



*Wedding Brochure*  
**2022-2023**

# *Welcome*

The Maltings, alongside the Cathedral, is arguably one of the City's distinguishing landmarks, set in the beautiful surroundings of Ely riverside, with stunning views over the river Ouse and Marina, and is the perfect wedding venue.

We pride ourselves on our friendly and high-quality service, and are a fully licensed venue, able to provide a staffed licensed bar until late.

We are also licensed for wedding ceremonies.

The Maltings includes four main areas available for hire, from the beautiful Kempen room which overlooks the marina-perfect for smaller wedding ceremonies, to the atmospheric Elysian Hall which can accommodate up to 300 guests and includes a full stage, green room and changing rooms.

With excellent road links to the A14, A1 and M11, Ely's rail station is just a 5-minute walk away with quick links to Cambridge and the surrounding areas.

We look forward to welcoming you to our beautiful venue!



## *Our Rooms*

We are able to offer four separate areas within The Maltings, and aim to meet your full requirements. For larger scale weddings we are able to offer whole or part venue hire options, ask us about prices!

### *Ground Floor Foyer*

Through the main entrance to the venue, the spacious ground floor foyer has lovely views of the marina and river. This space makes an ideal welcome area for canapés and arrival drinks.

The entrance foyer has access to our beautiful garden seating area, which is licensed for outdoor use until 11.00pm.



**The Entrance Foyer**

### *The Orsay/ Bar Lounge*

Our fully licensed bar is situated next to the main hall, with easy access to toilet facilities and the entrance foyer.

Situated to the side of our main stage on the ground floor, the Orsay Lounge offers the perfect space for buffet style catering. The area can also be used for additional seating for your guests to relax and socialise with drinks. The lounge can also be partitioned off to create two separate smaller areas.



## *The Elysian Hall*

The atmospheric main hall, with high vaulted ceilings and original wooden beams, situated on the ground floor, is ideal for large wedding ceremonies, traditional wedding breakfasts and receptions.

The Elysian Hall is a highly versatile space; the exposed original brickwork provides neutral tones to allow you to introduce any colour scheme and style.

The main stage in the hall acts as a great focal point for any band or entertainment, and includes a green room and upstairs changing area for artists and performers.

We are happy to accommodate your preferred layout and can allow room for a good size dance floor.



**The Elysian Hall**

## *The Kempen Room*

The beautifully light and bright Kempen Room is located on the first floor and overlooks the stunning riverside marina.

The Kempen Room is the perfect space for wedding ceremonies, with a maximum capacity of 70 people. There is a wheelchair lift to make the room accessible for all of your guests.

The walls and ceiling can be draped at a bespoke cost to transform the entire space.



The Kempen Room with drapes

*Should you wish to hold your ceremony at The Maltings, please contact the Ely Registry Office:*

*Registrar costs are in addition to our venue hire and can be obtained from the registry office.*

## *Our Packages*

We endeavour to create bespoke packages to suit your individual requirements and budget; whether you would prefer an intimate gathering, an informal party or a traditional wedding breakfast we are happy to assist you throughout the whole experience to ensure your special day is memorable and stress-free!

### *Ceremony Only*

This is based on a 2-hour hire. 45 minutes before the ceremony is due to start to allow guests to arrive and your interviews with the registrars. 30 minutes for the ceremony (this is the average time) and then 45 minutes for photos and your guests to leave.

You can add on additional hours at a set price if required.

### *Kempen Room:*

**£200+vat** to include chair covers and sashes for maximum of 70 guests

### *Elysian Hall:*

**£350+vat** to include chair covers and sashes for 100 guests – additional chair covers and sashes can be added on for £1.25 +vat per chair to a maximum of 200 guests.

### *Reception Only*

This is based on an hourly venue charge – there is no set timings that you can hire us from.

