gov.uk/advice-and-benefits/marriages

There is a strict legal process that you need to follow in the arrangement of your marriage and the responsibility of organising your ceremony is not something that Launcells Barton can get involved in.

If you are getting married at St Swtithin's Church please contact the church directly to arrange this. Please note that there are certain requirements that you need to meet to get married in church and Launcells Barton can not get involved in these.



CHECK IN AND CHECK OUT

Check-in for a weekend wedding is 2pm the day before your wedding and 11am check-out the day after your wedding.

We only accept deliveries and supplier set ups during your hire period.

When you arrive you will notice that we have shut off the main drive to the house, this is so that guests do not park their cars at the front of the house and then forget to move them on the day of your wedding. The last thing you want is someone's car in the background of all your photos! We ask that all guests park in the guest car park. If you need to unload anything for your stay in the house, please park at the front and then move your car to the carpark after you have unloaded.

The Launcells Barton team will be onsite to greet you and check you in.



THE HOUSE

The house sleeps 12 with 4 pull out beds and 1 travel cot.

The house has 5 double bedrooms including the Bridal Suite and 1 twin room.



ACCOMMODATION

For guests staying within the local area we recommend visiting Bude's tourist information website: www.visitbude.info/accommodation

Towels in the house are provided for all guests.

We require all guests including those stayng in "The Meadows" to check- in and sign the check-in agreement prior to their stay.



TAXI'S

As we are in the countryside we recommend that couples advise their guests to pre-book their taxi's, as they will struggle to get a taxi if they try and ring once the bar has closed.



RECOMMENDED SUPPLIERS

You will find all our recommended suppliers including caterers, photographers etc on our website - www.launcellsbarton.co.uk/recommended-suppliers



COMMERCIAL KITCHEN

We provide a commercial kitchen for your caterers to use. All outside caterers must sign our catering agreement and provide us with the correct industry insurance and food hygiene certificates before we will allow set up. Any caterers not on our recommended supplier list must have an onsite visit before hand.

The venue provides:

- Electricity
- Potable mains water
- Gas
- 2 fridges
- Chest freezer
- Sinks
- Pot wash room
- 2 X 6 burner ovens
- 2 stainless prep tables & 5 plastic prep tables.

We provide a basic kitchen to reduce the cost of hiring catering marquees and equipment to our couples. We request caterers reflected this in their costs to our couples.



SUPPLIER MEALS

As the Launcells Barton team typically work a 12 hour day and are unable to leave the venue or access a kitchen during this time, we do require that they are provided with a hot meal. We will typically have 4-5 on the day staff including your on the day co-ordinator. Please discuss this with your caterer.

A smiling man in a dark blue suit and orange tie is looking up at a wooden beam in a barn. The background is a blurred view of the barn's interior, showing wooden beams and a dark ceiling.

Setting up

We have a long ladder that you are free to use to hang decorations and lighting etc. Couples must have their wedding public liability in place before use.

Couples are able to use drawing pins & blue tack to hang decorations, signs etc. Under no circumstance are couples or their wedding party to drill or hammer any nails or screws into the venue.

When your hire period begins, the venue will be handed over having been cleaned and will be available for you to use. Any mess and rubbish made after this point is your responsibility. Launcells Barton do not have cleaners on site after you have checked in to tidy this up before your wedding.

Measurements

MILL BARN MEASUREMENTS:

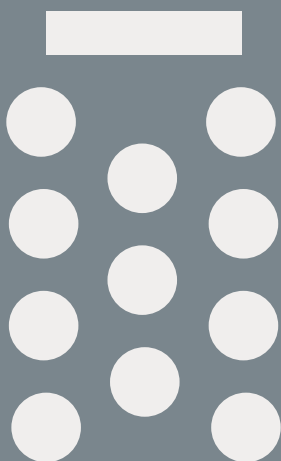
6 meters wide by 16 meters long and 3.8 meters high
There are 5 beams, the 6th is against the far back wall
Distance between each beam ranges from 2.5-3 metres

RECEPTION BARN DINNING SPACE MEASUREMENTS:

9 meters by 17.5 meters long.
The large window is 9 meters wide
There are 3 beams in the main dining area, each 5 meters across.
Distance between each beam is 4.5 metres (9 metres between the first and last beam in the reception barn)
The door way from the bar is 80cm wide. Please make sure you do not obstruct the doors.



EXAMPLE Dining layouts

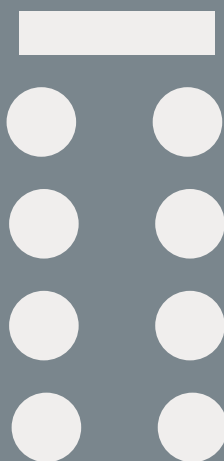


OPTION ONE

*Wishbone with
trestle top table*

Maximum capacity:
155 with 12 round
tables plus 11 on the
top table

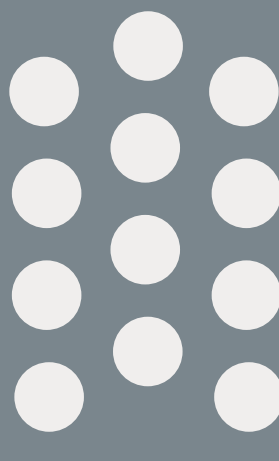
Maximum capacity of
room- 200 with trestle
tables (hire of additional
tables would be required)



