



- HIGHCLIFFE CASTLE -

WEDDINGS  
2022 - 2023

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## HIGHCLIFFE CASTLE



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### OUR HISTORY...

Built in the 1830s, Highcliffe Castle is the realised vision of the rather extravagant Lord Stuart de Rothesay.

Created with entertainment in mind, the Castle has been home to a number of royal and notable guests over the years.

With its Medieval and Renaissance carved stone and Gothic revival features, our Grade 1 listed building is truly special.

Having withstood two fires, Highcliffe Castle rises like a phoenix, majestically overlooking the Isle of Wight & Christchurch Bay from its cliff-top location.

Holding your wedding at Highcliffe Castle allows you to create your own unique story, which will be treasured for years to come.

### LOCATION

The Castle is located on the outskirts of Highcliffe village. Nestling on the border of Dorset and Hampshire, Highcliffe is an award winning floral village, situated between beautiful beaches.

#### By Road...

The Castle car park currently provides 100 spaces, including a bay designated solely for parking wedding cars, which has 30 spaces. Input, BH23 4LE into your Sat Nav for directions.

#### By Air...

We are within easy access of Bournemouth International Airport (6 miles) and Southampton Airport (25 miles).

#### By Train...

The nearest train station is Hinton Admiral – a 20-minute walk to the Castle.



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## A GUIDE TO YOUR CEREMONY

### THE WINTERGARDEN

The Wintergarden can seat up to 110 guests for your ceremony.

We provide two large floral arrangements presented on pedestals, as well as hurricane lanterns and a personalised wedding sign.

You may take full advantage of the baby grand piano or perhaps you might hire a string quartet to complement the fabulous acoustics of the room.

Alternatively, simply upload your favourite playlist to your phone or tablet to be played through our media centre.

### DRINKS & PHOTOGRAPHS

After your ceremony you and your guests can enjoy a drinks reception, which can be served on the lawn directly outside the Wintergarden, or in the Drawing Room.

You can choose to purchase drinks directly from the Castle, or provide your own fizz, beer and soft drinks for a corkage fee. We will store, chill and serve these for you after the ceremony.



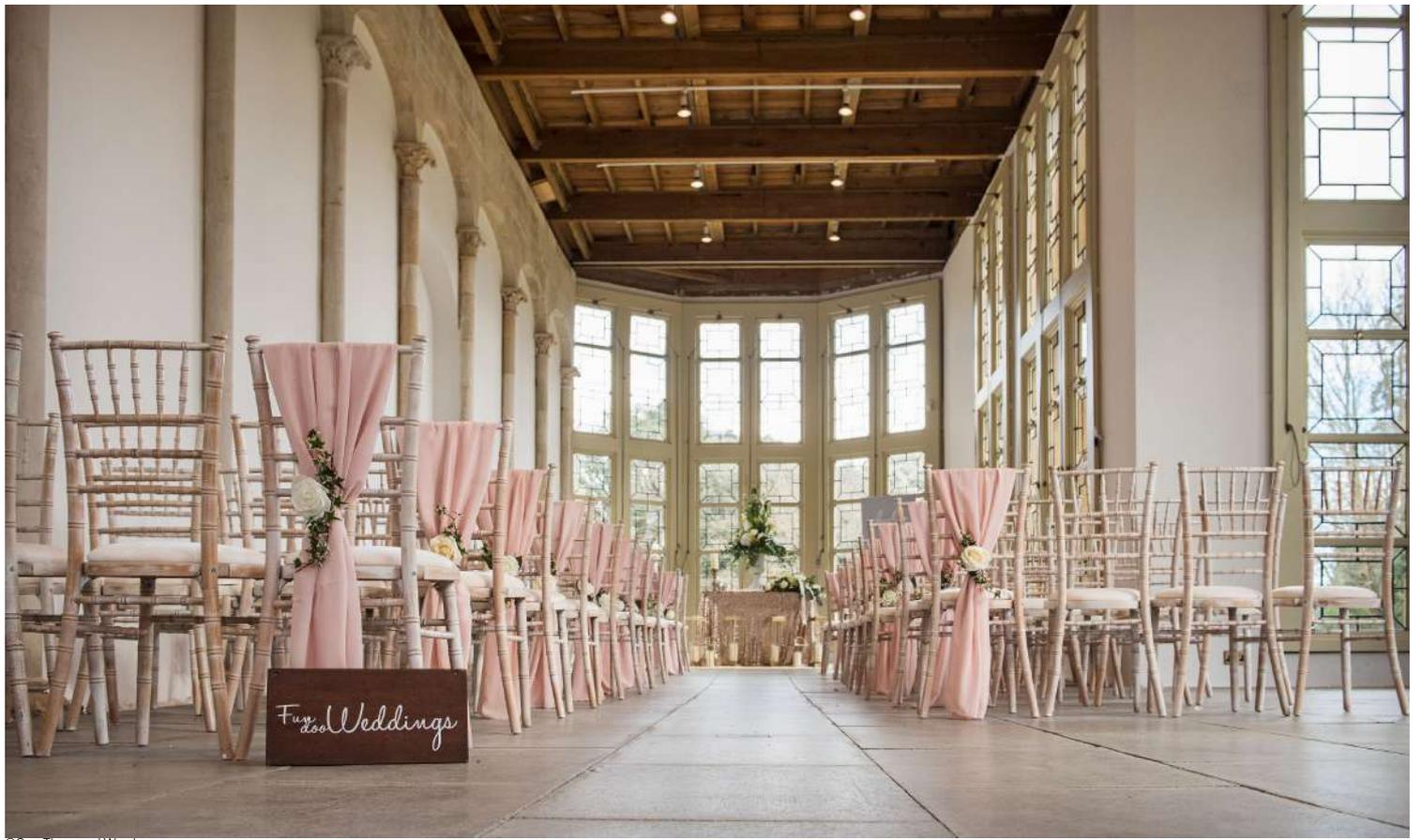
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#### TIMINGS- CEREMONY ONLY