Ground Floor Hire: £110+vat per hour

Chair covers and sashes (max 2 colours); £1.50+vat per chair

Kitchen Hire – if using external caterers: £200+vat

Door Security – if over 70 guests: £19+vat per hour

DJ from 7pm-12am: £350+vat

Hog Roast/Bufetts: From £13+vat per person

## *Intimate package*

*£800*

For 20 guests

Monday – Thursday

### *Includes*

The beautiful Kempen Room for your wedding ceremony

- Exclusive hire of the Kempen Room from 11am-6pm to include all set up time
- Inclusive use of the outdoor garden area, picnic benches, parasols and blankets, with picturesque riverside views for photographs
- Professional Events Manager to offer support and assistance throughout the planning process and on the day
- Fully staffed licensed bar
- Tables and chairs to your preferred layout
- White table cloths
- White chair covers and coordinating sashes from stock colours (if colour not available, can be ordered in at a cost of £2 per chair)
- 12inch Mirrored centrepieces with LED candles
- 14inch round Wedding cake stand and knife
- Arrival glass of Prosecco per guest
  - Glass of Prosecco to toast for each guest
- Half bottle of House Wine per guest for the table (Over 18's only)
- Buffet - • Selection of Finger Sandwiches • Selection of Quiches • Hand-cut Crudités & Dips • Homemade Mini Chicken Tikka Naans • Honey & Sesame Glazed Cocktail Sausages • Selection of Homemade Cakes or Fresh Fruit Platter • Crisps, Breadsticks and Dips and Sausage rolls.

*The Deluxe*  
*Mid-Week Wedding Package*

*£3,000*

For 50 guests

additional guests can be added

*Includes*

The beautiful Kempen Room for your wedding ceremony

- Exclusive hire of the Kempen Room from 11am-6pm to include all set up time
- Inclusive use of the outdoor garden area, picnic benches, parasols and blankets, with picturesque riverside views for photographs
- Professional Events Manager to offer support and assistance throughout the planning process and on the day
- Fully staffed licensed bar
- Tables and chairs to your preferred layout
- White table cloths
- White chair covers and coordinating sashes from stock colours (if colour not available, can be ordered in at a cost of £2 per chair)
- 12inch Mirrored centrepieces with LED candles
- 14inch round Wedding cake stand and knife
- Arrival glass of Prosecco per guest
- Glass of Prosecco to toast for each guest
- Half bottle of House Wine per guest for the table (Over 18's only)
- Two course wedding breakfast (to be pre-ordered 4 weeks before wedding)

*Additions available*

- Additional guests to be charged at £50pp
- Drink upgrade available
- Hiring time extension



## *Deluxe Package*

*£145pp*

*Min 70 guests / max 150 guests*

### *Includes:*

- The beautiful Kempen Room or Elysian Hall for your wedding ceremony
- Exclusive hire of the whole venue from 9.00am-1.00am to include all set up time
- Inclusive use of the outdoor garden area, picnic benches, parasols and blankets, with picturesque riverside views for photographs
- Professional Events Manager to offer support and assistance throughout the planning process and on the day
- Fully staffed licensed bar until midnight
- Tables and chairs to your preferred layout
- White table cloths
- White chair covers and coordinating sashes
- Mirrored centrepieces with LED candles and flowers
- Wedding cake stand and knife
- The Maltings resident DJ who is happy to create a bespoke playlist and colour coordinated lighting to suit your theme from 7pm
- Door security from 7pm
- White or Black drapes for the Kempen room (3 walls – leaving windows open)
- White or Black drapes with lighting for Elysian Hall
- Uplighters in desired colour for Elysian Hall
- Flowers by Enchanted Flowers – Bouquet, maid of honour, 2x bridesmaids' bouquets, Groom's buttonhole, 5x buttonholes, 4x corsages, Foyer display, table centres for 8-10 tables, top table, cake top and 2x thank you bouquets
- The Maltings canapé selection\*,
- Arrival glass of Prosecco or Bottled Lager per guest
- Glass of Prosecco to toast for each guest
- Half bottle of wine per adult
- Three course wedding breakfast (to be pre-ordered 4 weeks before wedding)
- Evening Buffet or Hog Roast

