

Weddings

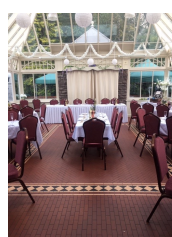
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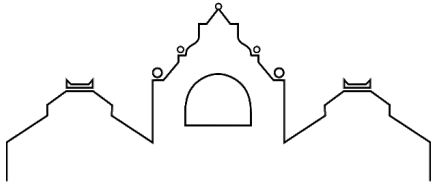
Belle Vue

*Belle Vue Park, Newport, a perfect
venue for intimate weddings and civil
partnerships*

Tel 07737 630657

Bookings@bellevuetearoom.uk





Weddings at Belle Vue

A perfect park venue for intimate weddings and events.

Belle Vue Park, Waterloo Road, Newport, South Wales NP20 4FP

Weddings in the presence of a superintendent registrar and registrar, and civil partnerships in the presence of a civil partnership registrar have been granted to be held at Belle Vue, subject to the following conditions:

- 1. The only areas approved at Belle Vue for the solemnization of marriages and formation of civil partnerships are:*

West Conservatory (Tea Room), East Conservatory, Main Pavilion and Bandstand.

Each has a maximum occupancy of 60 persons. Occupancy excludes Bride, Groom and 2 Registration staff.

- 2. The use of the rooms is subject to any restrictions mentioned in the current fire certificate for the building regarding number of persons allowed to be present in the rooms concerned at any time.*
- 3. Adequate tables and chairs will be available for the Registration Officers and parties being married/forming a civil partnership, including seating for the majority of guests and will be to the satisfaction of the officer conducting the ceremony /civil partnership.*
- 4. There will be satisfactory disabled access*
- 5. An additional room will be available for the interview of parties prior to the ceremony/civil partnership*
- 6. Toilet facilities will be available.*

7. *Car parking spaces for the Registration staff will be guaranteed AND up to 20 spaces will be available for wedding guests subject to prior arrangements being notified to Belle Vue and payments made for the car parking fee.*
8. *There will be an absence of noise from other activities during the ceremony.*
9. *Music played before or during the ceremony must have the prior consent of the Superintendent Registrar/Civil Partnership Registrar.*
10. *No food or drink may be sold or consumed in the room in which proceedings take place for one hour prior to or during those proceedings*



Step by Step Guide to booking your wedding / civil partnership at Belle Vue

- 1. As soon as you have decided on Belle Vue for your wedding / civil partnership ceremony, please contact Jan Walsh via email (Jan@bellevuetearoom.uk) or telephone: (07737630657) or in person by visiting the Tea Room preferably not during the lunchtime period. At this point, an idea of available dates in the preferred month of the ceremony will be discussed.*
- 2. Contact the Superintendent at Newport Register Office, Mansion House, 4 Stow Park Circle Newport NP20 4HE (Telephone 01633 235520) to finalise your preferred date.*
- 3. Without the presence of the superintendent registrar and a registrar there can be no marriage/ civil partnership. It is essential that you make an advance booking with the superintendent registrar for their attendance at your marriage as soon as a booking can be accepted. A fee for this will be payable to the registrar before the ceremony.*
- 4. You will also have to give a notice of marriage to the superintendent registrar of the district in which each of you live. This notice must be given in person and is valid for 12 months. There is a 15 day waiting period after notice has been given before the marriage can take place.*
- 5. If either of the couple is subject to immigration control, there will be further procedures to take before notice can be given. The local superintendent registrar can advise further on these procedures.*
- 6. Any arrangements made for a marriage / civil partnership to take place at Belle Vue are dependent on:*
 - The attendance of the superintendent registrar and a registrar for Newport and*
 - The issue of the authority or authorities for marriage/civil partnership by the superintendent registrar to whom notice of marriage was given.*
- 7. When notice is given in a different registration district from Newport, the couple will have to collect the certificate issued by the registration district before the ceremony and ensure that it is given to the registrar who is attending to the ceremony.*
- 8. Only a civil, non-religious ceremony can be permitted by the superintendent registrar. The content of the ceremony must be agreed in advance with the superintendent registrar who will be attending the ceremony.*

9. *Any rights of copyright for music, readings etc. permitted at the ceremony are a matter for you to consider and the holder of the approval.*