OPTION TWO

*Rows of 2 with
trestle top table*

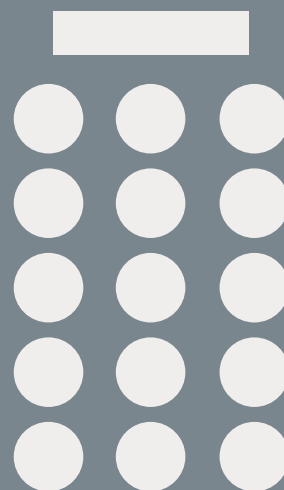
Maximum capacity:
131 with 12 per round
table and 11 on the
top



OPTION THREE

*Wishbone with
round top table*

Maximum capacity:
156 with 12 per round
table and 12 on the
top table



OPTION FOUR

*3 rows across
+ a top table.*

Maximum capacity
on rounds 159- this
configuration is very tight
and we would
recommend trestle tables
if numbers exceed 140.



TABLES

16 x 6ft round tables | Seats 10 comfortably, but 12 at a push.

4 x 6' X 2.6' trestle tables

If you are having a long top table the tables configure accordingly:

- 3 tables together seats 9 along the back with 2 either side
- 2 tables together seats 6 along the back with 2 either side

All tables are 76cm high.

1 rustic cake table- 45cm wide, 180cm long and 77cm tall. *Please note we do not provide a cake knife.

Rustic Wooden Trestles: 6' x 2.6' - Seat up to 120 people.



CHAIRS & BENCHES

200 x Lime wash chivari chairs

Mill Barn Indoor wedding:

Benches for up to 90 people - seating 5/6 per bench or chivari chairs

Walled Garden:

Benches for up to 90 people - seating 5/6 per bench.

For outdoor ceremonies in the walled garden, we can only allow benches for seating

5 x Highchairs



GLASSWARE

Launcells Barton takes care of all the drinks and glassware.

Each table setting will be set up with:

1 x wine glass, 1 x flute glass for toast and 1 x water tumbler.

Each table will have water Karafes (topped up throughout the meal).

We will place 1 bottle of each chosen colour out on each table and top up where needed throughout the meal. We do not provide- crockery, cutlery, table cloths or napkins. Your caterers will normally provide these or hire them in.



DRINKS

All welcome, table and toast drinks must be pre-paid to enable us to order and stock the bar correctly.

If you wish to put an amount behind the bar for your guests to enjoy during your day, this must also be pre-paid.

Only beers, ciders or ales that have been pre-paid for your welcome drinks will be presented in the galvanised ice bath.

Welcome drinks are served from the rustic trestle table on the patio in the courtyard or in the Mill Barn if the weather doesn't allow for your drinks reception to be outside.





EVENING ENTERTAINMENT

After your meal our team will go in and remove tables and chairs to create an area for your evening entertainment. This works well at the top of the barn underneath the big glass windows, in front of the double patio doors. We will ensure that there is enough seating and tables left for your guests.

Please ensure that you liaise with your band or DJ about set up times, as these can vary from band to band and they won't be able to set up until after your meal and the room is being cleared. If your band or DJ has requested a room to change in, please make sure you have organised this space.

Please check your contract carefully with your band, if they have requested food or drink, it is your responsibility to ensure provisions have been made. We will not open a bar tab for your band unless this has been prepaid.

We do not have a designated changing room for your band.

There is no sound limiter onsite.



DAY AFTER TIDY

All couples are required to take down any decorations, signage etc that they have put up by their check out time and leave the venue in an acceptable manner. If your suppliers are coming to take down any decorations or collect any hired items, then please advise them that this must be done within 24 hours of your wedding.

Please ensure all hired items including table cloths and napkins are packed up ready to be collect before you check-out.

Any left over food waste and rubbish must be put in the black bags provided before check-out.

We can not be responsible for items left.



LB

TRELLO

8 weeks before your wedding we will set you up on Trello with your own board. This is so we can keep all your information and communication in one place and nothing is missed.

Please look out for your email asking you to join your board 8 weeks before your day.



Things to

REMEMBER



No alcoholic favours are permitted.

Guests are not permitted to stay in camper vans and motor homes overnight.

Wedding Cake

We can not cut or move your wedding cake and we don't have a cake knife we can provide- please speak to your caterer to arrange this.

Guests and family members are not permitted to use the Commercial Kitchen in the Reception Barn.

Tractor ride

Please bare in mind this is weather dependant and if the ground is too wet, we can't take you out on the tractor as you will get covered in mud!

Natural confetti only please

Card payments only

Candles

We do allow candles, but they must be in a vase or candlestick.

Last orders 11.30pm/ bar closes 11.45pm

One month

CHECKLIST

*What we need
from you 1 month
before your
wedding*

- ☐ All final numbers and drinks packages ordered and paid
- ☐ Seating plan
PDF layout of how you would like the tables set up, with how many chairs are required for each table. Please highlight any children and their ages along with any non-drinkers, so we can ensure they are given the appropriate glassware
- ☐ House guest list
- ☐ Wedding insurance certificate
- ☐ £1000 refundable security deposit paid.
- ☐ Final co-ordination form
- ☐ Confirm whether Launcells Barton will be doing announcements during the day or if you have a Master of Ceremonies?



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