# *The Maltings Full Package*

***£100pp***

*(min 50 guests/ max 120 guests)*

## *Includes*

- The beautiful Kempen Room or Elysian Hall for your wedding ceremony
- Exclusive hire of the whole venue from 10.00am-1.00am to include all set up time
- Inclusive use of the outdoor garden area, picnic benches, parasols and blankets, with picturesque riverside views for photographs
- Professional Events Manager to offer support and assistance throughout the planning process and on the day
- Fully staffed licensed bar until midnight
- Tables and chairs to your preferred layout
- White table cloths
- White chair covers and coordinating sashes
- Mirrored centrepieces with LED candles
- Wedding cake stand and knife
- The Maltings resident DJ who is happy to create a bespoke playlist and colour coordinated lighting to suit your theme from 7pm
- Door security from 7pm
- The Maltings canapé selection\*
- Arrival glass of Pimms No.1 and lemonade for each guest (Bronze drinks package)
- Glass of Prosecco to toast for each guest (Bronze drinks package)
- Three course wedding breakfast (to be pre-ordered 4 weeks before wedding)

*Additional hours outside of the package time can be arranged and paid for at our hourly rate if needed*

## *\*The Maltings Deluxe & Full Package food and drink- what's included?*

### *The Maltings Canapé Selection*

- Mini crab cakes with a sweet chilli dip
- Quail eggs with homemade celery salt
- Mini naans topped with chicken tikka & coriander
- Goats cheese tart with homemade red onion marmalade

Our team are happy to discuss alternative options if you would like to change your canapé selection. We are happy to accommodate all dietary requirements and allergies!

### *The Maltings Drinks Package:*

- One glass of Prosecco or bottled Lager per guest on arrival
- One glass of Prosecco per guest to toast
- ½ bottle of wine per adult (Deluxe Package only)

### *Three Course Wedding Breakfast:*

Our chefs are serious about food - They use local produce where possible for the tastiest meals and our other options are sure to impress vegetarians/vegans alike!

We provide professional chefs and front of house staff to serve and clear. White china plates/bowls and cutlery is also provided.



## *Three Course Wedding Breakfast Menu*

Dinner rolls

### *Starters*

- Treacle cured salmon, crème fraiche cream, torn dill and pickled ginger
- Homemade Goats cheese Panacotta with beetroot gel and crushed pistachios
- Individual camembert baked with rosemary and sea salt served with homemade red onion marmalade and dipping breads
- Chicken liver parfait served with pickled root vegetables and warm toasted brioche
- Roasted sweet pepper and tomato soup
- Homemade pea & watercress soup with Parma ham croute
- Turmeric Roasted cauliflower soup finished with coconut milk and coriander
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### *Main Course*

- Pan seared chicken supreme served with dauphinoise potato, tarragon sauce and baby pea shoots
- Roast topside of beef with rosemary roast Elveden potatoes, pan gravy and homemade Yorkshire pudding
- “Posh bangers and mash”  
Local sausages served on a mustard mash with jugs of creamy spring onion sauce and homemade ketchup
- Panko crusted baked salmon with a watercress sauce, roasted vine cherry tomatoes and crushed Elveden potatoes
- Butternut squash, Emmental and quinoa roulade (v) • Ratatouille  
Provençal tian (v)

*All served with panache Vegetables to share*

## Desserts

- Blueberry frangipane tart with a crème fraiche vanilla cream and caramelised almonds
- Lemon & stem ginger cheesecake with chocolate lime run outs and ginger glaze
- Raspberry Crème Brulee with homemade lavender shortbread
- Individual rich chocolate torte with caramelised orange sauce and air-dried mango
- Warm homemade sticky toffee pudding with vanilla ice cream and rich toffee sauce
- Selection of British and continental cheeses with savoury biscuits, celery and grapes