- 11:30 Guests and Partner One arrival
- 11:45 Partner Two arrival
- 12:00 Ceremony in the Wintergarden
- 12:30 After ceremony drinks & photographs
- 13:00 Leave for reception venue

#### TIMINGS- CEREMONY & RECEPTION

- 14:00 Guests and Partner One arrival
- 14:15 Partner Two arrival
- 14:30 Ceremony in the Wintergarden
- 15:00 Drinks and photographs
- 16:15 Couple and guests to take their seats
- 16:30 Wedding Breakfast
- 18:15 Drinks to be served for speeches
- 18:45 Cake cutting
- 19:15 Evening guests to arrive
- 19:45 First Dance
- 21:00 Evening buffet
- 23:00 Carriages\*



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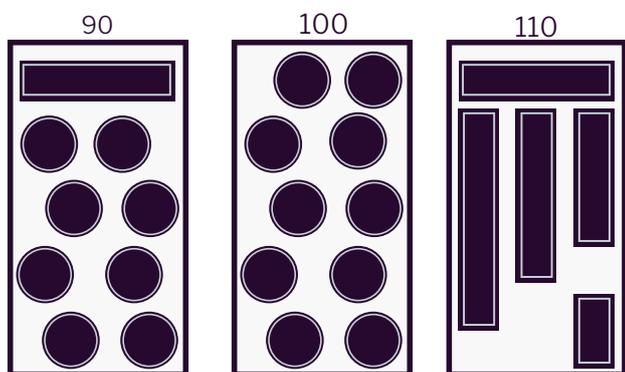
# THE GREAT HALL

When it comes to planning your perfect romantic reception, Highcliffe Castle can offer you two unique choices.