Making and finalising your Belle Vue booking

10. *Once you have a finalised date booked with the Registration staff, contact Belle Vue to notify us of your final decision to have the ceremony/reception with us.*
11. *Complete the attached booking form, ensuring that there is compliance with the above guidelines on numbers able to attend. Please note, we recommend 50 or fewer guests for seated receptions. We have a 12m x 6m marquee which can seat up to 65 comfortably,*
12. *Menu choices are given on the booking form but specific food tolerances and preferences can be discussed and usually accommodated.*
13. *Submit the signed booking form and make the deposit, ensuring you have read the guidance on the form. Deposits can be accepted by cheque, bank payment or in person at the Tea Room with cash/card payment.*
14. *Confirmation of the booking will be made within 5 working days, If no notification has been received it would be best to contact Jan on the number above.*
15. *Keeping in touch during the time between booking and the ceremony is welcomed and indeed advised if you plan significant changes. The type of changes which we really need to hear about are:*
 - *If a wedding planner, bar, or other personnel are appointed*
 - *If numbers of guests reach 48 for a reception in the conservatory*
 - *If there are food intolerances identified by your guests*
 - *The number of disabled or guests needing assistance.*
16. *You are welcome to visit between 9.00 am and 4.00pm to check aspects of the room if it is not booked. Please contact Jan.*
17. *One month prior to the ceremony date, we require payment in full and any final details amended on the signed booking form.*

18. *Cancellations carry an administration fee. Fees are indicated on the form.*
19. *The building has an entertainment licence and is seeking a licence to sell alcohol. In the meantime, a private event may bring own alcohol providing this is not being sold to guests otherwise a temporary events notice would be required from NCC.*
20. *Any bands or performances will need to be approved by Belle Vue Manager and must operate within hire times and permitted activities.*
21. *The tea room is likely to be open during booked events however we will work with you to reduce interruptions and public intervention in your event.*
22. *We do not offer a decoration service for rooms. However, we do have a few items which we can help to display. We can apply chair covers and table covers once they are hired from us but we recommend that local companies who are experts in their field are likely to provide a spectacular display and decoration of the bandstand and conservatory.*
23. *Belle Vue Tea Room reserves the right to cancel or change an event due to circumstances beyond our control such as severe adverse weather conditions, serious damage to the building or failure of utilities such as power or water.*
24. *Access for up to 20 vehicles in total will be made available by prior arrangement for each wedding. However the parking fee will be payable by yourselves.*
25. *If excessive cleaning is required following the event, a cleaning charge may be payable.*
26. *If the event overruns by in excess of 30 minutes of the arranged booking, an additional fee may be payable and will be invoiced within 14 days. No refunds will be made for events not running to the full booking time.*
27. *Unless previously agreed, no other food or drink can be brought and consumed in the Pavilion.*
28. *Should you wish to provide your own beverages, a corkage charge will be made.*
29. *Should you wish to hire in catering companies, this must be agreed with Belle Vue prior to their booking.*
30. *We reserve the right to stop any activity which we reasonably believe is likely to cause damage to the building or risk to other guests. We reserve the right to remove any persons acting inappropriately from the building.*

31. *Paper or natural confetti is allowed at the pavilion and bandstand but only on paved areas and not in other areas of the Park.*
32. *Please see the attached excel spreadsheet for the calculator*

Please be assured we want to help you make your day be remembered for all the right reasons. Whilst there are a few things to remember initially, we can work with you to tailor the day to suit. The items above are largely lessons learned from previous events and we have a very strong record of satisfied couples – and their guests.

Please feel free to contact Jan on 07737 630657 or pop into the Tearoom to scope out some initial ideas.

Very best wishes

*Jan Walsh
Managing Director*

Addendum 2020 Covid-19 Changes being made to the above

Please note that at the time of writing (July 2020) there remains a restriction of outdoor events only. This restriction means that our Bandstand is the only available venue for weddings at this moment. We are due to hear of changes and the likelihood of indoor seating and ceremonies from 3rd August 2020. At this moment we do not know if there will be a further relaxation of the 2m distancing rule which would significantly affect the number of guests allowed in the conservatory for ceremony and reception. We are hopeful of a 1m distancing from 3rd August onwards (notwithstanding any changes due to localised lock down).

In the event of wedding enquiries until August 2020, we at Belle Vue wish to assure all couples considering the venue for their wedding, that we will move swiftly to accommodate all requests providing they remain within the legal framework of Covid-19.

To assist in making decisions as to how many guests, it may be useful for couples to think about family groupings. As an example: You have invited 30 guests. The family groupings include three families of four, two families of three persons (including very small children) and several couples. It may be possible to accommodate families on tables with distancing measures to help to segregate.

We are currently using Perspex on trellis, potted plants and can arrange tables of various sizes to make best use of the space.

In the case of a ceremony, we could again cluster seating to accommodate individual families. This would allow a greater number of guests to attend (up to the number officially allowed). It does, however, mean that a number of additional discussions would need to be accommodated leading up to the wedding.

Best wishes

Jan Walsh

Manager

Tel 07737 630657