## *Ask about our additions*

- Tea and coffee self-serve station- complete with china cups for £2.00pp + VAT
- Evening catering from £13.00pp + VAT

*If you do not wish to opt for our Full Package, why not choose our Hire Package! You are more than welcome to discuss alternative catering and drinks options with our team as an addition to this package, or you can hire our kitchen for the use of external caterers if you prefer!*



# *The Maltings Hire Package*

**£3,300**

## *Includes*

- The beautiful Kempen Room or Elysian Hall for your wedding ceremony
- Exclusive hire of the whole venue from, 11.00am-1.00am, to include the outdoor garden area, picnic benches, parasols and blankets, with picturesque riverside views for photographs
- Professional Events Manager to offer support and assistance throughout the planning process and on the day
- Fully staffed licensed bar until midnight
- Tables and chairs to your preferred layout
- White table cloths
- White chair covers and coordinating sashes
- Mirrored centrepieces with LED candles
- Wedding cake stand and knife
- The Maltings resident DJ who is happy to create a bespoke playlist and colour coordinated lighting to suit your theme from 7pm
- Door security from 7pm
- Kitchen Hire – if using our caterers – if external caterers a £200+vat surcharge will be applied



## *Drinks Packages*

### *Bronze package £9.00pp*

- One glass of Pimms No.1 and lemonade on arrival for each guest
- One glass of Prosecco to toast for each guest

### *Silver package £19.50pp*

- One glass of Pimms No.1 and lemonade on arrival
- One glass of Prosecco to toast for each guest
- Half bottle of house wine per guest

### *Gold package £35.00pp*

- One glass of Pimms No.1 and lemonade on arrival
- One glass of Champagne to toast for each guest
- Half bottle of house wine per guest
- Bottled still and sparkling water for each table
- After dinner tea or coffee with hand crafted Ely Fudge petit fours for each guest

### *Additions:*

- Upgrade from Pimms and Lemonade to Prosecco- £3.00pp surcharge
- Upgrade from Pimms and Lemonade to Raspberry Royle - £3.50pp
- Upgrade from Pimms and Lemonade to bottled lager – £3.00pp



## *Wine (per bottle)*

### *White*

Chardonnay McGuigan	£19.50
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Pinot Grigio Savino	£19.95
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Sauvignon Blanc Kumi	£19.95
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### *Rose*

Rosatto Savino	£19.50
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White Zinfandel	£19.95
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### *Red*

Cabernet Sauv. Punto de Vista	£19.95
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Shiraz Rock Hopper	£19.95
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Merlot Savino	£19.95
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### *Prosecco*

Follador Treviso Single Service 200ml	£7.50
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Mionetto Prosecco 750ml	£25.00
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*Pre order your wine or Prosecco up to 4 months in advance to  
receive a special discount.*

## *Evening Buffets*

### *Evening Buffet £15.00pp + VAT*

(Choice of 8 from the following)

- Selection of open rolls or finger sandwiches
- Selection of wraps
- Crusty bread selection & pate
  
- Cocktail sausages with honey & sesame glaze
- Cocktail sausages with mustard dip
- Marinated Thai chicken skewer
- Teriyaki marinated chicken kebabs with a hoi sin dipping sauce
- Lemon & rosemary chicken skewers
- Lime & chilli dusted chicken fillet skewer
- Homemade rosemary muffins with smoked ham & peach relish
- Homemade cheese scones with rocket & serrano ham
- Sausage rolls
- Mini Scotch eggs
  
- Smoked salmon blinis
- Mini prawn and rocket tarts
  
- Homemade cracked black pepper scones with chive cream cheese
- Mini sweet onion & feta tarts
- Caramelised red onion mini tarts
- Vegetable samosas with a tomato dip
- Falafel with a yoghurt dip
- Mini naan topped with a feta pesto and cherry tomato
- Crudités & dips
- Brie & grape skewers
- Baby plum tomato, mozzarella & basil skewers
- Home-baked individual mini quiche
  
- Nachos & salsa
- Kettle crisps & breadsticks
- Kettle crisps and dips
- Homemade cheese straws
  
- A Selection of homemade cakes

*Hog Roast £13.50pp + VAT for 50-100 guests any additional guests after 100 will be £8.00pp + VAT*

- Whole or Half Pig (depending on numbers)
- Selection of freshly baked bread rolls
- Apple sauce, stuffing & crispy crackling
- Paper plates, cutlery & napkins
- Pop up gazebo for serving or the machine can be wheeled inside to serve.