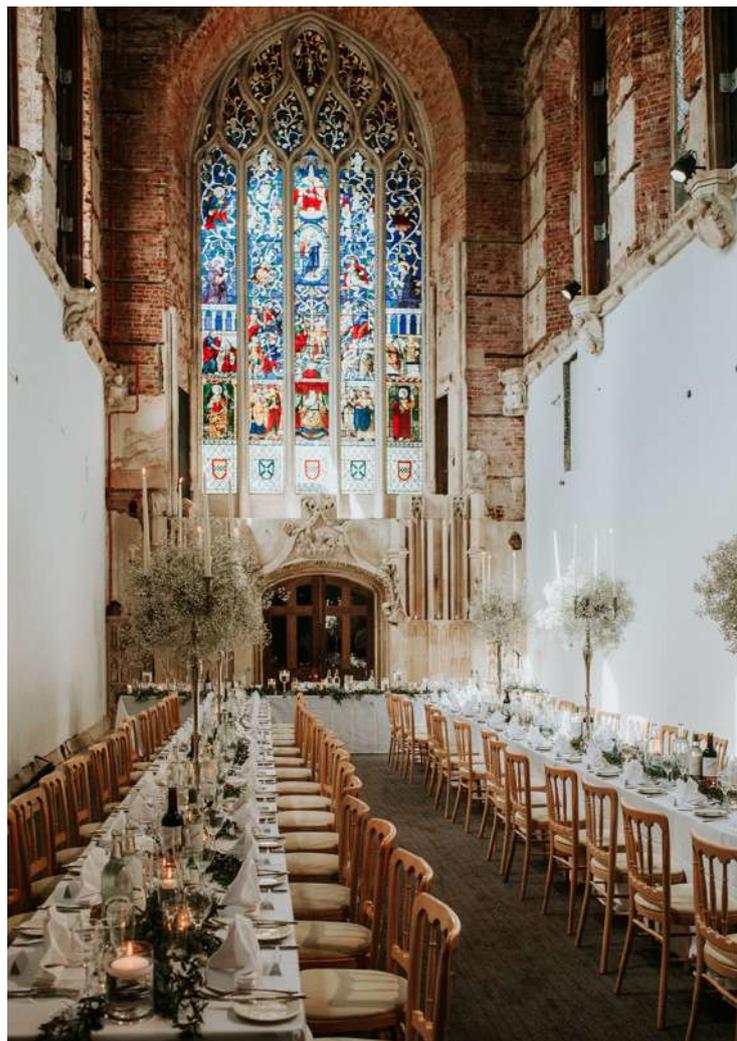
They both reflect the timeless style you would expect from a Grade 1 listed castle but each has their own character and style.

You can dine in the majestic Great Hall, with its stunning 30 foot high stained glass Jesse Window creating a spectacular backdrop for your first meal as a married couple.

The Great Hall can seat up to 110 guests.



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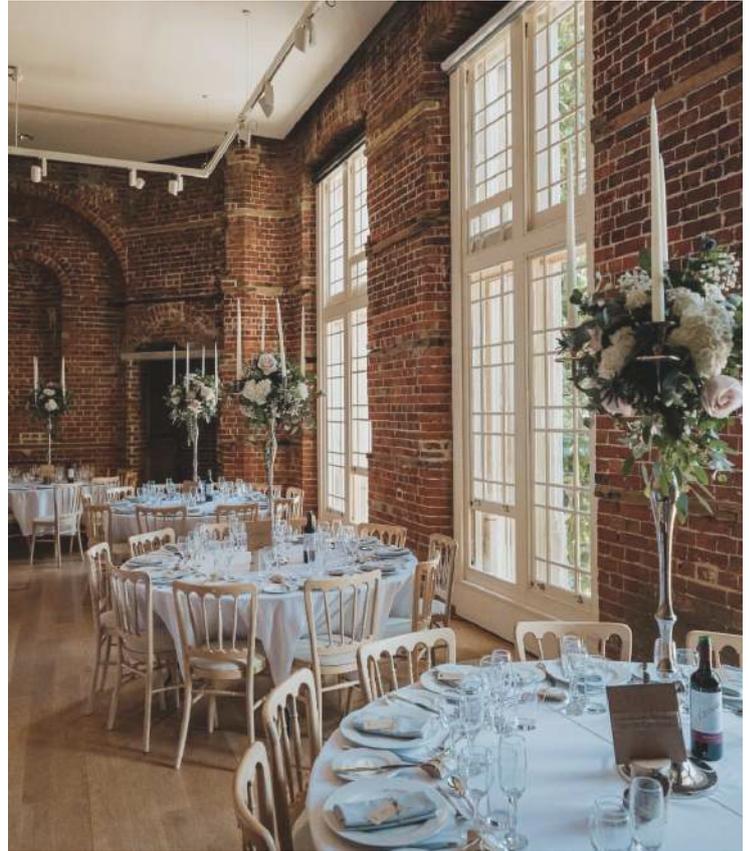
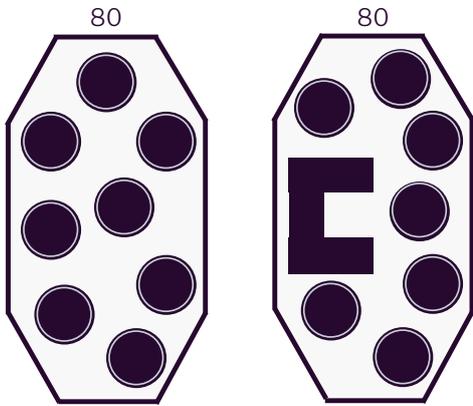
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## STATE DINING ROOM

Alternatively, your Wedding Breakfast can be served in the atmospheric State Dining Room, featuring exposed brick work and full length windows that allow you to take in the breathtaking views of the Isle of Wight Needles.