*2 trained staff  
(1 to carve & 1 to serve)*

*Add a selection of freshly prepared salads*

- Baby leaf salad
- Tomato & basil Salad
- Homemade coleslaw
- Cucumber & mint Salad
- Roast vegetable & feta couscous salad
- Potato & chive Salad or hot buttered potatoes

**£3.75 per person + vat**

- Selection of homemade desserts

**£4.75 per person + vat**

*All Inclusive of paper plates, wooden cutlery and paper napkins*

*Ask us about alternative catering*



## *Recommended Services*

### *A Special Event*

From the traditional to something a little more unique, A Special Event pride themselves on going the extra mile. Offering a range of quality hire and purchase items for any event including centre pieces, full venue dressing, hanging lanterns, chair accessories and even something for your sweet tooth!

01353 611500 [www.a-specialevent.co.uk](http://www.a-specialevent.co.uk) [info@a-specialevent.co.uk](mailto:info@a-specialevent.co.uk)

### *SHEFS*

**Great Service** with the combination of imaginative food. They are professional, friendly and pay attention to detail; Shefs create that truly memorable event that everyone can enjoy.

**Versatility** whether you are looking to arrange a wedding, a get together for family and friends, a celebration dinner or Corporate entertaining, Shefs have menus bursting with colour and flavours that deliver outstanding quality and superb value every time.

01842 819803

[www.cateringbyshefs.co.uk/index.php](http://www.cateringbyshefs.co.uk/index.php)  
[enquiries@shefs.co.uk](mailto:enquiries@shefs.co.uk)

### *Bradleys Disco*

Bradley's Discos is the premier source for your event's DJ needs. Their goal is to provide outstanding wedding entertainment, where sophistication is reflected through music, lighting, and an overall professional presentation. We combine high energy and style with elegance and class to bring you a rockin' party. No event is too big or small to make a lasting impression. Bespoke playlists and coloured lighting gives a personal touch to your event.

01353669992 [www.bradleysdiscos.com](http://www.bradleysdiscos.com) [sybradley35@aol.com](mailto:sybradley35@aol.com)

### *Hotel Barge Waternimf*

Waternimf is a 1906 Dutch Barge Hotel offering some of the finest accommodation in Cambridgeshire.

One of the nicest things about a wedding is being surrounded by your immediate family and friends and on Waternimf you can enjoy a glass or two of something special on our candlelit deck before the event or later in the evening, and of course all enjoy breakfast together the next day.

The Hotel Barge offers 5 en-suite cabins and separate lounge and dining area. We can moor up alongside the Maltings so ensuring you arrive safely, perhaps if the weather allows we can have a short cruise and deliver you in style.

For more information and to discuss your requirements please call us on 07534 041738. Or check out our website [www.riverretreats.co.uk](http://www.riverretreats.co.uk).

### *Heart Brides*

Heart Brides is one of the largest Independent Wedding Dress retailers in the East Anglia region, selling directly to the public at road shows throughout East Anglia, with shows every 4 -6 weeks in Bury St Edmunds, Huntingdon, March, Cambridge, Harlow, Peterborough, Ely, Kings Lynn, Ipswich, Diss and Norwich. They stock over 180 dresses from size 6 to 30 and our prices range from £299 to £999. Heart Brides aim to make the choosing of your wedding dress one of the most memorable experiences whilst planning your day! <https://www.facebook.com/www.heartbrides.co.uk>

### *Enchanted Flowers*

Elizabeth offers a friendly and professional service. She adds that special touch to make sure each couple gets exactly what they wish for, no matter what the budget.

[Elizabeth.enchantedflowers@gmail.com](mailto:Elizabeth.enchantedflowers@gmail.com)

[www.enchantedflowers.co.uk](http://www.enchantedflowers.co.uk)

07842165417

### *Blushed Studios*

Blueshed believe that what they have to offer is special. Based in Soham, Cambridgeshire Blueshed is friendly, professional and highly equipped multi-use studio centre open to everyone. They are a family run business that pride of themselves on supporting local talent and providing the very best service cheaper than anyone else around.

At Blueshed they hold a large stock of portable staging and scenery panels. Scenery panels are stored in base white and come in various sizes (standard size is 8' 4'). Not only do they have a technical background but they also boast over 50 years of combined experience of working within the fabrication industry. If you require any set, staging or prop construction please don't hesitate to contact them and they will help in any way.

They have over 16 years experience providing tech support for theatre companies and bands alike, so they know what it takes to make you sound and look good. With an extensive range of products, they will help you to choose the equipment you need, check it, deliver it, install it, run it and take it away, cheaper than anyone else around.

01353 723544

<http://www.blueshedstudios.co.uk/>  
[info@blueshedstudios.co.uk](mailto:info@blueshedstudios.co.uk)

### *The Ely Fudge Company*

Ely Fudge Company makes artisan fudge on the premises in Ely fresh every day. It is traditional crumbly, creamy, melt-in-the-mouth fudge and is made in a variety of traditional and modern flavours. Offering a bespoke service, they can either offer you fudge in slabs so family and friends can help you make your favours exactly as you want with your own boxes or packaging, or they can make them up for you to your exact specifications.

01353 654099 [www.elyfudge.co.uk](http://www.elyfudge.co.uk)  
[reallysweet@btconnect.com](mailto:reallysweet@btconnect.com)

### *This Is Photography*

*Amy & Steve*

This is Photography is a husband and wife team who met while studying photography way back in 1999. With a passion for family and landmark occasions in life, they specialise in capturing people from the everyday walks in the park to those one off treasured moments. Their photography is very varied but can be described as 'Documentary', in other words they like get involved and make your experience with them as enjoyable and fun as possible!

07780 9363328

[www.tipphoto.co.uk](http://www.tipphoto.co.uk)

### *Dennis Ruteledge Toast Master*

The role of a Toastmaster is to assist in the organisation of the day to ensure everything runs smoothly and seamlessly as well as formal announcements and with over 40 years as a Toastmaster you can rest assured you're in experienced hands.

01487 824244

### *Circle of Life Celebrancy Service*

Circle of Life East Anglia provide a bespoke independent celebrant service, offering a wide range of ceremonies to cover every life event. Ceremonies include **Baby Naming, Weddings, Civil Partnerships** and **Renewal of Vows**, to a **Funeral** or **Memorial Service** where you can celebrate or reflect on the life of those taken from us in a personal and respectful ceremony.

Located near **Wisbech, Cambridgeshire** and being close to the borders of **Lincolnshire** and **Norfolk** Sue is happy to travel anywhere – **East Anglia** and beyond!

07748 332011

<http://www.circleoflifeeastanglia.co.uk/>  
[sue\\_dewing@hotmail.co.uk](mailto:sue_dewing@hotmail.co.uk)



*The Maltings Wedding Terms and  
Conditions*



## DEFINITIONS

- 'Premises' means the Maltings.
- The term 'we' in this document means The Maltings - City of Ely Council.
- Hirer means the individual person or persons applying to use the Premises for themselves, or on behalf of any organisation. The term 'you' in this document means the user.

## APPLICATION TO USE

1. You must complete our booking form to make a formal application for use. We may ask a nominee known to us to support your application.
2. You may not sub-let or assign the Premises.
3. We may refuse any application without needing to give a reason.