The State Dining Room can seat up to 80 guests.

You are of course welcome to invite additional evening guests.



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## CATERING AND DRINKS

Our caterers have been chosen for their amazing food, high quality customer service and their understanding of working within our Grade I listed building. Our Weddings Team can offer guidance as to which caterer might best suit you, based on your taste and budget. You will then be asked to deal personally with your chosen caterer to allow for a bespoke service for your first meal as newly-weds.

Please ask for more information on the selection of hand-picked caterers available to you.



### Castle Corkage

Provide your own:  
fizz, wine, beer and soft drinks  
for after ceremony drinks and  
the wedding breakfast\*

\*Please note corkage finishes when you  
leave your wedding breakfast room. We will  
pack all unused bottles away and any opened  
will be available for your guests to enjoy in  
the evening.

### Castle Drinks Package

1 glass of fizz after the ceremony  
Half bottle of wine per person during the meal  
1 glass of fizz for the toasts

Soft drinks for children to enjoy after the  
ceremony and during the wedding breakfast.



## THE DRAWING ROOM & CASTLE BAR

The Castle Bar will open at 16:15 to serve your guests throughout the evening. The bar accepts card or cash and will close 15 minutes before the end of your hire. This is usually 23:00 but you do have the option to extend to midnight for an additional fee should you wish.

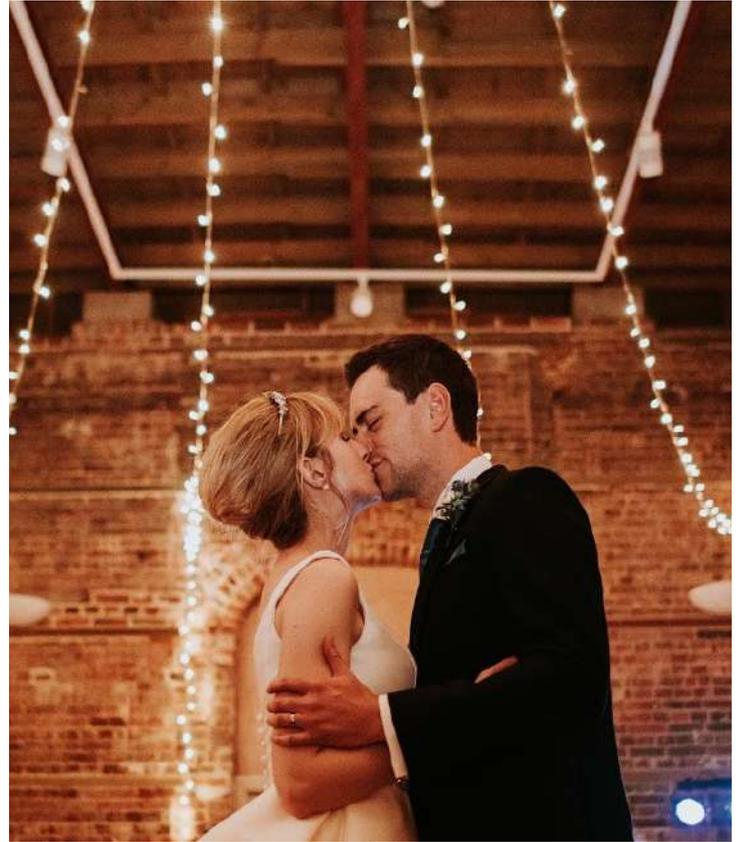
Your party will have use of the Castle Bar, which provides a lively hub, linking your choice of Dining area to the Drawing Room, where you can dance the night away with a band or DJ of your choice.

Guests can remain in the dining area which doubles up as a more relaxing lounge throughout your evening reception.

### A LITTLE EXTRA...

Fancy adding a little extra to your evening to really get the party started? Our Weddings Team can offer advice on options you might wish to consider including:

- Photobooth
- Casino
- Sweet cart
- Sparklers



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## FREQUENTLY ASKED QUESTIONS

### How much is the deposit to secure our wedding day?

Ceremony only deposit is £500.00 and ceremony and reception deposit is £1000.00. Please note, this payment is non-refundable.

### Do we need to contact the Registrars?

As soon as you have booked your wedding with us, please contact BCP Council Registrars to organise your ceremony.

### When is our remaining balance due?

Your final balance is due six weeks before your wedding. Payment can be made via BACS or credit/debit card over the phone.

### What staff will be available on the day to help our wedding run smoothly?

Your wedding day will be fully supervised by our Wedding Coordinator and an Events Assistant. In addition there will be a Wedding Steward inside the Wintergarden, before, during and after your ceremony. They will be able to help with any questions your wedding party may have or any special assistance you or your guests may require. Your after ceremony drinks will be served by our bar staff.

After your first dance, the Wedding Coordinator will hand over to a Front of House Manager who, along with an Events Assistant, will be available for any support you or your guests require until the end of the day.

### What parking facilities do you have at Highcliffe Castle for our wedding day?

On the day, we have a designated parking steward who will direct your guests to the designated wedding bay. Here 30 parking permits will be handed out allowing free parking in the bay only.

### Do you have a projector and screen we can use for speeches?

We do have a projection screen available in the Dining Room and a white wall in the Great Hall as well as a projector. If you would like to use these for your speeches please let the Weddings Team know at least a month before the wedding. There will be no extra charge for this. However, we do ask you to bring your own laptop and HDMI cable.

### What heating and air conditioning systems do you have at the Castle?

Wintergarden - we are able to provide some electrical heaters as well as some floor fans. However, if you wish you may contract external suppliers to provide any extras you require, which would require an electrical PAT test certificate.

The Great Hall and The Dining Room - both rooms have underfloor heating which is turned on later in the year. Floor fans are available during the spring/summer time.

Drawing Room - floor fans can be provided during the spring/summer time.

### Do you have Highchairs?

We have four highchairs available at the Castle for your guests to use during the wedding breakfast. Just indicate on your seating plan where they are required and we will ensure they are available on the day.

### Are we allowed dogs as part of our wedding?

Yes! it's really special when your pets play a part in your wedding day. We just ask that someone in your wedding party is nominated to care for them whilst on site.

### Do you allow Fireworks / Chinese Lanterns / Sparklers?

We are located in a wooded area which means we are prohibited from allowing any fireworks or Chinese lanterns to be used. However, as an alternative, we recommend purchasing sparklers which can be used in our grounds. We would ask you to provide two buckets for your sparklers. One filled with sand for the sparkler collection and one empty bucket to store 'ready to go' sparklers. We would also ask you to provide your own lighters.

### Do you allow confetti/ petals at Highcliffe Castle?

Artificial petals or larger confetti can be used in the Wintergarden only. Unfortunately we cannot allow confetti to be thrown in the Castle grounds or on the Wintergarden steps. A nice alternative for outdoor shots is the use of bubbles.

### When will you organise our final details meeting to discuss our wedding with you?

If you are just having your ceremony with us, the Weddings Team will send you a final details form to complete and return to us. For receptions, approximately two months before your wedding at the Castle, we will arrange your final details meeting. We will ask you to bring all the necessary information about your suppliers (contact details, a list of decorations, certificates etc) so we have everything we need to know about your special day. During this meeting, we will book you in for a rehearsal and deliveries needed before your wedding. This meeting can be held in person at the Castle or alternatively via Skype.

### Will we have a rehearsal for our ceremony at the Castle?

We advise all couples to attend a rehearsal at the Castle the day before your wedding. If you don't get a chance to book this during your final details meeting, please give us a ring on 01202 093377. If you are unable to make a rehearsal please read this FAQs section carefully as it will contain all of the information you need.

### Who needs to attend our rehearsal?

We recommend bringing the key members of your wedding party with you to practice walking in and the timings to the music.

### How and when do we deliver our decorations and/or drinks to you?

We will be booking you in for a delivery of your decorations and/or drinks during your final details meeting. Deliveries are normally booked in a day or two before your wedding day. We would ask you to box everything up and label boxes based on your table numbers (all place cards, favours etc for a specific table to be placed into one box).

### When do we collect our items after our wedding day?

After your ceremony and reception, you may wish to collect any remaining drinks as well as your decorations. There are a few things that must be collected at the end of your wedding night - your cards, gifts and any remaining cake. The rest can be collected within two working days after your wedding. We would ask you to arrange your pick up time and date with one of the team members by contacting us on 01202 093377 if this hasn't been done at your final details meeting.



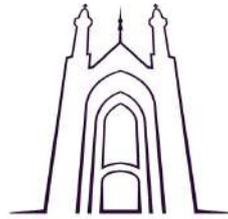
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# HIGHCLIFFE CASTLE

To arrange an appointment:

Phone us on 01202 093377  
or email [weddings@highcliffecastle.co.uk](mailto:weddings@highcliffecastle.co.uk)

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