## USE OF PREMISES

1. You can **exclusively use the rooms stated as agreed on your booking form / invoice**. Use of the kitchen and equipment is by prior agreement with us.
2. You must make sure that no undesirable person is permitted to enter the Premises or otherwise make use of the same, and that nobody makes unreasonable use of the Premises or its facilities.
3. Your use of the Premises must not create excessive noise or any other nuisance to the neighbouring residents or other persons. You may be requested to complete and sign a **noise management plan** (attached, Annex 1), which should be returned to the venue management prior to your event.
4. You must arrange for any **necessary licenses** relating to your intended use of the Premises and accept all relevant statutory responsibilities for the event as agreed by the venue management.
5. You must make sure that **nobody smokes or vapes** in any part of the Premises.
6. If we ask you to, you must have registered SIA security staff at your event – dependant on event, this will be at your cost.

7. You must not use decorations of any sort at the Premises without our agreement at arranged times. Any such decorations must be completely removed from the Premises at the end of each period of use. **Bouncy castles are not permitted. We do not allow anything to be hung from high beams in main hall.** No nails or glue should be used, or any fixtures which would damage the walls/any area of the building permanently or leaving residue marks (\*see indemnity and insurance clause). Only use of biodegradable confetti is allowed.
8. You must not interfere with any of our equipment within the Premises. You can bring you own equipment, such as amplifiers, lights, etc into the Premises if we have agreed to it. Your equipment will require an up to date Portable Appliance Test.
9. Any live music must be agreed with the Venue Manager. The Wedding packages include the cost of a disco. Use of an external DJ/Band will incur a surcharge of £60.00. If you wish to use your own supplier for the disco/live music this must be agreed with the Venue Manager and all their equipment must have an up to date Portable Appliance Test. They must also provide copies of their **Public Liability Insurance and complete our Noise Management Plan** (Annex 1) in advance.
10. You must clean the premises after your hire and leave 'as found' with all decorations/rubbish etc removed.
11. It is expected that you will leave the venue in the same clean and tidy condition in which you found it. If this is not the case, a cleaning charge of £50 (inclusive of VAT) will be made.

## **PUBLIC SAFETY AND ACCESS**

1. We, our agents, and any of the Emergency Services, can enter the Premises at any time without prior notice.
2. **You must make sure the marked fire exits are operational and are kept clear at all times.**
3. The maximum permitted number of persons allowed is as we agree on your application.
4. As the building is based in a residential area, you must ensure your guests leave quietly and in a respectful manner.

## PROVISIONAL BOOKINGS

**A booking can be held for a max of 14 days from first point of formal request;** however these are cancelled automatically in our bookings diary if you have not confirmed with the required booking form and deposit payment within this time. This responsibility lies with you as the organiser.

## USAGE CHARGES

1. We will put together a formal quotation and invoice, based on your initial enquiry details; these should be confirmed through a completed booking form emailed through to **maltings@cityofelycouncil.org.uk**.
2. **A non-refundable deposit of £1000** is required to secure your Wedding booking. This must be received no later than 14 days after a provisional booking has been made.
3. **A 75% balance payment is due 4 months prior to the Wedding day.**
4. **The final balance is payable 1 month prior to the Wedding day.**
5. We will not increase your usage charge once you have paid your deposit even if we subsequently decide to increase our charges generally.
6. The prices quoted for all rooms are in accordance with the current tariffs.
7. Cheques should be made payable to the City of Ely Council and sent to The Maltings, Ship Lane, CB7 4BB, Ely, Cambridgeshire.
8. All prices are inclusive of VAT at the prevailing rate, this is subject to change should the future government policy necessitate that the VAT rate increases or decreases.

## CANCELLATION

1. Failure to make payments by required deadlines will result in the immediate suspension of the booking.
2. **All cancellations must be received in writing.** If cancellations are made the following charges will apply, less the £1000 non-refundable deposit: -

**1 to 2 weeks before event date - 100% of event costs**

**3 to 6 weeks before event date - 75% of event costs**

## **7 to 10 weeks before event date - 25% of event costs**

### **3. Change of Date**

Once a booking has been confirmed, any change of date may result in forfeiture of the booking. Whilst every effort will be made to accommodate changes in date, the provision of rooms, equipment and other requirements cannot be guaranteed.

4. We reserve the right to cancel your booking, at short notice, due to any unforeseen circumstances, or if we believe for any reason the venue to be unsafe for use for any reason to the public – In this case we would issue you with a full refund of the monies paid to us, but that would be the limit of our liability to you.

## **INDEMNITY AND INSURANCE**

1. We will not be responsible for the loss, theft of or damage to property belonging to you or any person attending the Premises.
2. You must indemnify and keep us and our agents from and against all claims, costs, damages, expenses, actions or demands whatsoever arising out of or in any way connected with the hire of the Premises.
3. **We will hold you responsible for the costs of any necessary repairs to the Premises/replacement of equipment, or industrial cleaning required, arising from your use, including any consequential losses, should the Premises be unusable as a result of your hire.**

## **TERMINATION OF USE**

If you do not comply with one or more of these conditions or our instructions or requests, then we can exclude you or any person in the Premises from the Premises, with immediate effect until you do comply, but this will not relieve you from any obligations under these conditions. You must only use the Premises for the purpose(s) we have agreed to, and we reserve the right, if we believe your use is improper, unseemly or undesirable, by immediately terminating your booking without payment of any compensation or refund of any payments made by you to us.

## COMMENTS / COMPLAINTS

Any comments or complaints, which must be in writing, should be made to the Duty Manager at the time of your event to allow us opportunity to resolve and investigate at the time. We appreciate all feedback to enable us to continue to deliver a high standard of service, and welcome feedback of all types.

## CARPARKING – LOADING/UNLOADING

We are only able to offer space for parking for up to **TWO** vehicles in total, if space is available (including catering and any external parties you are using) at the rear of the venue in a small staff parking area. These vehicles should ideally be agreed in advance of your booking date, and the manager on duty will issue a permit on arrival which should be displayed clearly in the front window of the vehicle. Vehicles are able to unload at the front of the building from the access road, but should not block the main entrance doors, and should not be longer than 20 minutes unloading (only one vehicle at a time).

## FOOD AND DRINK

The Maltings reserves the right to be sole supplier of all alcohol, food and other drinks and consumables. We are able to tailor packages and wine lists to most events.

We provide catering options within our Wedding packages – however should you choose to employ an external caterer for your event, we will need to agree this in advance during the booking stage, and will **require a copy of the company's Food Hygiene certification**, along with a copy of their **Public Liability Insurance** certificate and **Food and Safety Management Systems**.

There will be an additional charge of £180.00 for the use of the kitchen, and a charge of £84.00 for storage.

Additional food items brought in by the hirer must be agreed in advance with the management and may incur a maximum surcharge of £60.00.

We do not accept responsibility for any food items that are not prepared or cooked by our own caterers on site.

If you choose to have one of our catering options, final numbers are required 1 month prior to the Wedding day. This will be the number charged for on the day unless numbers increase.



## LOST PROPERTY

If found, we will hold on the premises for a maximum of one month – for the purpose of hygiene certain items will be disposed of immediately such as soiled clothing or perishable goods. Please contact us directly on **01353 662633** or email **maltings@cityofelycouncil.org.uk** for enquiries.

**I/we have read and understood, and agree to the terms and condition of my/our booking in full.**

NAME.....

NAME.....

SIGNED.....

SIGNED.....

DATE.....

DATE.....

*To make an enquiry please contact  
The Maltings for further details and  
information about our Terms &  
Conditions.*

*Telephone: 01353 662633 Email:  
[maltings@cityofelycouncil.org.uk](mailto:maltings@cityofelycouncil.org.uk)  
Social Media search 'The Maltings  
Ely'*



*We look forward to hearing from you!*